

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
August 8, 2011**

The meeting convened at 7:00 p.m. at East Valley Fire Station 40. Those present were Commissioners Joe Gendron and Les Riel. It was noted that Commissioner Dan McNulty had an approved absence. Others present were Chief George Spencer, District Secretary Michelle Rosen and Deputy Chief Mike Riel.

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

APPROVAL OF AGENDA

There being no changes, the agenda was approved and the meeting continued.

LIMITED OPEN PUBLIC INPUT FOR ITEMS NOT ON AGENDA – Public comment for items that are on the agenda are allowed as the item comes up for discussion during the meeting. Please stand and be recognized by the Chair and limit your comments to three minutes.

Audience member Kyle Jacobs questioned if the District was paying a volunteer firefighter's medical bills. Chairman Gendron replied that medical bills were paid out of the Volunteer Pension and Relief Fund for injuries incurred while the volunteer was on duty. It was noted that the individual in question had received a physical to determine his fitness to return to duty that was paid out of the professional services line item in the budget, not through the Volunteer Pension and Relief Fund.

Kyle Jacobs also questioned what the rate of pay was for individuals who worked at the hop festival. Chief Spencer replied that an hourly rate was paid utilizing the same pay policy as used in 2010.

Mr. Jacobs also questioned if full-time staff had received overtime pay for installing smoke detectors at Sun County Estates. Chief Spencer replied that paid-on-call staff was paid a stipend and full-time staff was paid according to contract. Mr. Jacobs also questioned why one mobile home park was singled out rather than offering the service to the general public. Chief Spencer responded that this was a pilot program combined with home inspections targeting senior adults through the Fire Marshall's office; that Paul Jenkins was involved in a research project and would be revisiting the area in 3-6 month intervals to compile data regarding the impact of the project. He noted that Sun Country was selected due to the park's low turnover and accessibility. Chief Spencer also confirmed that the District still carried smoke detectors on the engines and provided them to walk-in public.

APPROVAL OF PREVIOUS MINUTES

a. July 25, 2011 Regular Meeting – approve or deny

Commissioner Riel made a motion to approve the minutes of the July 25, 2011 Regular Meeting. Chairman Gendron seconded the motion. The Board was in favor and the minutes were approved.

EDIT LIST APPROVAL

a. Batch #301273, \$16,709.28 – approve or deny

b. Cash voucher - \$133.92 – approve or deny

Commissioner Riel made a motion to approve edit list 301273 in the amount of \$16,709.28. Chairman Gendron seconded the motion and the edit list was so approved.

Commissioner Riel made a motion to approve the cash voucher in the amount of \$133.92. Chairman Gendron seconded the motion and the aforementioned edit list was approved.

SECRETARY'S REPORT

District Secretary Rosen initiated conversation regarding staff back-up for payroll processing in the unforeseen event that she was unable to perform her duties for any reason. Chairman Gendron replied that he had spoken to Chief Spencer regarding this matter and was adamant that within the next two months, an additional individual would be trained and competent in payroll, taxes, retirement, and accounts payable processes. Commissioner Riel felt that the first point of contact in this matter should be career staff.

CORRESPONDENCE

There being no correspondence, Chairman Gendron continued the meeting.

UNFINISHED BUSINESS

Chairman Gendron questioned when the rescue apparatus would be arriving. Chief Spencer reported that Firefighter Evers had provided him with an update for an October ready date which was still within the 180 days per contract.

Audience member Kyle Jacobs questioned what type of delivery method had been decided upon. Chairman Gendron replied that the Board had agreed upon shipping the apparatus by truck as it was the most cost effective.

Commissioner Riel expressed his displeasure with the Chief's authorization of overtime for career staff to participate in the smoke detector installation program. Chief Spencer noted that since it was the prevention officer's program, he was reluctant to offer overtime to one bargaining unit member and not to all members. Commissioner Riel agreed that the fire prevention officer was rightly authorized for overtime as he was tasked with the project; however, additional paid-on-call staff should have been utilized rather than the other career staff. The Board requested that, in the future, an action request be submitted for such special projects and programs that outlined all expenses including any salary overtime occurrences.

Commissioner Riel confirmed that the stipend pay matter discussed at the July 25 meeting would be confirmed in writing by Brian Snure. Chief Spencer replied that Mr. Snure was currently completing the contract for the purchase of the air support unit, but that they should receive something within two weeks regarding all stipend issues. He indicated that the threshold level had been determined and that he was personally checking all paid-on-call year to date earnings on a monthly basis to ensure that they were not nearing that threshold. The Board requested clarification in writing from Mr. Snure of the threshold calculation; whether it was 20% of total compensation for bargaining unit members or 20% of starting pay.

NEW BUSINESS

- a. **Resolution 2011-09 *In the Matter of adding investment officers in the absence of the District Secretary and/or Chief Spencer – approve or deny***

Commissioner Riel recapped this matter from the July 25 meeting and read Resolution 2011-09 into the record. Commissioner Riel made a motion to adopt Resolution 2011-09. Chairman Gendron seconded the motion. The Board was all in favor; thus approving Resolution 2011-09 *In the matter of adding investment officers in the absence of the District Secretary and/or Chief Spencer*.

COMMISSIONER'S REPORT

Chairman Gendron noted that he had received Commissioner Riel's information regarding AFG grants and that Chief Spencer was already researching the possibilities.

Commissioner Riel reported that the Fire Commissioners Association meeting was August 18 at the Nile.

ANNOUNCEMENTS

There being no announcements, Chairman Gendron continued the meeting.

EXECUTIVE SESSION RCW 42.30.140(4) & 42.30.140(g)

a. Contract Negotiations

At 7:26 p.m. Chairman Gendron dismissed the Board into Executive Session per RCW 42.30.140(4) & 42.30.140(g) *Contract Negotiations* for 30 minutes.

At 7:56 p.m. District Secretary Rosen reported that the Executive Session would be extended for an additional five minutes.

At 8:01 p.m. Chairman Gendron called the meeting back to order and reported that no decisions had been made.

DEPARTMENT ACTIVITY REPORTS – Chief Spencer

Commissioner Riel made a motion to accept the Department Activity Reports as submitted. Chairman Gendron seconded the motion. The Board was all in favor. Chairman Gendron noted his appreciation for the continued pre-fire planning.

GENERAL DISCUSSION

Commissioner Riel noted from the July 25 meeting regarding discussion of the Chief's employment agreement that he had motioned for accepting the two year contract as presented with the CPI to be computed from May 2010-May 2011; however, the contract stated that the CPI would be computed from April 2010-April 2011. Commissioner Riel requested a friendly amendment to his motion to keep the computation of the CPI as per the contract that was discussed and agreed upon. Chairman Gendron seconded the friendly amendment to the motion from the July 25 meeting. The Board was all in favor; thus approving the computation of the CPI from April 2010-April 2011 per the Chief's employment agreement as previously approved.

SIGNING OF DISTRICT DOCUMENTS

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

ADJOURNMENT

There being no other business, Commissioner Riel made a motion to adjourn the meeting. Chairman Gendron seconded the motion and the meeting was so adjourned at 8:05 p.m.

ATTEST:

Chair of the Board

District Secretary

Vice-Chair of the Board

Commissioner