

MASON COUNTY FIRE DISTRICT 6

BOARD OF FIRE COMMISSIONERS' BUSINESS MEETING MINUTES

5-16-2023

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:
- ADOPTION:  
**Commissioner Reclusado motioned to adopt the agenda as presented.  
Commissioner Sheetz 2<sup>nd</sup>  
Discussion/Vote: All in favor; motion passes.**

3.0 EXECUTIVE SESSION:

- Commissioner Woodard called an executive session and 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 matters relating to agency enforcement actions, or 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 invited Chief Volk, O.M. Fredrickson, Legal Council Eric Quinn.

Executive session starts: 10:03 am

Executive session ends: 10:23 am

Meeting called back to order at 10:23 am. Commissioner Woodard announced that no decisions had been made while in executive session.

#### 4.0 CONSENT AGENDA

- MINUTES: APRIL 18, 2023, BUSINESS MEETING.
- VOUCHERS: 7669 – 7716 = \$74,434.95
- ADOPTION OF TREASURERS REPORT.

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

**Commissioner Sheetz 2<sup>ND</sup>**

**Discussion/Vote: All in favor; motion passes**

#### 5.0 WORKSHOP

- Strategic Plan Review: Chief Volk presented the board with the draft strategic plan documents for review. The board discussed the draft documents.
- SOP 1-20 Chain of Command: Staff presented SOP 1-20 for review. The board and staff discussed the SOP.
- SOP 1-21 Social Media SOP: Staff presented SOP 1-21 for review. The board and staff discussed the SOP.
- SOP 1-22 Authorized Food Purchases: Staff presented SOP 1-22 for review. The board and staff discussed the SOP.
- SOP 1-23 Procurement of Public Works SOP: Staff presented SOP 1-23 for review. The board and staff discussed the SOP.
- SOP 1-24 General Purchasing SOP: Staff presented SOP 1-24 for review. The board and staff discussed the SOP.

#### 6.0 MEETING BUSINESS

- SOP 1-16 Accident Injury Investigation SOP: The board discussed the review process with staff.

**MOTION: Commissioner Reclusado motioned to adopt SOP 1-16 version 2 as presented.**

**Commissioner Sheetz 2<sup>nd</sup>**

**Discussion/Vote: All in favor; motion passes**

- SOP 1-17 Protected Health Information SOP: The board discussed the review process with staff.

**MOTION: Commissioner Reclusado motioned to table SOP 1-17.**

**Commissioner Sheetz 2<sup>nd</sup>**

**Discussion/Vote: All in favor; motion passes**

- SOP 1-19 Officer Promotion SOP: The board discussed the review process with staff.

**MOTION: Commissioner Reclusado motioned to adopt SOP 1-19 version 2 as presented.**

**Commissioner Sheetz 2<sup>nd</sup>**

**Discussion/Vote: All in favor; motion passes**

- 2022 State Report Approval: The board and staff discussed the 2022 state report. Staff requested the board authorize staff to submit the report on behalf of the board.

**Commissioner Sheetz motioned to authorize staff to submit the 2022 state report.**

**Commissioner Reclusado 2<sup>nd</sup>**

**Discussion, Vote: All in favor/Motion passes.**

- EXECUTIVE SESSION: Commissioner Woodard declared: The Board will convene into executive session for 25 minutes pursuant to RCW 42.30.110 (1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or 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 invited Chief Volk, O.M. Fredrickson, Legal Council Eric Quinn. Legal Council Jeff Myers.

Executive session starts: 10:45 am

Executive session ends: 11:10 am

Meeting called back to order at 11:10 am.

Commissioner Woodard announced that no decisions had been made while in executive session.

- PDC Complaint: Staff briefed the board on the public disclosure commission ruling on the Mr. Jeff Brittig complaint against MCFD 6. Per the P.D.C. the case is closed, and no further investigation is required.

- June 20 Meeting Canceled/Special Meeting Called for June 12: The board discussed scheduling conflicts for the June 20 regular business meeting.

**MOTION: Commissioner Reclusado motioned to cancel the June 20, 2023, business meeting.  
Commissioner Sheetz 2<sup>nd</sup>**

**Discussion/Vote: All in favor; motion passes**

**MOTION: Commissioner Reclusado motioned to call a special meeting for June 12, 2023, at 10 a.m. at the Union fire hall. Commissioner Sheetz 2<sup>nd</sup>**

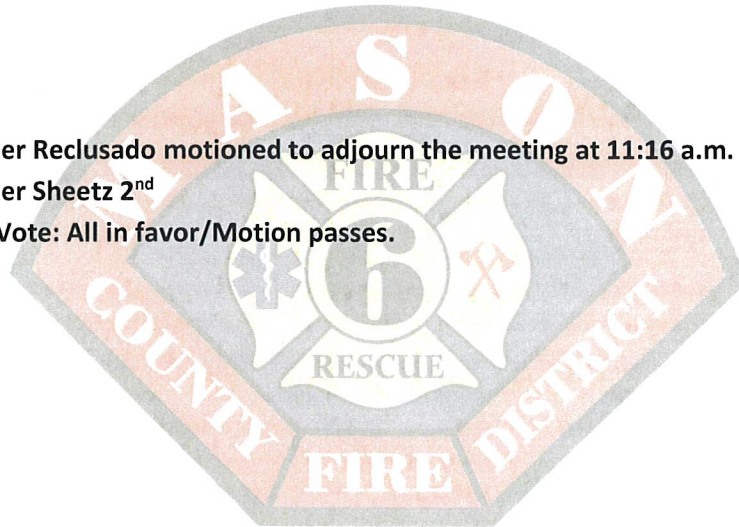
**Discussion/Vote: All in favor; motion passes**

#### 7.0 PUBLIC COMMENT

- No public comment.

#### 8.0 ADJOURN

- **Commissioner Reclusado motioned to adjourn the meeting at 11:16 a.m.  
Commissioner Sheetz 2<sup>nd</sup>  
Discussion, Vote: All in favor/Motion passes.**



**X**

*Troy Woodard*  
Troy Woodard  
Fire Commissioner