

**Mason County Fire Protection District 17
Board of Commissioners January 2, 2018 Meeting**

The meeting was called to order at 1833 by Gary Janisch at Station 17-1.

Present: Gary Janisch	Nadine Brown	Mark Fischer
Pat O'Brien (by phone)	John McNeil	Norma Morton
Joel Carlson	Sunflower Miles	

Absent: Safety Officer Jadon Miles

Meeting Minutes for December 5, 2017: Joel Carlson stated there were 124 total calls for 2017 instead of 138. Joel Carlson made the motion to approve the minutes with the above correction. Pat O'Brien seconded. So approved unanimously.

Officer's Report:

- **Drills** – The one drill for December, lead by Jadon Miles, was Hazmat. AC Fraser discussed working with Kasey Whitehouse from Central Mason to develop the department's 2018 training schedule.
- **Calls** – Joel Carlson reported there were eight calls in December – four medicals, two mutual aides with Brinnon and two service calls at Lena Lake trailhead. Total calls for 2018 to date are eight.
- **Rigs Update** – Lt. McNeil reported an oil change for E17-2 has been completed as well as the light bar has been repaired. Three new batteries have been replaced in E17-1. T17-1 will be taken to Hoodsport Mechanical for its annual check up.
- **EMS Report** – Lt. Sunflower Miles reported she is still finishing the EMS office clean up and will be painting soon. She also expressed concern that the county OTEPs have not been posted to date which means until they do, a schedule cannot be prepared for 17. She further reported that the suction units are old and need replacing. She will research prices and report back at the February meeting. Also reported is it is time for the department's annual TB tests and will need to be ordered along with two Hep-series vaccinations for the two newest recruits.
- **Safety Officer Report** – In his absence, Jadon Miles provided a report stating that last month he went through all of SCBA packs refilling and replacing the batteries in the PASS devices and the mask heads up displays. He further reported that this coming Thursday, firefighters Fischer and Thorsen will be fitted for their bunker gear, the new helmets ordered last month have been received, and he will place a new order for the remaining eight (possibly only five). He is also researching costs for 16 helmet shields with names and centers. What he has found to date is \$50 a shield and \$15 for centers. He will be asking for quotes soon.
- **Chief's Report** – Chief Brown reported the district is in the process of preparing for the new year to include the beginning of the reserves program. Also discussed was all current personnel have completed their 10% attendance requirements for drills and calls.

Unfinished Business:

- ❖ Requested Documents – None
- ❖ Financial Report: Nadine noted that due to election costs, the final number remaining (under budget) for 2017 is \$19,357.21 (\$335.88 less than previously reported). The 17% remaining budget number is unchanged. The new 2018 budget was presented and reviewed. It was discovered that stipends for the officers and EMS personnel were not complete for 2017. OTEPs and Officer's Meetings were omitted and are now vouchered for approval at this meeting – a total of \$180 for Officer's meetings (expense) and \$540 for combination Officer's Meeting and OTEPS (EMS)
- ❖ Roof Update – The gutters have been installed and approved by the county at Station 17-2. The roofers have stated the supplies for the roof for Station 17-1 is scheduled to arrive on the 12th – however, no start date has been provided.

New Business:

District Secretary Position – Chief/District Secretary Brown reported she discussed the position with Norma Morton who has stated she would be interested in the position. After some discussion with Norma in regards to the job, the Commissioners asked her if she would be interested in accepting the position. She accepted. Pat O'Brien made the motion to appoint Norma Morton as the new District Secretary with a salary of \$500/month. Joel Carlson seconded. So approved unanimously. Also discussed was a stipend for Chief Brown for the Chief's position. Pat O'Brien made the motion to pay Chief Brown \$400/month. Joel Carlson seconded. So approved unanimously.

Input from Commissioners – Joel Carlson stated that the no parking signs at Station 17-1 have been posted. Also he stated a resolution needs to be prepared for him to be a firefighter for the district while he is also a Commissioner. This will be prepared for the February meeting.

Input from Meeting Attendees – Tony Fraser mentioned that firefighter Thorsen is still interested in doing the sheet rocking job in the bay at Sta17-1. Tony will continue to put together a proposal showing costs, etc., needed to do the job and report at the February meeting. It was decided that this project will not occur until after the new roof is done.

Pat O'Brien made the motion to approve the vouchers presented for signatures totaling \$6,555.11 for Expenses and \$806.64 for EMS. Joel Carlson seconded. So approved unanimously. A copy of the expenditures are attached to these minutes. Gary Janisch adjourned the meeting at 1945. Next regular monthly meeting will be Tuesday, February 6th.

Nadine L. Brown, Secretary

Approved by Commissioner
