

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
October 13, 2008**

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 Deputy Chief Riel, District Secretary Michelle Rosen, East Valley Fire District Personnel, and audience members.

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

APPROVAL OF AGENDA

There being no changes, 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. September 22, 2008 Regular Meeting – approve or deny

Commissioner McNulty made a motion to approve the minutes of the Regular Meeting held on September 22, 2008 as submitted. Commissioner Riel seconded the motion. The Board was all in favor, thus approving the minutes of the Regular Meeting.

EDIT LIST APPROVAL

Batch #258360, \$23,966.37 – approve or deny

Cash Voucher \$209.91 – approve or deny

Cash Voucher \$30.00 – approve or deny

Commissioner McNulty questioned line 11, page 2 with regard to the payment to Steadfast Technologies and confirmed that this was a monthly payment to Jason Riel and asked if the district utilized his services to warrant \$440 per month. Deputy Chief Riel stated that without his services, past experience has shown that the district would have many issues with their computer system. Commissioner McNulty questioned if his services were itemized. D.C. Riel noted that he was under a contract that had been approved by the Board that specified his services, a schematic of the system he set up and the backup system that he maintains. Commissioner Riel confirmed that this was an annual contract and noted that upon its expiration date, it needed to come before the Board for review.

Commissioner McNulty also questioned page 3, line 17, Washington State Department of General Administration, T. Lenseigne, co-op membership. District Secretary explained that this was Lt. Lenseigne's membership dues for purchasing the new command cars and added that she will gather specifics regarding this payment and report to the Board.

Commissioner McNulty also questioned page 8, line 47 with regard to the gas bill for \$1,626.21 and questioned District Secretary Rosen's note to "refer to the invoice." She explained that if the Board wanted to review an itemization of the payment, they needed to refer to the invoice as it was too lengthy to include on the batch edit list. Commissioner McNulty was concerned that the bill was so high. Commissioner Riel stated that this was a typical amount for a monthly fuel bill. D.C. Riel noted that it has decreased since the "tag" program was eliminated and the T-Card program is still being researched with dispatch that would bring additional fuel savings.

Commissioner Riel made a motion to approve edit list #258360 in the amount of \$23,966.37. Commissioner McNulty seconded the motion. The Board was all in favor, thus approving the aforementioned edit list.

Commissioner Riel made a motion to approve the cash voucher for \$209.91 and the cash voucher for \$30.00. Commissioner McNulty seconded the motion. The Board was all in favor, thus approving the aforementioned cash vouchers.

SECRETARY'S REPORT

District Secretary Rosen stated that the Chief's dinner was at 6:00 p.m. on Thursday, October 16 at River Ridge in Selah and questioned if any of the Board would be attending. It was reported that no members of the Board would be attending, and District Secretary Rosen would RSVP for Deputy Chief Riel.

CORRESPONDENCE – Discussion with Board regarding Mr. Kory Zahler email

D.C. Riel provided the Board with background information with regard to Mr. Zahler's correspondence that concerned his own personal barricades on his private road, the previous involvement of the district during the former Chief's tenure, and the involvement of the Yakima County Fire Marshall's Office. The Board was in agreement that D.C. Riel will draft a letter to Mr. Zahler stating that the district does not have any part in determining whether or not he can put back the barricades, but if he does, that the district needs to have access through it. D.C. Riel will also forward the letter to Don Linder.

UNFINISHED BUSINESS

A. Discussion of agreement for services for the recruitment of a Fire Chief

Chairman Gendron reported that he had contacted Mr. Oldani for a meeting with the Board in order to discuss the contract with Waters Consulting, but he was in Italy until October 15 or 16. Commissioner Riel was under the impression that the Board had given the Chair permission to sign on their behalf, but Chairman Gendron stated he did not feel comfortable signing the contract without the entire Board reviewing it. There was discussion regarding the timeline submitted by Mr. Oldani, potential conflicts with members of the Board, and a more realistic timeframe needed by district staff in order to fulfill his request for information. Chairman Gendron reported that he will contact Mr. Oldani upon his return and request a meeting with him at 5:00 prior to the Board's next regularly scheduled meeting in order to discuss the contract and proposed timeline.

B. B240 Status – Memorandum from Firefighter Evers

D.C. Riel requested that the Board set a minimum bid allowance for Brush 240 prior to it being posted on e-bay and Craig's List. Commissioner McNulty questioned if Heaverlo had been contacted in order to help determine a minimum bid amount. D.C. Riel stated that Firefighter Evers did extensive research with many outfits familiar with selling this type of apparatus but could not say definitively that Heaverlo had been contacted. An estimate of \$5,000-7,000 was presented as potential monies that could be garnered for this type of vehicle if it was in good working order compared to the estimated \$3,600 in repairs it needed. There was extensive discussion regarding this issue and it was determined that the Board would set a minimum bid of \$2,000. D.C. Riel will post the apparatus on e-bay and Craig's List with a minimum bid of \$2,000 and will contact Heaverlo to inquire as to his interest in the vehicle.

NEW BUSINESS

Commissioner Riel reported that the district's share of the Tender One sale was \$3,334.16.

A. Administrative SOP's additions review and approval request

D.C. Riel reviewed the proposed verbiage that the department agreed upon regarding a three call response average requirement within the department and an addition to policy Chapter 3 regarding Work Hours and Compensation wherein membership must take responsibility and ownership once they have been notified that their hours have been capped and disciplinary action would be taken if membership disregarded such notification and continued to incur hours. D.C. Riel reported that this process, as spelled out in the SOP, had gone through the Officer Review Board and the department, and was met with unanimous approval by all members that were present for the review.

Commissioner Riel questioned how many part-time firefighters would be delinquent of the proposed three month response average. D.C. Riel did not have that information currently available. There was additional discussion regarding this issue. It was noted that 50% drill attendance is enforced, but there is not currently any requirement to make calls. D.C. Riel added that if an individual has a justifiable reason for their lack of response it would be taken under consideration.

Chairman Gendron recognized audience member Kyle Jacobs. Mr. Jacobs stated that the call response requirement should also include a requirement to be an active participant in the calls.

Chairman Gendron felt that this policy revision is a starting point and that the Board could raise the bar in the future.

Commissioner McNulty made a motion to accept the administrative SOP's as submitted to the Board. Commissioner Riel seconded the motion. The Board was all in favor; thus approving the changes as submitted to the Administrative Standard Operating Policies.

Commissioner Riel discussed information he received from the Board of Volunteer Firefighters regarding their minimum requirements in order to participate and be a member in the Volunteer Pension Relief such as requirements for all volunteers to attend a minimum of 10% of all calls at the member's assigned station and requiring a minimum attendance of 10% or 20 hours of all drills and/or training annually. He will forward this information to D.C. Riel and District Secretary Rosen.

D.C. Riel wanted to ensure that the Board was aware that estimated EMS revenues included a 1% adjustment above the amount that was in the notice in their packets as it was not originally included in the information received from Ms. Hamilton. There was extensive discussion regarding the EMS monies and other fire districts having to supplement Naches Fire District. There was a question as to whether or not this 1% could be counted on for next year's budget.

COMMISSIONER'S REPORT

Commissioner Riel noted that their Washington State Fire Commissioner's Association dues were increasing. He added that these dues have not been increased since 1999.

DEPARTMENT ACTIVITY REPORT

It was noted that this occurs in the second meeting of the month.

ANNOUNCEMENTS

It was noted that the attorney interviews had been cancelled and they would be rescheduled for the end of the month or the beginning of next month.

EXECUTIVE SESSION

An Executive Session was not needed.

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

Commissioner McNulty asked how the career staff received their OTEP training. D.C. Riel noted that they attend the OTEP modules. He added that if they miss a module, they are allowed to attend make-up night in November -- there are only three modules that they are allowed to make up in a year.

SIGNING OF DISTRICT DOCUMENTS

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

ADJOURNMENT

There being no other business, Commissioner Riel entertained a motion to adjourn the meeting. Commissioner McNulty seconded the motion and the meeting was so adjourned at 7:53 p.m.

ATTEST:

Chair of the Board

District Secretary

Vice-Chair of the Board

Commissioner