

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
January 28, 2008**

The meeting convened at 1900 hours at East Valley Fire Station 40. Those present were Chief Warren Gay and Commissioners Joe Gendron, Les Riel and Dan McNulty. Others present were District Secretary Michelle Rosen, Deputy Chief Mike Riel, East Valley Fire District Personnel, and audience members.

Chairman Joe Gendron called the meeting to order and conducted the Pledge of Allegiance.

**APPROVAL OF AGENDA**

There being no changes the agenda stood as approved.

**LIMITED OPEN PUBLIC INPUT FOR ITEMS NOT ON AGENDA – Three minute limit**

There being no public comment, the meeting continued.

**APPROVAL OF PREVIOUS MINUTES**

**A. January 14, 2008 regular meeting – approve or deny**

**B. January 22, 2008 special meeting – approve or deny**

Commissioner McNulty made a motion to approve the minutes of the regular meeting on January 14 and the minutes of the special meeting on January 22. Commissioner Riel seconded the motion and the minutes were so approved.

**EDIT LIST APPROVAL**

**A. Batch #247307, \$2,730.10 - 2007**

**B. Batch #247309, \$32,041.72 - 2008**

Commissioner Riel noted the following questions regarding the above mentioned edit lists:

- Page 1 item 1 paid to NFPA for \$715.50. Chief Gay explained that this was not the fee for dues, but was for seamless upgrades, rights to access the internet and downloading ability.
- Line 25, for \$219 was for NFPA membership dues.
- In addition, Commissioner Riel also confirmed that the \$10,336 paid to C-Western Fire Apparatus was a continuation of the radio purchase.
- Line 38, paid to Four Seasons Heating in the amount of \$1445.86 was being withdrawn from both the Fire and EMS funds. Chief Gay explained that this was to replace the furnace at Station 42 that died. Commissioner Gendron asked if this could be split 70/30 since 70% of the calls made from that station are EMS related. Chief Gay answered that it could be split in that manner; however, the EMS account is not as large as the Fire account.
- Line 39 paid to AT&T Mobility in the amount of \$124.13 -- Chief Gay noted that this expenditure was for an iphone in order to provide constant internet access and email services with his staff and included full cell phone usage to avoid any down time communication with staff. There was clarification between Commissioner Riel and Chief Gay that the charges noted were for access and set up only. The cost of the phone itself was \$399. This item replaces the Nextel department phone which Chief Gay noted its failure to work 1.5 years ago, and the Chief's personal cell phone which he was using for district business. The Chief's Nextel service was not cancelled since the district's plan includes shared minutes regardless of the number of phones on the account. The new monthly charges for the AT&T account will be \$59.

Commissioner Riel made a motion that Batch 247307 in the amount of \$2,730.10 and Batch 247309 in the amount of \$32,041.72 be accepted. Chairman McNulty seconded the motion and the aforementioned edit lists were so approved.

## **SECRETARY'S REPORT**

District Secretary Rosen informed the Board that she discovered that the previous district secretary neglected to administer the contracted 3% wage increase in 2007 for Lieutenants Lenseigne and Schrank. In addition to their scheduled 3% increase in 2008, she will be issuing back pay and making the necessary corrections to their retirement from the error that occurred in 2007. District Secretary Rosen reported that Yakima County Human Resources confirmed her findings and they did not have any record of the Lieutenants receiving a pay increase in 2007. Chief Deputy Riel added that the district was facing many issues during this time and that this same issue had previously been corrected for Chief Gay and himself. District Secretary Rosen noted Lieutenant Lenseigne's help in resolving this issue. The Board apologized to the Lieutenants for the oversight.

## **CORRESPONDENCE**

District Secretary Rosen reported that the only correspondence she had to present was information regarding a seminar in Kennewick regarding minutes taking techniques for \$140. The Board was in agreement that this would be beneficial for her to attend both of the courses that were being offered. Commissioner Riel made a motion that District Secretary Rosen attends two seminars in Kennewick on February 28 and 29 for the cost of \$219 plus overnight accommodations and meals. Chairman Gendron seconded the motion and the motion was approved.

## **UNFINISHED BUSINESS**

Chairman Gendron reported that the Board held a special meeting on January 22 under RCW 42.30.140 (4) where a decision was made to place a letter in Chief Gay's file for a written/verbal reprimand pertaining to anger to daily operations and to the Board and future disciplinary action pertaining to the directives, if needed. Chief Gay went on record as being in disagreement with the Board's action and will be referring the letter to legal council.

## **NEW BUSINESS**

Commissioner Riel noted the information in the Board's packet regarding Fred Pryor seminars. Chief Gay stated that this was not new business; it was only informational and will be discussed at the next meeting. Commissioner McNulty added that this topic could be placed under *General Discussion*. Chief Deputy Riel was in agreement and will provide an overview of the information at that time.

Chairman Gendron reported to the Board some changes needed to be made in the Board of Fire Commissioner's Operating Procedures on pages 214 and 215. Specifically, the per meeting fee needed to be updated from \$70 to \$90 and the yearly total needed to reflect an additional \$480. Commissioner McNulty added that on page 7, the time frame for appointing a commissioner due to a vacancy on the board needed to be updated to 90 days from 60 days to be in alignment with election laws. Chairman Gendron also noted that Chief Gay needed to research general orders and investigations on page 210 with regard to the cause of all fires being determined by the County Fire Marshall when all fires exceed \$50,000. Chief Gay noted that he and Lieutenant Lenseigne could be added to that SOP for the City of Moxee. Commissioner Riel mentioned that once these items were changed, District Secretary Rosen needed to provide the Board with new copies.

## **COMMISSIONER'S REPORT**

The Board had nothing to report at this time.

## **DEPARTMENT ACTIVITY REPORT – Chief**

Chairman Gendron referred back to the minutes of the January 14 meeting in which letters of resignation were accepted from DiTommaso and Perrault and noted that the Chief's report did not include this information, but did include Al Benny and Doug Bissell's retirement and Don Ward's leave of absence. Chief Gay clarified that the report in front of the Board at this time was for December and the letters of resignation were dated in January and will be included in that report. He added that the resignation from DiTommaso was rescinded and his status at the district was changed to a leave of

absence due to stress. Chairman Gendron questioned the length of the leave. Chief Gay replied that it was for 30 days and he will return to service as a Captain.

Chairman Gendron indicated a desire to recognize Ken Perrault's 24 years of service -- Chief Gay noted that this will take place at the Banquet on February 2. With regard to the banquet, Commissioner Riel questioned the issuance of invitations. District Secretary Rosen responded that per instruction from Lieutenant Schrank, invitations were only sent to the retirees and is posted on ERS. Chief Gay extended a personal invitation to the Board and their spouses.

## **ANNOUNCEMENTS**

There being none, Chairman Gendron announced that Chief Gay had requested an executive session for approximately 30 minutes.

## **EXECUTIVE SESSION RCW 42.30.140 (g)**

Chairman Gendron called the meeting back to order and in an effort to keep the public informed, reported the discussions that took place.

It was reported that Chief Gay has been designated to seek out some information with regard to a part-time assistant for District Secretary Rosen.

Recruit training was also discussed and the need to remain active in pursuing more volunteers in the District.

Chairman Gendron also noted that Chief Gay's contract was discussed and will be re-addressed at the next meeting.

District Secretary Rosen's wages was also a topic of discussion.

## **GENERAL DISCUSSION – Limited between Board and Staff – NO PUBLIC INPUT**

District Secretary Rosen reported that the requested changes to the SOP's had been made, and distributed copies to the Board. Commissioner Riel noted that the legislation regarding the yearly cap needed to be researched in order to determine the actual amount versus Chairman Gendron's aforementioned calculation so as not to contradict the legislative changes.

Chief Deputy Riel highlighted some points regarding Fred Pryor seminars: •This organization would conduct some preliminary work to assess the District's needs which could include, but not be limited to meeting with Matt Fairbanks to discuss his findings, and meet with Chief Gay in addition to himself. •It would offer the District a more specialized and personalized class. •The fee schedule listed is half the cost of a seminar if it was to be offered to the general public. •Classes would be offered from 6-9pm on Tuesday and Wednesday, to begin in February and complete four sessions by May. •The fee schedule allows for 30 attendees to include office personnel, officers, aspiring officers, commissioners, and any and all parties interested in attending. •Maintenance training would be offered once a year.

Chief Deputy Riel noted his desire to come back to the next meeting with an Action Request for the Board regarding this matter.

Chairman Gendron reiterated that the cost for all four classes would be \$12,000, noting that the budget allotted only \$7,000 training dollars for the year. Commissioner McNulty wanted reassurance that this would not step on the toes of Mr. Fairbanks and the work that he has performed for the district. Chief Deputy Riel noted that Mr. Fairbanks was supportive of these classes and suggested that this would be the next step in encouraging education and training for the District. Commissioner Riel suggested that \$10,000 be transferred from reserves to cover the additional cost in order to avoid depleting the 208 training budget. Chairman Gendron asked for Chief Gay's opinion regarding the proposed training. Chief Gay submitted that he has attended Fred Pryor seminars in the past and feels that it is good training and that this would be a good avenue for aspiring officers and does support this proposal. Chairman Gendron noted that the Board would be in favor of the proposal at the next meeting if an action request was put forth. Chief Deputy Riel added that he will discuss this information with Mr. Fairbanks again for a final opinion and recommendation. The Board confirmed the transfer of \$10,000 from reserves into the training budget.

**SIGNING OF DISTRICT DOCUMENTS**

District Secretary Rosen presented the documents to the Board for their signature.

**ADJOURNMENT**

There being no other business, Commissioner Riel entertained a motion to adjourn the meeting. Commissioner McNulty seconded the motion and the meeting was so adjourned at 2006 hours.

ATTEST:

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Chair of the Board

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District Secretary

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Vice-Chair of the Board

\_\_\_\_\_  
Commissioner