

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

Chief Gay requested that *Item C* be added to *New Business* in order to discuss the special meeting / retiree luncheon on Thursday, October 11. Commissioner Riel noted the change in the date on the agenda. There being no additional changes, the agenda was approved.

LIMITED OPEN PUBLIC INPUT FOR ITEMS NOT ON AGENDA

There being none, the meeting continued.

APPROVAL OF PREVIOUS MINUTES

A. September 24, 2007 – Approve or Deny

Commissioner Riel made a motion to approve the minutes of the September 24, 2007 regular meeting. Commissioner Gendron seconded the motion and the motion carried.

EDIT LIST APPROVAL

A. Batch #242350, \$11,344.53

Commissioner Riel commented that some of the line items are over the 2007 budget or getting close to being over budget. Chief Gay noted that he is watching the YTD bottom line percentage. Commissioner Gendron confirmed that the \$13,800 for the new coats will be taken out of tools and equipment and will show next month. Commissioner Riel added that capital projects and apparatus replacement still need to be transferred into the proper reserve funds. There being no other discussion regarding the edit list, Commissioner Riel motioned that Batch 242350, in the amount of \$11,344.53 be approved. Commissioner Gendron seconded the motion and it was so approved.

SECRETARY'S REPORT

District Secretary Rosen informed that Board of a lost Conoco receipt. Commissioner Gendron questioned as to where the breakdown is occurring with lost receipts. Chief Gay reported that in this case, one firefighter gave it to another to turn in and it was misplaced. Standard procedure is to complete the log book when fueling and attach the receipt to the outbasket at the station. District Secretary Rosen noted that she contacted the individual involved and reiterated that each person is accountable and responsible for their own receipts.

CORRESPONDENCE

A. Tender 1 – YFD Termination of Contract

Chairman McNulty reported that all members of the Board had received a letter from the City of Yakima Fire Department pulling out of the Tender 1 agreement. Commissioner Riel suggested that the Tender 1 Committee meet to discuss this issue in addition to Chief Gay's thoughts regarding the need to make modifications to the transfer pump. Commissioner Riel added that these issues will also be discussed at the Yakima County Fire Commissioner Association meeting in November and should be discussed at the next Chief's meeting.

UNFINISHED BUSINESS

Commissioner Gendron noted that he coordinated communication between Stan Hankins and Doug Berndt regarding the by-laws for the retiree association.

Commissioner Gendron questioned the progress of Lieutenant Lenseigne's continued education on codes. Chief Gay noted that Lt. Lenseigne will be attending the Washington State Fire Marshall's round table in Ocean Shores toward the end of the month. Chief Gay added that the code classes that would be feasible for Lt. Lenseigne to attend are typically offered during the first or second quarter.

Commissioner Gendron also inquired as to Chief Gay's progress in realigning personnel assignments. Chief Gay responded that he is currently working on teambuilding and conflict resolution issues with Matt Fairbanks who has held three one-on-one interviews and that personnel realignment will more easily fall into place after this is completed.

Chief Gay submitted to the Board for their consideration the City of Union Gap's interest in Fire District 4 doing their fire plan checking and evaluation. There would not be any field evaluations or inspections; strictly code plan review which could be accomplished in-house. Commissioner Gendron and Riel were not in favor of the Chief taking on this additional responsibility.

Commissioner Riel asked for a progress report regarding Chief Gay's year end report and strategic planning committee. Chief Gay responded that the committee members have been contacted; that it would just be a matter of activating the committee. Commissioner Gendron made a motion to activate the strategic planning committee. Commissioner Riel seconded the motion and the motion carried.

NEW BUSINESS

A. Chief's Job Description

Chief Gay submitted copies to the Board and directed their attention to page 3, item 7 regarding the maintenance of EMT certification and requested that they consider either removing this requirement from the job description or offer a letter of exemption for his tenure at the District. Commissioner Gendron felt that at a minimum Chief Gay should hold a CPR and basic first aid card. Commissioner Riel didn't have any concerns with removing this from the policy manual. He noted that prior Chiefs were more operational than administrative. In conclusion, Commissioner Riel suggested that the change be made in the policy manual and the Board will initial off on the change at the next meeting.

B. Terminations

Chief Gay requested the direct ability and authority to terminate volunteers following the established procedures. There was a lengthy discussion between the Board and Chief Gay. This issue will be tabled for the time being. Any potential change in language will be reviewed by the District's attorney.

C. Special Meeting, October 11, 2007

A special meeting will be held on October 11, 2007 commencing at 11:00 for the purpose of meeting with the Board and the retirees to discuss the formation of the association. District Secretary Rosen will post the open public meeting notice.

COMMISSIONER'S REPORT

Commissioner Riel reported that the Yakima County Commissioners responded to the letters that were sent to them from the Yakima County Fire Commissioner's Association, Mayor's Association and the Chief's Association regarding their request to have the 1% taken from the general budget versus the EMS levy monies. The County Commissioners are not considering their request and the Resolution passed by the BOCC will stand.

CHIEF’S ACTIVITY REPORT

Chairman McNulty indicated that this agenda item will be discussed at the next meeting.

ANNOUNCEMENTS

There being no announcements, Chairman McNulty continued the meeting.

EXECUTIVE SESSION

Commissioner Gendron requested an executive session for approximately 10 minutes under RCW 42.30.110 (g) Personnel Issues.

Chairman McNulty called the meeting back to order and reported that no decisions had been made.

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

Chief Gay and the Board discussed the details regarding the Fire Commissioners Association meeting at New York Teriyaki. \$17 will be collected at the door with the complete menu available for ordering.

Chief Gay noted that there has been a jump in participants on calls although he does have one to recommend for dismissal.

Chief Gay requested that the retreat commence at 10:00. All were in agreement. District Secretary Rosen confirmed that there will be a working lunch with Subway platters. Commissioner Riel asked if he could get a copy of the preliminary budget before the retreat. Chief Gay responded that he would provide that information to him. Commissioner Riel requested the copy by October 16. Chief Gay commented that he would have that available.

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 2020 hours.

ATTEST:

Chair of the Board

District Secretary

Vice-Chair of the Board

Commissioner