

Mason County Fire District 18 Board of Commissioners

July 13, 2022

The meeting was called to order by Chair Gail Cochran at 1700 hours. Also present were Commissioners Barb Bodin, Chuck Lucas, Mark McDougall and Leonard K. Weaver.

Fire Personnel: Michael Sexton, Ron Satterfield, Ray Menard, Joseph Hill, James Suor, Drew Walter, Camille Lemke, Joanne Carson, Ron Hill

Guests: Chris Hill, Ronnie Hill and Brenna Hill

Secretary: Karen Thomas

All stood for the Pledge of Allegiance.

Swearing in of new Hire: Joseph Hill. Congratulations!

Previous Minutes:

REGULAR MEETING: June 8, 2022

SPECIAL MEETING: June 14, 2022 Meeting Minutes

Commissioner Bodin moved to accept, 2nd by Commissioner Lucas. Passed Unanimously.

Budget Amendment:

- Line items added for new hire, Joseph Hill
- New Line item added to track Wildland Fuel

Motion to accept by Commissioner Weaver. 2nd by Commissioner Bodin. Passed Unanimously.

Treasurer's Report/Payment of Bills and Payroll:

Total of \$84,105.65 bills and payroll for the month of July.

\$71,841.84 in EXPENSE

\$12,263.81 in EMS

Motion to pay the bills and payroll made by Commissioner Bodin. 2nd by Commissioner Weaver. Passed Unanimously.

Resolution 2022-12 to authorize the transfer of \$12,263.81 from EMS to EXPENSE to cover the EMS portion of the bills for the month of July. Motion by Commissioner Cochran, 2nd by Commissioner Weaver. Passed Unanimously.

Chiefs Report:

Cash Flow Statements will be available on the commissioners desk.

Review of the Financial Statement

42 calls in June bringing the total for the year to 295

Wildland Season for this year: We currently have 2 trucks and 5 personnel ready, with the possibility of one more personnel. Rotations could look different this year as there is a significant lower amount of personnel from previous years, a typical year staffs approximately 800 state wide and they are currently at approximately 127.

Getting a lot of outdoor work done, taking a couple trees down at the Cushman station.

Chief donated an 8 X 10 trailer to be able to haul the lawn mower and other gear back and forth between the stations, but we will need to be looking for another for future transportation of the snowmobile.

We are working on bids for painting the Lake Cushman station. There is some additional work will be needed such as caulking and potentially adding flashing. Working on the best way to move forward.

SCBA compressor: Still waiting on information on when we are getting it. There is a significant delay on getting the bottles in.

There was a recent drowning incident at Lake Cushman that we responded to. It was a tough call. Additional debriefings for responders with a CISM were available.

There are current Burn Restrictions in place. Campfires only.

At the last Officers Meeting, we added 3 additional volunteers to our roster: Tyler Hoffman, Shawn Berry, and Yev Tislenok, as well as promoted 3 of our responders to Sr. Responder: Drew Walter, Joseph Hill and Gavin Rightmyer.

Tacoma Power reached out to us to offer the opportunity of practice burns on several cabins. It will happen during the fall, as they want it done by the end of the year. This is a large enough project to open up to the county as practice burns.

Washington State Rating Bureau (WSRB) came June 27, 2022 to review our records, we are waiting on official word of our new rating as a combined district.

Asphalt at Lake Cushman Station: We need to work on getting bids to fill/fix the cracks.

Lake Cushman dog park was looking at making a location at Foothills Park. Chief expressed concerns about that being the only consistent available Landing Zone in the area. They are working through that.

Old Business:

Commissioner Weaver would like to put together a planning committee to project the next few years. We will put that together closer to September.

Hall Rental: Review the new contract that was created with our Attorneys suggestions. Made changes as needed. A motion to accept the new contract was made by Commissioner McDougall. 2nd by Chair Cochran. Passed Unanimously.

New Hire Joseph Hill. We are working through the on boarding process. Excited to have him on board.

Update on the contract with Skokomish Tribe: Their attorney requested a district map. We sent that on, and are waiting to hear back.

New Business:

Captain Menard:

- After authorization for the purchase of rope rescue, we finally got the last item we ordered. It is maintained in Rescue 18-2.
- Went to a Department of Emergency Management (DEM) meeting and there was some conversation about the Snow Load Map after the snow storm this year. They are looking at reinvigorating the full potential of CERT teams. They also looking at reevaluating the Critical Infrastructure plan, and expect to have a rough draft out by September for review.

During the snow storm, when requesting resources, the County Commissioner Declaration with use of the word "Emergency" not "Disaster" will hinder the ability to recoup a lot of the costs associated with that event.

Board for Volunteer Firefighters: Signatures are needed from the Chair and District Secretary for paperwork authorizing a former volunteer to collect their retirement from their time with the former District #1.

Good of the Order:

Commissioner McDougall spoke to a gentleman who is a responder from Spanaway who was involved in an incident in our district. He was impressed by our Departments work.

We received complements from Jerry at the IGA, complementing our work as a Department and the growth that has supported the community. Thank you to everyone who continues to make that possible.

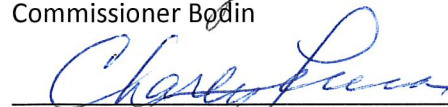
Meeting adjourned by Chair Cochran at 1822.



Commissioner Bodin

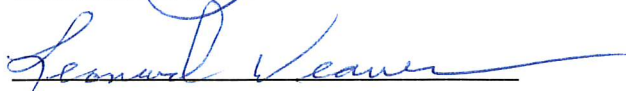


Commissioner Cochran



Commissioner Lucas

Commissioner McDougall



Commissioner Weaver



HOODSPORT FIRE & EMS

240 N. Standstill Dr. S. Hoodspport, WA. 98548

Station (360)877-9882 Fax (360)877-6220

Email: kthomas@hoodsportfire.org

Banquet Hall Rental Contract

The individual signing this contract agrees to all provisions of this document specified below. The rental period includes the actual event and time allotted for decorating, set up, and clean up. For the purposes of this contract, Hoodsport Fire & EMS will be referred to as "HFE". The individual signing this contract will be referred to as the "Renter".

Rental Information

Date of Rental: _____ Time Period Reserved From: _____ To: _____

Type of Event: _____

Estimated Number of Attendees: _____

Renter's Name: _____

Point of Contact (if name listed above is not an individual): _____

Renter's Address: _____

Renter's Phone: _____

Renter's Email: _____

Renter's Insurance carrier (if required) _____

Purpose or Use of Facility

Initial: _____

- The use of the Banquet Hall is restricted to the event defined above and for no other purpose. Violation of the seating capacity (see page 3 for capacity) will result in suspension of the event until compliance is restored. This will be enforced in order to ensure the safety of guests and protection of premises as well as to comply with Washington State fire code.

Alcohol

Initial: _____

- You may bring your own alcohol onto the premises; HFE provides neither alcohol nor bartenders. If alcohol is available for consumption, in any capacity, you will be required to get a Banquet Permit from the Washington State Liquor and Cannabis Board and have it displayed on the premises. No alcohol shall be served to anyone under the age of twenty-one (21) years of age. Absolutely no alcohol will be

permitted to be taken outside the building for consumption by any guest, individual or the renter. The renter is to ensure that this provision is enforced.

- If Renter brings alcohol onto the premises under the conditions outlined above, the User shall procure and maintain for the duration of the Agreement Liquor Liability insurance in the amount of not less than \$1,000,000 per occurrence if the User is in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages. HFE is to be named as an additional insured on the Liquor Liability insurance. If the User is hiring another party to sell and/or serve the alcohol such as a caterer, bartender, winery or brewery, the User should require this party to have Liquor Liability insurance with limits of not less than \$1,000,000 per occurrence, listing HFE as an additional insured. If the User is not in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages, but will be providing alcohol at the event, then the User's Commercial General Liability, Business or Homeowner Liability policy provides host liquor liability coverage which provides liability coverage when alcohol is not being provided or served by a professional.
- The Renter shall provide a certificate of insurance evidencing the required insurance before using the Premises.

Non-Smoking Facility/Drug Free Facility

Initial: _____

- NO smoking is permitted within the building or within 25 feet of the building. This includes cigarettes, cigars, pipe tobacco, electronic cigarettes or any other types of lawful or unlawful pleasure smoking paraphernalia and substances.

Parking

- DO NOT park in the marked firefighters parking spots or in front of the bay doors. Please do not block any doors or roadways.

Liability

Initial: _____

- Renter hereby agrees to assume all responsibility for insurance respective to the facility and function under this agreement, and to assert no claim of coverage under any insurance policy of HFE during the period of such use.
- The renter hereby shall take good care of the premises during the function and shall be liable for misconduct of any of the renters, guests, employees, invitees, or other person or individual brought onto the premises by the renter.
- In case of any damage or any injury occurring to the premises, in which damages are caused by the carelessness, negligence or improper conduct on behalf of the renter, invitees, agents or employees, then the Department shall arrange for the repair of such damage, or the replacement of the property damaged in its reasonable discretion and the renter shall pay the reasonable cost associated therewith.

- Any damage done to surrounding properties is the responsibility of the renter, who is renting the banquet hall to correct at their expense.
- The renter agrees to indemnify and hold HFE, its officers, members, employees, volunteers and representatives harmless from any and all other injuries, death or damage to the property or person which may result in connection with the use of the premises including but not limited to the serving or consumption of alcohol at the event, or otherwise resulting from negligence or willful acts, intentional or unintentional on the part of the renter, any of renter's guests, invitees, agents or third parties. Renter shall not be considered an agent or representative of HFE for any purposes under this agreement.
- HFE is not responsible for lost, stolen or damaged items.

Cancellation Policy

- Should the renter decide to cancel this contract, HFE must be notified no later than Noon of the last business day prior to the day of the event.
- The renter acknowledges that the Banquet Hall is part of the fire department and may need to be used for emergencies. In the event that the Banquet Hall is needed by HFE during the reserved time, the renter agrees that this rental agreement is terminated, and all monies will be refunded.

Rules and Responsibilities

Initial: _____

- There will be no nails, tape, screws, thumbtacks, pins, hooks, permanent adhesives, or other items placed on the walls, ceilings, or floors of HFE. Wall hangings are limited and required to be hung by Magic Tape or Painters Tape or removable fun tack only. Oil fueled table decoration will not be allowed- All candles must be in glass containers.
- Standing on chairs or sitting or/standing on tables is prohibited.
- The renter must remove all trash (break down any boxes), table coverings and decorations. All trash must be removed from the trash cans located in the Banquet Hall and/or kitchen and placed in the dumpsters to the rear of the building. HFE will provide trash cans and bags.
- Wipe down all tables. Return tables and chairs to their original location.
- Sweep floors and then spot mop where appropriate.
- Unruly or abusive behavior will not be tolerated. If renters are unable to regulate their event, HFE reserves the right to shut down the event and rental fees and the deposit will not be refunded.
- The building must be vacated by 10 pm unless approval is given prior to event by HFE.
- Renter forfeits the deposit if these rules and responsibilities are not followed.

Rental Fees

- Banquet Room (\$100.00/day) \$ _____

Please indicate the location below:

- Lake Cushman: 240 N Standstill Dr. S Hoodspport, WA 98548
2064 sq ft. Max Occupancy: 125
- Hoodspport: 331 N Finch Creek Rd. Hoodspport, WA 98548
2494 sq ft. Max Occupancy: 150

- Kitchen (\$50.00/day) \$ _____

- Audio/Visual Equipment (\$50.00) \$ _____

Total \$ _____

Initial: _____

Liability Deposit

- Deposit (\$200.00) \$ 200.00

- To be paid in a separate check from rental fees.

****No Cash Payments****

Please make checks payable to:

Hoodspport Fire & EMS

Signature: _____ **Date:** _____

BANQUET HALL CLEANING CHECKLIST

Objective: To leave the area in the same condition as at the time rental began.

Main Room

- ☆ Put all trash in trash cans and take to the dumpster by the rear of the building.
- ☆ Wipe down tables.
- ☆ Return tables and chairs to their original place.
- ☆ Sweep floors and spot mop.
- ☆ Empty and reline trashcans.

Bathrooms

- ☆ Sweep and mop floors.
- ☆ Ensure toilets are flushed and clean.
- ☆ Empty and reline trashcans.

Kitchen

- ☆ Put all trash in the trashcans.
- ☆ Wipe down countertops, clean sinks.
- ☆ Wipe down the stove/oven/microwave, if used.
- ☆ Wipe down the refrigerator, if used.
- ☆ Return any used items to their original place.
- ☆ Sweep and mop floors.
- ☆ Remove all excess food from premises (please do not leave food here).
- ☆ Empty and reline trashcans.
- ☆ Run dishwasher and empty after use. (Lake Cushman)
- ☆ Turn off dishwasher. (Lake Cushman)
- ☆ Turn off the gas to the stove. (Lake Cushman)

Cleaning Supplies

- ☆ At the Lake Cushman Station, the cleaning supplies can be found under the kitchen sink or in the closet in the ladies' restroom.
- ☆ At the Hoodsport Station, the cleaning supplies can be found in the closet in the back of the room to the right of the ladies bathroom.