

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
APRIL 23, 2007**

Chief Warren Gay welcomed the public on behalf of Commissioners Les Riel and Dan McNulty. The meeting convened at 1900 hours at East Valley Fire Station 40. Others present were District Secretary, Michelle Rosen, East Valley Fire District Personnel, and audience members.

Commissioner Les Riel called the meeting to order and conducted the Pledge of Allegiance.

APPROVAL OF AGENDA

Chairman Riel noted a correction regarding the month of the minutes scheduled for approval. Commissioner McNulty suggested adding a motion and a second of the motion to the adjournment portion of the meeting. Chairman Riel agreed.

With the adjustments to the agenda as mentioned above, the agenda was approved.

APPROVAL OF MINUTES

A. April 9, 2007 – Regular Meeting – Approve or Deny

Commissioner McNulty noted the following change:

“COMMISSIONER’S REPORT

Chairman Riel noted that the Yakima County Fire Commissioner’s Association dinner meeting will be held on ~~April~~ May 17. The location is yet to be determined.”

B. April 16, 2007 – Special Meeting – Approve or Deny

Commissioner McNulty attempted to clarify the following statement from the aforementioned meeting:

“HIRING OF DISTRICT SECRETARY

Chairman Riel asserted that as the fire district is a state agency...”

Commissioner McNulty stated that the fire district is a County agency affiliated with the State. Chairman Riel interjected that the district is under state license. There was discussion among the Board and Chief regarding this issue and further clarification and documentation will be obtained from the secretary of the WFCA.

There being no other changes to the minutes of the two meetings slated for approval, Commissioner McNulty motioned that they be approved. Chairman Riel seconded the motion and the motion carried.

LT. LENSEIGNE PRESENTATION ON RESPONSE READINESS

Chairman Riel turned the floor over to Lt. Lenseigne who presented the following statistical information regarding the total and type of calls received and the average response times for those calls:

Number of Incidents by Year		
2005	2006	2007 YTD
752	847	254

Incidents per Station by Year		
Station	2005	2006
40	189	257
41	235	265
42	322	322
43	6	3

Incidents by Day of the Week by Year		
Day of the Week	2006	2007 YTD
Sunday	125	37
Monday	116	37
Tuesday	139	29
Wednesday	108	49
Thursday	121	35
Friday	119	31
Saturday	119	36

•Call volume has a tendency to increase during the school year. • The heaviest time of day for calls is during the commute to work, and at the noon hour.

Lt. Lenseigne explained the various categories of response times: Dispatch Time=the time from when dispatch receives the 911 call and then dispatches it to the fire department; Reaction Time=dispatch to the time that fire truck or aid vehicle is in route; Response Time=dispatch to on scene arrival time; Scene Time=arrival time through the time that the unit leaves the scene; Call Length=dispatch through the time that preparations are taken in order to be back in service for the next call. This would include truck refueling and equipment prep.

Incident Response Times by Year			
Year	Alarm/Dispatch	Dispatch/EnRoute	Dispatch/Arrival
2005	00:01:88	00:02:54	00:09:22
2006	00:01:62	00:02:52	00:07:74
2007 YTD	00:01:02	00:02:09	00:06:65

•The initial time of the call to the time needed to return to full service after a call averaged 00:82:00. •The types of calls recorded in 2005 consisted of 507 EMS incidents, 118 fires, and a variety of other types of incidents. 59 incidents in 2005 were false alarms. •2006 reported 532 calls for EMS and 104 calls for fires in addition other incidences.

Lt. Lenseigne noted that there are many circumstances to consider when viewing the length of time recorded for on-scene arrival and the duration of the call.

This information presented will assist the district in determining if additional staff is needed during the heavy days. Lt. Lenseigne feels that all the reaction times are accredited to personnel being at the stations – they are staffed full time from 7:00 to 4:00 Monday-Friday and the sleeper program is being used weekday nights. He feels that the time will come when the station will need to be staffed 24 hours a day as the District continues to grow.

Lt. Lenseigne concluded by assuring the safety of the citizens of the district.

LIMITED OPEN PUBLIC INPUT FOR ITEMS NOT ON AGENDA

Commissioner Riel reminded the audience that comments need to be directed to the Board of Commissioners.

Bob Washburn relayed to the Chief his support and the confidence he has in him. He asked the Board to announce the list applicants for the vacant commissioner seat and their qualifications. Chief Gay clarified that interested parties have only submitted letters of intent and that their resumes would be requested by the facilitator that was selected by the Board. Chairman Riel indicated that the following citizens have expressed their interest in the seat: David Munson, Joe Gendron, Crystal Goss, Jeff Scott, Jeff LaBrant, Tony DiTommaso, and Tina Liniger.

Jackie Walker reviewed with the Board that according to the Standard Operating Policies (SOPs) for Commissioners, the duties of the chairman are to serve as the facilitator for all meetings in accordance with Roberts Rules of Order and the applicable rules and regulations for Washington State. Ms. Walker and Chairman Riel discussed the special meeting of April 16 with regard to the agenda item of "General Discussion". She expressed her discontent of the fact that the Chair of the Board interrupted his fellow commissioner and prematurely adjourned the meeting. Chairman Riel concluded that this issue has been resolved with the addition of a motion needed in order to adjourn the meeting.

Chris Jones questioned his employment status at the district. Commissioner McNulty reminded Mr. Jones that he was to discuss this matter with the Chief. Chairman Riel added that at a previous open public meeting Mr. Jones was found at no fault in the investigation, but because of other issues, he was to report to Chief Gay.

Crystal Goss expressed her appreciation to Chief Gay for remaining positive during times of conflict. She also applauded District Secretary Michelle on excelling at her duties, and extended her appreciation to Commissioner McNulty for his time. She questioned Chairman Riel regarding the Special Meeting of April 16 where he displayed difficulty in the hiring of the District Secretary full time. She commended the firefighters of the district for persevering, and encouraged the district to look to the future.

Rita Gay communicated her thoughts and displeasure in regard to Chairman Riel's integrity and character and asked for his resignation.

Kyle Jacobs defended his position regarding his insubordination charge and his dismissal.

Don Blackburn voiced his support of the Chief and confronted Chairman Riel about comments made in regard to replacing him. Chairman Riel denied any such comments.

Jackie Walker returned to the podium and quoted from documents produced by the firm hired by the district to investigate all phases of complaints within the district. She reiterated the need to put these past issues to rest.

Hearing no additional public comments, Chairman Riel continued the meeting with the next agenda item.

EDIT LIST APPROVAL

BATCH 234791 IN THE AMOUNT OF \$46,930.84

Chairman Riel questioned line 19, a payment made to Minnesota Wiring and Manufacturing Company, Inc. coded to office and operating supplies. After discussion, this item should be coded to small tools and minor repairs.

Commissioner McNulty motioned to accept the edit list as submitted with the above mentioned change. Chairman Riel seconded the motion and the motion carried.

COMMISSIONER'S REPORT

Commissioner McNulty requested that Chairman Riel not move forward on Bartheld's complaint until a third commissioner is appointed. Chairman Riel indicated that the requests for sealed comments from the 4 parties involved have not submitted by the deadline and therefore it is a dead issue.

Chairman Riel relayed the following information from the State Board meeting that was held in Pasco this past weekend: •There will be an election planning workshop in Ellensburg on May 15 for anyone wishing to run for Commissioner. •The WFCAs Executive Board discussed the performance goals for 2007 for the WFCAs Executive Secretary. •The 2007 conference registration increased \$5 to \$220 per person. All parties involved are registered and are scheduled to attend. •The 2008 legislative workshop is scheduled for January 24 in Olympia beginning at 9:30 a.m. •The adoption of the WFCAs strategic plan will occur at the July 7 Board meeting. •The summary of the WFCAs survey of fire districts will be presented at the June 2 seminar in Chelan. •Legislation regarding the six year multi-year levy lid lift passed and will become effective July 21. •ESHB 1368 was passed that increases the per diem for commissioners from \$70 to \$90 per day and includes a cost of living increase. •E911 monies were saved.

Chairman Riel reported that the EMS Board met and discussed establishing a hardship fund. The amount has yet to be determined.

NEW BUSINESS

There being none, Chairman Riel continued the meeting.

RESOLUTION 2007-006 APPOINTING A DISTRICT SECRETARY/AUDITING/FINANCE OFFICER FOR 2007

Chairman Riel made a motion to adopt said resolution. Commissioner McNulty seconded the motion and the motion carried.

UNFINISHED BUSINESS

A. FACILITATOR GROUP PROPOSAL

Chief Gay reported to the Board that he received a phone call from Bob Merritt and that the bid submitted by ESCI was based on Bob's residence in Selah and his being assigned to the group. The firm indicated that if another facilitator needed to be assigned, the bid would have to be revised. If this be the case, they indicated that the bid would more than likely be withdrawn.

Commissioner McNulty indicated that he misspoke at the previous meeting when he said that Mr. Merritt had applied for the position of Chief; although he does have relatives in the department. He expressed his reservations about hiring the group and reiterated his thoughts about using the staff as the facilitator instead.

Chairman Riel referred to the previous meeting where the Board agreed to use a professional facilitator in combination with the various community members that were selected.

There was extensive discussion among the Board and district staff concerning the issue of hiring an outside facilitator group and other possible options, including using community members Charlie Hines, Dave Wilson, and/or a fire chief from the Tri-Cities area.

Chairman Riel made a motion to contact County Commissioner Mike Leita in regards to facilitating two meetings to be held for the selection of an appointee to the vacant commissioner seat. Commissioner McNulty seconded the motion and the motion carried.

Commissioner McNulty made a motion to reject both facilitator bids. Chairman Riel seconded the motion and the motion carried.

Chairman Riel made a motion that facilitator committee members would consist of representatives from the following groups: East Valley Community Enhancement Association, Terrace Heights Improvement Association, East Valley School District No. 90, the City of Moxee, and a member of the Yakima County Fire Commissioner's Association. There will also be one member at large as an alternate should one of the above mentioned representatives not be able to serve. Commissioner McNulty seconded the motion and the motion carried.

B. ACCEPT AND SIGN YAKIMA VALLEY CONFERENCE OF GOVERNMENT COST AND RECOVERY PROJECT

Chairman Riel made a motion to sign the contract for DUI cost recovery on contact number 010107COR. Commissioner McNulty seconded the motion and the motion carried.

REVISION OF SOP'S / APPROVAL OF CHAPTER 5 DUTIES

Chairman Riel requested that any revision be noted by striking through the change and underlining the added information. He suggested the following revisions be made:

- Item 5.2.2 #3: Remove verbiage *“under the direction of the Fire Chief”*
- Item 5.2.5 Financial Management #4: should read *“Works with and coordinates with. . . “*
- Item 5.2.7 Minimum Qualifications #6: Add verbiage that NIMS compliance may be obtained within one year of employment.
- 5.2.7 Minimum Qualifications #8: Add verbiage that Notary certification may be obtained within one year of employment.

Commissioner McNulty made a motion to accept the amended duties and responsibilities of Chapter 5 of the District’s administrator’s policy manual, last adopted 2/11/02. Chairman Riel added that at the next meeting, the Commissioner’s SOPs will need to be revised to coordinate with this document. The motion was seconded and carried.

GENERAL DISCUSSION

This is for discussion between the Board and Staff. Even though discussion takes place in an open public forum, the public is precluded from making comment.

Commissioner McNulty congratulated District Secretary Michelle and the staff as to how the incident on Friday was handled.

ADJOURNMENT

There being no further discussion, Commissioner McNulty made a motion to adjourn the meeting. Chairman Riel seconded the motion and so ordered the meeting adjourned at 2037 hours.

ATTEST:

Commissioner

District Secretary

Commissioner