

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
January 25, 2010**

The meeting convened at 7:00 p.m. at East Valley Fire Station 40. Those present were Commissioners Joe Gendron, Dan McNulty and Les Riel. Others present were Chief George Spencer, District Secretary Michelle Rosen, Deputy Chief Mike Riel, and audience members.

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

APPROVAL OF AGENDA

Chairman Gendron noted that the review of the performance evaluations and wages would be discussed in executive session. With that change, the agenda was approved.

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.

Chairman Gendron noted that no one had signed up to speak.

APPROVAL OF PREVIOUS MINUTES

a. January 11, 2010 Regular Meeting – approve or deny

Commissioner Riel made a motion to approve the minutes of the regular meeting held on January 11, 2010. Commissioner McNulty seconded the motion. The Board was all in favor and the minutes were so approved.

EDIT LIST APPROVAL

a. Batch #279141, \$54,967.84 – approve or deny (2009 invoices)

Commissioner McNulty made a motion to approve Batch edit list #279141 in the amount of \$54,967.84. Commissioner Riel seconded the motion with discussion. Commissioner Riel questioned page 1, line 6, a medical exam for Carver in the amount of \$1,065. District Secretary explained that this was actually only half of the total bill for approved medical services. Commissioner Riel also questioned page 2, payment to Region 7 Training Council. D.C. Riel explained that this was payment for five Firefighter 1 exams. Discussion concluded and the Board was all in favor of the motion to approve Batch edit list 279141.

b. Batch #279082, \$7,221.04 – approve or deny (2010 invoices)

Commissioner Riel made a motion to approve Batch edit list #279082 in the amount of \$7,221.04. Commissioner McNulty seconded the motion. The board was all in favor and the batch edit list was so approved.

SECRETARY'S REPORT

District Secretary Rosen noted that she did not have any matters to report at this time. Commissioner Riel requested that the Board receive monthly payroll and overtime information in addition to the investment report. District Secretary Rosen acknowledged his request.

CORRESPONDENCE

There being no correspondence, the meeting continued.

UNFINISHED BUSINESS

There being no unfinished business, Chairman Gendron continued the meeting.

NEW BUSINESS

a. Review of performance evaluations and wages

Chairman Gendron noted that this item would be discussed in executive session.

b. Letter from the Chief regarding payroll deductions for the Bargaining Unit Members

Chief Spencer explained that there had been an occurrence of overpayment of wages with the bargaining unit members and noted that the payroll clerk, District Secretary Rosen, had the ability by law, to collect the repayment within a one month time frame. He continued by stating that the county had a policy to collect repayment within a six month time frame, but the bargaining unit membership was requesting that the repayment occur over an 11 month period until the November 2010 pay period. He indicated that he did not see any financial hardship or damage to the district to extend the repayment schedule to 11 months and requested that the Board approve their request. Commissioner Riel stated that this would be an extra burden on District Secretary Rosen to extend a three-month overpayment out to 11 months worth of budget adjustments and documentation for the 2009 budget year and that special attention would need to be paid if an employee left the district or was terminated prior to completing the full repayment. Chairman Gendron stated that he was in favor of the 11 month repayment schedule due to the potential of a financial burden for one of the employees. Commissioner McNulty felt that the district should follow the county policy for a six month repayment schedule as to not require any action from the Board and felt that some responsibility should fall to the employees for not having the demeanor to have stepped forward and questioned the higher amounts in their paychecks during that time. There was additional discussion regarding this matter and Commissioner Riel added that the district has since implemented procedures to insure that there will not be a reoccurrence of this nature. Commissioner Riel made a motion to approve an 11 month repayment schedule, (to be paid no later than November 2010) of overpayment of wages that occurred in the following amounts: Trevor Lenseigne in the amount of \$1667.28; Keith Schrank in the amount of \$1284.92; and Ryan Evers in the amount of \$1345.58. Commissioner Gendron seconded the motion. Those in favor were Commissioners Riel and Gendron, with Commissioner McNulty dissenting. The motion to approve an 11 month repayment schedule carried two to one. District Secretary Rosen further explained that she would be maintaining a spreadsheet to track repayment and that staff would sign a monthly letter documenting the amount requested to be withheld from each check.

c. 2010 Mutual Aide Agreement between YCFD#4 and U.S. Department of Energy, Richland Operations Office

Chief Spencer directed the Board's attention to the two page mutual aide agreement with Hanford that had been slightly altered since last year and requested that Battalion Chief Woodall briefly explain the changes. B.C. Woodall explained that the opening sentence included a date change from 2009 to 2010; Section 6 contained a change from "an" to "are" with regard to invited parties; Section 7 removed the following wording "...such plans and procedures of operation shall become effective upon ratification of the signatory parties...". He explained that this change allows the parties to be able to communicate more freely. B.C. Woodall continued by stating that the signature page was changed to reflect that the prime contractor was Mission Support Alliance rather than Fluor-Hanford. Commissioner Riel made a motion to approve the mutual aide agreement with Hanford. Commissioner McNulty seconded the motion. The Board was all in favor, thus approving the 2010 Mutual Aide agreement with Hanford.

COMMISSIONER'S REPORT

Commissioner Riel noted that he had forwarded the legislative updates to everyone.

DEPARTMENT ACTIVITY REPORTS

D.C. Riel distributed his report to the Board and reviewed some changes that were in the process of being made to the pre-fire plans by utilizing additional resources from Google Earth and Bing that would be added to the MDTs. Chairman Gendron noted that this was exactly what the district needs to strive for and aggressively continue to make progress in this area.

ANNOUNCEMENTS

District Secretary Rosen noted that the annual banquet would be held February 6 and confirmed that the Board had received their invitations.

EXECUTIVE SESSION RCW 42.30.140(g) Personnel matters of the district

At 7:20 p.m. Chairman Gendron dismissed the Board into executive session per RCW 42.30.140 (g) for 20 minutes.

At 7:40 p.m., District Secretary Rosen announced that the executive session would continue for an additional 15 minutes.

At 7:55 p.m., Chairman Gendron reconvened the meeting and reported that no decisions had been made.

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

Commissioner Riel requested that a special meeting be held on February 1 at 5:00 p.m. for an executive session with regard to negotiations with general discussion to follow.

Chief Spencer congratulated the Ryan Evers family on their arrival of a baby girl.

SIGNING OF DISTRICT DOCUMENTS

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

ADJOURNMENT

There being no other business, Commissioner McNulty made a motion to adjourn the meeting. Commissioner Riel seconded the motion and the meeting was so adjourned at 7:59 p.m.

ATTEST:

Chair of the Board

District Secretary

Vice-Chair of the Board

Commissioner