

MASON COUNTY FIRE DISTRICT 6

BOARD OF FIRE COMMISSIONERS' BUSINESS MEETING MINUTES

2-21-2023

1.0 CALL TO ORDER

- Called to order at 10:00 a.m. by Commissioner Troy Woodard.
- Roll call: Commissioner Troy Woodard, Commissioner Mike Sheetz, Commissioner Edie Reclusado present.
- Chair Woodard led the Pledge of Allegiance.

2.0 AGENDA

- ADDITIONS, DELETIONS, SUSPENSIONS:
Commissioner Sheetz motioned to add PDC Complaint to the agenda.
Commissioner Reclusado 2ND
Discussion/Vote: All in favor; motion passes.
- ADOPTION:
Commissioner Sheetz motioned to adopt the agenda with the PDC addition.
Commissioner Reclusado 2nd
Discussion/Vote: All in favor; motion passes.

3.0 EXECUTIVE SESSION:

- Commissioner Woodard declared the following: The Board will convene into executive session pursuant to RCW 42.30.110 (1)(i), to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. Commissioner Woodard called for a 30-minute executive session and invited Atty. Eric Quinn, Atty. Jeff Myers, Clint Volk, Cody Daggett, Heather Fredrickson.

Executive session starts: 10:04 am

Executive session ends: 10:34 am

Meeting called back to order at 10:34 am. Commissioner Woodard announced that no decisions had been made while in executive session.

4.0 CONSENT AGENDA

- MINUTES: JANUARY 17, 2023, BUSINESS MEETING.
- VOUCHERS: 7568 – 7599 = \$79,566.80
- ADOPTION OF TREASURERS REPORT.

MOTION: Commissioner Sheetz motioned to approve the consent agenda as presented.

Commissioner Reclusado 2ND

Discussion/Vote: All in favor; motion passes

5.0 WORKSHOP

- Strategic Plan Review: Chief Volk discussed the process for updating the districts' strategic plan. Chief Volk anticipates the update to remain in the workshop portion of the meeting for many months.
- SOP 1-12 Fire Apparatus Maintenance, Repair, and Rules of Operation Review: Staff presented SOP 1-12 for review. The board and staff discussed the SOP.
- SOP 1-13 Emergency Medical Protection: Staff presented SOP 1-13 for review. Staff presented SOP 1-13 for review. The board and staff discussed the SOP.
- Mobilization Response Authorization: Staff and the board discussed the all hazard(s) statewide response program. Staff will request approval at the March business meeting.

6.0 MEETING BUSINESS

- 2022 Year End Report: Staff requested the board authorize the mailing of the final draft of the 2022 Year End Report. The board discussed the request.

MOTION: Commissioner Sheetz motioned to approve the mailing of the 2022 Year End Report as presented. Commissioner Reclusado 2nd

Discussion/Vote: All in favor; motion passes

- SOP 1-02 Administrative Procedures Revision: The board discussed the review process with staff.

MOTION: Commissioner Reclusado motioned to adopt SOP 1-02 version 2 as presented.

Commissioner Sheetz 2nd

Discussion/Vote: All in favor; motion passes

- SOP 1-18 Ambulance Revenue and Billing: The board discussed the review process with staff.

MOTION: Commissioner Reclusado motioned to adopt SOP 1-18 version 2 as presented.

Commissioner Sheetz 2ND

Discussion/Vote: All in favor; motion passes

- 2023 Community Night Planning: The board and staff discussed community night 2023. Staff is moving forward on preparing for community night on August 2, 2023.
- BVFF Pension Certification: The board and staff discussed the BVFF pension certification. Staff requests the board authorize the certification for submittal.

MOTION: Commissioner Sheetz motioned to authorize Comm. Woodard to sign the BVFF pension certification on behalf of the board. Commissioner Reclusado 2nd

Discussion/Vote: All in favor; motion passes

- Community CPR Class: Chief Volk announced a community CPR class for March 18, 2023. Chief Volk presented the board with the class announcement.
- Outdoor Stairwell Lighting Issue: Chief Volk briefed that a citizen made him aware of a lighting issue on the exterior stairwell at fire station 6-1. Chief Volk advised the board that staff were researching all solutions to the lighting issue.
- PDC Complaint: Staff briefed the board on the public disclosure commission complaint filed by Mr. Jeff Brittig against MCFD 6. Staff requested the board authorize Comm. Woodard to work with staff and legal counsel to provide the district's response to the complaint.

MOTION: Commissioner Reclusado motioned to authorize Comm. Woodard to work with staff and legal counsel to respond to the PDC complaint filed by Jeff Brittig.

Commissioner Sheetz 2ND

Discussion/Vote: All in favor; motion passes

7.0 PUBLIC COMMENT

- No public comment.

8.0 ADJOURN

- **Commissioner Sheetz motioned to adjourn the meeting at 10:58 a.m.**
Commissioner Reclusado 2nd
Discussion, Vote: All in favor/Motion passes.

X *Troy Woodard*

Troy Woodard
Fire Commissioner

