

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
September 10, 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 stood as submitted.

LIMITED OPEN PUBLIC INPUT FOR ITEMS NOT ON AGENDA

There being none, the meeting continued.

APPROVAL OF PREVIOUS MINUTES

A. August 27, 2007 – Approve or Deny

Commissioner Gendron noted a change under *New Business*. He indicated that the audience member who spoke was Bob *Washburn*. That being the only change, Commissioner Riel made a motion to approve the minutes of the August 27, 2007 regular meeting. Commissioner Gendron seconded the motion and the motion carried.

EDIT LIST APPROVAL

A. Batch #241060, \$7,568.71

There being no discussion regarding the edit list, Commissioner Gendron motioned that Batch 241060, in the amount of \$7,568.71 be approved. Commissioner Riel seconded the motion and it was so approved.

SECRETARY'S REPORT

District Secretary Rosen reported that later in the meeting she will be submitting Resolution 2007-07 to the Board for their signature. She wanted the Board to be aware that the various copies with original signatures will be distributed to Banner Bank, Yakima County Treasurer's Office, Yakima County Auditor's Office and one for the District files.

CORRESPONDENCE

Chief Gay noted that Chief Bob Kirk from Hanford sent the District another "thank you" letter for the District's assistance in the 67,000 acre fire.

District Secretary Rosen noted that Yakima County Treasurer, Ilene Thomson, sent a letter to the District informing them that the County is still doing business with Key Bank.

UNFINISHED BUSINESS

A. Master Instructor Pay

At the August 27, 2007 meeting, Chief Gay noted that he inadvertently left off the proposed job description per Commissioner Riel's request. Request 2007-03 now before the Board for MLI (Master Lead Instructor) and LI (Lead Instructor) includes the job description for the different levels of instructors and pay grades.

Commissioner Riel requested that it be assigned a policy number and a revision date of the next meeting, and the Board will initial off on the updated policy. He also requested that a copy be distributed to everyone in the department for placement in their policy manuals.

Commissioner Riel made a motion to accept Action Request 2007-03 Master Lead Instructor (MLI) and Lead Instructor (LI) position description and pay grade. Commissioner Gendron seconded the motion and the motion carried.

NEW BUSINESS

A. Resolution 2007-07 – Establishing Custodians for Yakima County Fire District 4 Revolving Account, Repealing Resolution 2001-05

Resolution 2007-07 was previously discussed in the Secretary's Report. No additional discussion was needed and Commissioner Riel made a motion to adopt Resolution 2007-07 Establishing Custodians for Yakima County Fire District 4 Revolving Account, Repealing Resolution 2001-05. Commissioner Gendron seconded the motion and Resolution 2007-07 was so adopted.

COMMISSIONER'S REPORT

Commissioner Riel noted that the Yakima County Fire Commissioner's dinner meeting is not until November, but he wanted to confirm with the Chief that contact had been made with the Teriyaki Grille in Moxee regarding the possibility of providing dinner for 35-40 attendees. Chief Gay responded that he had made contact with them and noted that they were very receptive to either having the entire menu available or only a few designated items. Commissioner Riel preferred having the entire menu available if they were able to have all the meals served at the same time and keep the cost at \$21 per meal including tax and gratuity.

Commissioner Riel mentioned that he had forwarded the changes in by-laws to everyone in preparation for the conference. District Secretary Rosen added that the Board was on Option 1.

DEPARTMENT ACTIVITY REPORT

Chairman McNulty indicated that Department Activity Reports will be scheduled for the second meeting of the month.

ANNOUNCEMENTS

Chief Gay mentioned to the Board that he was contacted by Stan Hankins who is excited about getting the Retired Firefighters Association started and proposed a meeting to be scheduled for the second week in October (10, 11, or 12) if the Board was agreeable to having a special meeting workshop at that time. The Board was in agreement to that time. Chief noted that Stan was hoping to contact other Associations to obtain copies of their by-laws in order to begin putting together their own. Commissioner Gendron suggested that he contact Doug Burnt who is President of Yakima Firefighters Retirees Association.

EXECUTIVE SESSION

There being no need for an executive session, Chairman McNulty continued the meeting.

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

A. SAFER Grant – Chief

Chief Gay advised the Board that he had contacted Debbie Seabury who had been a grant writer for a majority of the fire districts in Whatcom County and had written the last four grants for the Linden Fire Department during his tenure there. In four years, she had written \$3.8 million in grants that were approved. He reported that she had reviewed the Safer Grant that District 4 submitted last year and offered some suggestions. Chief indicated that he previously contacted Chairman McNulty and thus hired her to write the District's Safer Grant this year which was filed two days before the deadline. He stated that last year at that same time, there were over 6,000 applicants compared to this year's filing at number 341.

B. PPE Coat Purchase – Lt. Schrank

Lieutenant Schrank reviewed the proposal he submitted to the Board regarding the PPE Coat Purchase. He noted that it was understood that this was not a budgeted item for the year, but emphasized that this purchase had not been made for 8-9 years. He reported that both the career and paid on-call firefighters had agreed on coat that had a zip out liner, was NFPA recommended and has not been discontinued as their other coats had been in the past. Lt. Schrank stated that this will be an assigned PPE; the coat will stay with the department if the individual leaves and they will have removable name, EMT, and District patches to match the District's uniforms. He informed the Board that they are requesting 36 coats and would be used as an incentive for passing probation.

Commissioner Gendron asked how much each coat would cost and what the care and maintenance consisted of. Lieutenant Schrank noted that each coat was \$298 for total requested funds of \$11,972. He also responded that they were machine washable. Chief Gay added that they were made in the U.S. and had a life expectancy of 6-7 years. Lt. Schrank also noted that the vendor is currently used by the District and that they would sew the patches on for free. He was unsure if the Association was willing to split the cost with the District. Commissioners Riel and Gendron both expressed that the District should be making the purchase and not involving the Association.

Commissioner Riel confirmed that under this proposal it would take 9 calls a month in order to receive a coat. He added that it might be a safety concern for the individuals who respond to calls and don't have a coat.

Chairman McNulty questioned the projected length of time from placing the order to the delivery of the coats. Lieutenant Schrank replied that the vendor indicated between 7-10 days.

Commissioner Riel suggested that staff determine where the money will be pulled from, possibly looking at the apparatus replacement fund, and bring it back to the Board at the next meeting in the form of an Action Request.

Chairman McNulty turned the meeting over to Chief Gay in order to explain the 9 call factor in more detail to the Board as well as the public.

Chief Gay began the explanation of the 9 call factor by noting that after six months into his 18 to 19 month tenure with the Department, he evaluated the response readiness of the department and discovered that 60% of the department listed on the roster was making 80% of the calls.

He went on to explain that he has successfully used this type of program in the past. Over a floating three month period, (add a month/drop a month) responding to an average of 9 calls is required. Chief Gay felt adamant that a three month period was fair and that he personally tends to each individual, taking all of their life circumstances into account if they are responsive to keeping in communication with him. He added that credits earned during that three month period are also taken into account if the individual was short of making the 9 calls. Chief Gay provided the following examples with regard to earning credits: ✓ If an individual commits to a sleeper shift, they earn two credits in addition to any calls they respond to during that shift. ✓ If an individual is available to pull a full 8 hour day shift, they earn 1 credit for the full shift, plus any calls they respond to during that time. ✓ Working standby at special events for more than 2 hours from start to finish will also count toward credits earned. Parades will also be considered for earning credits.

He noted that this program also requires attending 2 of the 3 trainings on Tuesdays. This program, he said, is meant to "dial in success and accountability."

An audience member asked if there was a penalty for not meeting the 9 call/credit requirement. Chief Gay responded that if an individual does not meet the 9 call/credit at the end of the three month period, he will watch their response for another month. If that individual continues on a downward spiral or planes over a period of 4-5 months, he will send them a letter requesting that they meet to discuss the situation. If there is no response from the first letter, a second notice is sent. If a third letter is required because the individual did not make an attempt to meet with the Chief, they are then notified that they must turn in their pager and gear and are placed on a 30-day suspension. In certain circumstances, if the individual is committed and keeps the Chief apprised of their situation,

a leave of absence might be granted so long as their OTEP does not lapse. He did note; however, that if the individual is still on probation, a leave of absence is not allowed.

Commissioner Gendron questioned if the Chief had received any negative response during their monthly department meetings regarding this benchmark. Chief Gay replied that he felt the general consensus of the group was that this is a fair number that is attainable.

Commissioner Gendron commented that he doesn't want to drive volunteers away if this benchmark is not easily accomplished. Chief Gay remarked that the call volume per station and the time of the calls are all considered with individuals and all have the opportunity to discuss their situation with the Chief if they are falling short.

Commissioner Riel suggested the possibility that lengthy calls receive more than one credit. Battalion Chief Mike Riel indicated that this might be difficult due to the limitations of the software.

An audience member asked how many volunteers were meeting this benchmark. Chief Gay responded that 78% of them are consistently meeting this standard.

The Board concurred that they do not have any issues with this program.

Commissioner Gendron made mention of the agility test that was held this past weekend and thanked the crew noting that they did an excellent job.

Commissioner Gendron also stated that there were 7-8 recruits attending training that evening. Chief Gay pointed out that there are 144 base items that should be trained over the course of one year. He gave credit to Battalion Chief Riel for an excellent redesign on their state mandated book.

SIGNING OF DISTRICT DOCUMENTS

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

ADJOURNMENT

There being no other business, Chairman McNulty entertained a motion to adjourn the meeting. Commissioner Gendron seconded the motion and the meeting was so adjourned at 1945 hours.

ATTEST:

Chair of the Board

District Secretary

Vice-Chair of the Board

Commissioner