

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
May 29, 2007**

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

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

APPROVAL OF AGENDA

There being no changes, the agenda was approved.

LIMITED OPEN PUBLIC INPUT FOR ITEMS NOT ON AGENDA

Jackie Walker inquired as to the availability of the edit lists. Chairman Riel responded that they would be available for public inspection and copying after the Board had approved them.

She also asked for an explanation regarding the agenda item entitled "Limited Open Public Input for Items not on Agenda." Chairman Riel explained that this item has been on previous meeting agendas and is a time set aside for any public comment for items that are not itemized on the current meeting's agenda. If the public wishes to speak regarding an item that is itemized on the agenda, they are permitted to do so during that specific period of discussion.

Chairman Riel recognized Chief Gay who addressed Ms. Walker regarding the availability of edit lists. Chief Gay further explained that any budget item or items of finance received or expended, is available to the public and that he is more than willing to take to the time to offer an explanation of those items.

Chairman Riel reiterated that if the edit list is released prior to the Board's approval, it must be stamped as a "Draft" copy.

District Secretary Rosen briefly explained the detail that can be found on an edit list.

There being no additional public input for items not on the agenda, Chairman Riel continued with the next agenda item.

APPROVAL OF PREVIOUS MINUTES

A. May 14, 2007 – Approve or Deny

B. May 21, 2007 – Approve or Deny

Commissioner McNulty motioned that the minutes of the aforementioned meetings be approved as submitted. Commissioner Gendron seconded the motion and the motion carried.

EDIT LIST APPROVAL

A. Batch #236541, \$2,089.93

B. Batch #236403, \$12,387.18

There being no questions or comments, Commissioner McNulty motioned that the aforementioned edit list batches be approved as submitted. Commissioner Gendron seconded the motion and the motion carried.

SECRETARY'S REPORT

District Secretary Rosen requested signatures from the Board for "Lost Receipt" approval for the purchase of Norton Anti-Virus software via the internet for \$42.59. She explained that the Lost Receipt documentation a safeguard for any state audits and is completed in the interest of full disclosure.

With regard to edit list #236403, line 16, Michelle noted that the account number was changed from the petty cash fund to revolving fund FF070.

Chairman Riel asked if she had any information regarding investments. She indicated that she is currently working on that report. Chairman Riel asked that information regarding account balances be made available during the 2nd or 4th meeting of the month.

CORRESPONDENCE

Chairman Riel presented firefighter Derrick Jacobs' resignation.

UNFINISHED BUSINESS

There being none at this time, Chairman Riel continued with the next agenda item.

NEW BUSINESS

A. Appoint Chair and Vice Chair

Being that Commissioner Riel and Gendron are both up for election this year, Commissioner Gendron made a motion to appoint Dan McNulty as Chairman of the Board. Commissioner Riel seconded the motion and the motion carried, thus appointing Dan McNulty as current Chairman of the Board of Yakima County Fire Protection District 4. Commissioner Riel turned the gavel over to Chairman McNulty.

Commissioner Gendron motioned for Commissioner Riel to be appointed as Vice Chair of the Board. Chairman McNulty seconded the motion and the motion carried, thus appointing Les Riel as Vice-Chairman of the Board of Yakima County Fire Protection District 4.

COMMISSIONER'S REPORT

Commissioner Riel made mention of the convention in Lake Chelan on Saturday, June 2, where both he and Chairman McNulty will be in attendance. Commissioner Gendron will be attending the conference this fall in Tri-Cities.

DEPARTMENT ACTIVITY REPORT

Chairman McNulty entertained a motion to accept the department activity reports as submitted.

Commissioner Gendron asked B.C. Riel what additional staff is authorized to sign off on probationary and yearly competencies. B.C. Riel indicated that shadows and company officers in recruit class are also designated and authorized to do this. He explained that the sign-off is an indication that the individual has mastered and demonstrated that they possess the knowledge to perform the task or topic. Commissioner Gendron wanted to be assured that sufficient staff was available for this sign-off.

B.C. Riel further indicated that when an individual's book is complete, the Chief is the final sign-off, and the book is placed in the individual's personnel file. This is also tied to State reimbursement training dollars.

Commissioner Gendron explained to the audience that it is difficult for the competencies to be completed within the first year and that he wanted to be assured that there was ample opportunity for this sign-off to occur. B.C. Riel added that weekend duty officers are available as are sleeper shift duty officers.

B.C. Riel also noted that the task book is being revised to be more in alignment with the recruit class. He also explained that there are two opportunities for make-ups – one in April for modules 1-3 and one in November for modules 1-6; however only 3 modules can be made up in one sitting.

Audience member Jackie Walker asked if this process was for individuals signing up to become a firefighter.

Commissioner Gendron affirmed that the competency manual is a process designed for probationary firefighters who must meet certain criterion after being trained, drilled and/or schooled with regard to driving, pumping, using extrication tools, etc. before they become a full-fledged firefighter.

B.C. Riel added that a lot of the competencies are driven by WAC standards for firefighters.

There being no additional discussion regarding the department activity reports, Chairman McNulty reiterated that there was an outstanding motion to accept them as submitted. Commissioner Gendron seconded the motion and the motion carried.

ANNOUNCEMENTS

There being none at this time, Chairman McNulty dismissed the Board into executive session for an estimated 20 minutes.

EXECUTIVE SESSION – RCW 42.30.110 (g) Personnel Issues

- A. Discuss the Chief's evaluation**
- B. B.C. Mike Riel's contract**
- C. Terminations & Promotions**

Chairman McNulty called the meeting back to order and reported that no action was taken during the executive session and there will need to be a special meeting called for on Monday, June 4 at 6:00 p.m. He noted that items to be included on the agenda will be: Chief's evaluation, complaints received by the department, Battalion Chief Riel's contract, and general discussion.

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

A. Possible workshop scheduled for June 13, 2007 – Chief will discuss

Chief Gay explained that once a year, the department attempts to assemble with all the department retirees for a special discussion workshop with staff and the Board of Commissioners. This year the requested date is June 13 between 11:00 and 1:30. This workshop will be considered an open public meeting.

Chief Gay requested that the resignation of Derrick Jacobs be officially read into the record.

Chief Gay also requested that District Secretary Rosen explain the circumstances that led up to the resignation of Chris Jones on May 16; with such circumstances being logged in the district journal.

District Secretary Rosen explained that on May 16, Chris Jones entered the station and requested a meeting with the Chief. As the Chief was already in a meeting with Battalion Chief Riel, she attempted to schedule a meeting for a later date and time. Mr. Jones requested that she relay a message to the Chief that he was "done" and exited the facility.

Chief Gay added that he requested that Michelle log this incident as a "spontaneous utterance," and thus accepted his resignation.

Commissioner Gendron asked for clarification on the incidents that occurred with Chris Jones prior to that day. Chief Gay gave the Board background on the events leading up to Mr. Jones submitting his resignation. In summary; in January the Chief tried to set a date with Chris to return but to no avail. Three months passed with no contact from Mr. Jones so District Secretary Tina Liniger was directed by the Chief to send Mr. Jones a letter. Mr. Jones indicated he didn't receive a letter and then came to the Station the first part of May and spoke with the Chief about his reasons for wanting to return. Chief Gay indicated that he made it clear to Mr. Jones that he would be returning as a firefighter and not as a lieutenant. He was invited to attend training that Tuesday, but did not appear. Three weeks of training sessions passed where Mr. Jones was not in attendance. Per a request from the Chief, B.C. Riel ran a three month readout that indicated zero.

Chief Gay asked the Board to motion for acceptance of Mr. Jones' resignation. Chairman McNulty indicated acceptance of this letter.

Chief Gay will issue letters to Mr. Jones and Mr. Jacobs thanking them for their service to the community. He will also send letters to the district secretary applicants to thank them for their interest.

ADJOURNMENT

There being no additional business to conduct at this time, Chairman McNulty entertained a motion to adjourn the meeting. Commissioner Riel so moved, with a second from Commissioner Gendron. The meeting was adjourned at 1956 hours.

ATTEST:

Chair of the Board

District Secretary

Vice-Chair of the Board

Commissioner