

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
August 27, 2007**

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

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

APPROVAL OF AGENDA

There being no changes, the agenda was approved as submitted.

LIMITED OPEN PUBLIC INPUT FOR ITEMS NOT ON AGENDA

There being no public input, Chairman McNulty continued the meeting.

APPROVAL OF PREVIOUS MINUTES

A. August 13, 2007 – Approve or Deny

Commissioner Gendron made a motion to accept the August 13 minutes as submitted. Commissioner Riel seconded the motion and the motion carried.

EDIT LIST APPROVAL

A. Batch #240401, \$21,752.92

Commissioner Riel didn't have any questions regarding the edit list, but inquired as to why it had already been signed for approval by Chairman McNulty. District Secretary Rosen explained that she and Chairman McNulty had a conference call with Mike Madison, Senior Accountant for the Auditor's Office, who indicated that Chairman McNulty could sign for payment approval prior to the commissioner's meeting. In his absence, both Commissioners Gendron and Riel would be required to sign. This is in an effort to meet the county's warrant issue cutoff dates and avoid any late charges that may be incurred because of timing conflicts between the deadlines and the meetings. She explained that if the Board had any changes that arose during the commissioner's meeting, she would contact Mr. Madison and he would make the necessary corrections to the edit list.

Commissioner Riel indicated that this was the reason the Board went to two meetings a month. District Secretary Rosen concurred; however with only two warrant issues a month, late charges were still being assessed. If the county returns to three warrant issues a month, this should not be an issue.

Commissioner Gendron questioned page two of the edit list with regard to small tools and equipment. Chief Gay and District Secretary Rosen explained that these charges were related to the purchase of replacement radios and new purchases for personnel that had recently been promoted.

Commissioner Riel made motion to accept the edit list as submitted. Commissioner Gendron seconded the motion and Batch #240402 in the amount of \$21,752.92 was so approved.

SECRETARY'S REPORT

District Secretary Rosen updated the Board on the many projects she has completed and is currently involved in.

Payroll: Volunteer payroll was due on the 25th; however Jim Hall, OEM Director, had submitted paperwork to Technology Services to have her access to the payroll system removed. Since rectifying this situation, volunteer payroll will be entered on the 28th and full-time staff payroll is due the 29th. She is also currently working with the state auditors on some reports.

She reported that Labor & Industry reports, Employment Security reports and Federal Quarterly reports are completed.

Chief Gay has other staff and herself compiling information for reports for ERS.

She noted that she is starting to work on cost and recovery ~ there were three DUIs within the past week.

She is also currently working with Conference of Governments and Washington State Department of Fish & Wildlife regarding Benton County Fire.

Finally, she is also working with the Chief on Safer Grant and Washington State Patrol on DUIs and cost and recovery.

Commissioner Gendron inquired as to how the difference between the District's rate of pay and the rate of pay from Fish and Wildlife for volunteers who respond to those calls is being handled.

Chief Gay explained that the volunteers were given a choice – they could bill Fish and Wildlife at it's rate of pay for services provided, or the District would pay their \$9 up front and the District would bill Fish and Wildlife for the difference to be paid to the District since they are responsible for their insurance coverage, gear, etc. He reported that the volunteers agreed to the second option and will be paid by the District.

CORRESPONDENCE

Chairman McNulty reported that the District received a "thank you" letter from Chief Kirk of the Hanford Fire Department for the District's assistance of manpower and vehicles in two different fires. Chief Gay reported that the time for both instances amounted to approximately 18 hours.

UNFINISHED BUSINESS

There being none, Chairman McNulty continued the meeting.

NEW BUSINESS

A. Master Instructor Pay

Chief Gay reported that at the August 13 meeting, this information was presented as a yellow alert in the Board's packets and a slight modification had been made since that publication.

Per the Board's request, Chief Gay went on to explain the concept of Master Instructor Pay. As things stand now, some instructors that are being utilized hold teaching certificates and some are working toward this certification. He explained that for only \$10/hour, Drill Masters are in charge of scheduling both instructors and recruits for classes, ensuring facility readiness, and completing the required paperwork for signing off recruits. He and Battalion Chief Mike Riel brainstormed on how they could encourage both experienced and upcoming officers to get them more involved without the current reluctance to take on more work.

Chief Gay continued, describing that the proposed Master Lead Instructor would be the equivalent of a Drill Master and receive \$20/hour and be charged with the responsibility of composing the class syllabus and outline, scheduling both instructors and recruits, ensuring the availability and readiness of the facility and meals, and completing the required paperwork for signing off recruits. Lead Instructors would receive \$15/hour and be charged with instructing classes of 6 or more individuals with an already established course syllabus. Examples of these classes would be recruit academy, red card class (wildland), EVAP, rodeo, and certified pump operator class.

Audience member Bob Washburn questioned if this was typical of other volunteer departments. Chief Gay explained that they are not bound by this, but rather they are trying to motivate and establish incentives for greater participation.

Commissioner Gendron also explained that hiring State Certified Instructors is in much greater excess of the proposed hourly rate.

Chairman McNulty clarified that the instructor is already receiving \$10/hour so the proposal would only be an additional \$5 or \$10 an hour.

Commissioner Riel noted that the action request did not state the per hour cost and reiterated from the August 13 meeting that written criterion was to be attached and that the District's policy manual was to be updated with this information. Chief Gay acknowledged the omission and assured the Board that it had been completed.

The Board concurred that this issue would be tabled until the next regular meeting when all the paperwork is complete. Chief Gay requested that if the academy started prior to the next meeting, the proposed Master Instructor Pay rate would be made retro-active. The Board agreed.

COMMISSIONER'S REPORT

Chief Gay noted that Brett Larson reported that they made \$14 shy of \$1,000 at the car wash. Chief Gay informed the Board that for future fund raisers off District property they will need to carry their own insurance – they can't be covered under the District's.

DEPARTMENT ACTIVITY REPORT

Chief Gay reported that he had reviewed the reports and all were true and correct. He requested that staff, excluding BC Riel, initially turn their reports into him for review and formatting and he will then submit an all-inclusive report to the Board with the individual reports being kept on file. The Board agreed to Chief Gay's request.

Chairman McNulty made a motion to accept the Department Activity reports as submitted. Commissioner Riel seconded the motion and the motion carried.

ANNOUNCEMENTS

There being none, Chairman McNulty continued the meeting.

EXECUTIVE SESSION – RCW 42.30.110 (g)

Chief Gay requested that this item be deferred until the next meeting.

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

A. Safer Grant – Chief Gay

There was discussion amongst the Board and District Secretary Rosen regarding conference registration processes.

Chief Gay brought the confidential letter to the Board's attention. He reported that the gentleman did not resign by 4:00 so he had drawn up the termination paperwork. The individual will more than likely appeal.

Commissioner Gendron voiced his displeasure over an anonymous letter he received.

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 with Commissioner Gendron seconding the motion. Chairman McNulty adjourned the meeting at 1930 hours.

ATTEST:

Chair of the Board

District Secretary

Vice-Chair of the Board

Commissioner