

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
October 24, 2011**

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 District Secretary Michelle Rosen and Deputy Chief Mike Riel. Chief George Spencer had an approved absence.

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

APPROVAL OF AGENDA

Commissioner Riel requested that the following items be added to *New Business*: •discussion regarding ate charges and •discussion of 2012 budget. There being no other changes, the agenda was approved and the meeting continued.

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.

APPROVAL OF PREVIOUS MINUTES

- a. **October 10, 2011 Regular Meeting – approve or deny**
- b. **October 14, 2011 Budget Workshop Special Meeting – approve or deny**

Commissioner Riel made a motion to approve the minutes from the October 10 Regular Meeting and the October 14 Special Meeting. Commissioner McNulty seconded the motion. The Board was in favor and the minutes were approved.

EDIT LIST APPROVAL

- a. **Batch #304237, \$19,523.34 – approve or deny**

Commissioner McNulty questioned the \$120 expenditure on page 3 line 14 – fees for the booth at the state fair. D.C. Riel explained that the jurisdictions that participated shared in the \$1200 total expense. Commissioner McNulty indicated that he had been under the impression that the district had been offered the opportunity to participate, which to him meant at no charge. Commissioner Riel reiterated the need to bring such expenditures and matters to the Board in the form of an Action Request. The Board was in agreement regarding the need for action requests.

Commissioner McNulty made a motion to approve edit list 304237 in the amount of \$19,523.34. Commissioner Riel seconded the motion and the aforementioned edit list was approved.

SECRETARY'S REPORT

District Secretary Rosen did not have any matters to report.

CORRESPONDENCE

There being no correspondence, Chairman Gendron continued the meeting.

UNFINISHED BUSINESS

- a. **Approve and sign the 3680 Local Contract Agreement**

Chairman Gendron noted that the contract had been reviewed by the Board and Kevin Wesley and was ready for approval.

Commissioner Riel made a motion to approve the contract for 2009, 2010, and 2011 with Local 3680. Commissioner McNulty seconded the motion. The Board was all in favor and the Contract with Local 3680 was approved and signed.

NEW BUSINESS

a. 2011-015 Request for Action/Motion Approval of Contract with Local 3680 and retro pay for 2010 and 2011

Chairman Gendron read into record Action/Motion 2011-015. Commissioner Riel noted for the audience that members had not received any pay increases in 2010 or 2011; hence the retro pay. Chairman Gendron added that the calculations had been reviewed and approved by all three 3680 members and that they were all in agreement with the amounts they would be receiving. District Secretary Rosen noted that the retro pay would be received in their November 10 paycheck and would be expended from the 2011 budget. Commissioner Riel made a motion to approve Action/Motion Request 2011-015. Commissioner McNulty seconded the motion. The Board was all in favor; thus approving Action/Motion Request 2011-015.

b. Discussion regarding late charges

District Secretary Rosen explained that invoices are entered as soon as they are received, but noted that the county only had two warrant issue dates a month and the coordination between the warrant issue dates and the board meeting approval of the edit list did not always coincide with the due dates of the invoices. As a current example, she noted that the gas bill payment had been sent, but the vendor had yet to receive it. She added that she is in constant contact with the vendors and the district does receive credits when they are due. She added that she will be picking up and mailing some warrants herself rather than through the county, explaining that since multiple county entities use the same vendor, one warrant is issued covering multiple accounts, and the payment does not always get applied to the proper account.

Regarding the gas vendor, audience member Kyle Jacobs suggested that the district use CFN.

Commissioner Riel explained the need to contact suppliers and negotiate terms for payment turnaround. He also requested that District Secretary Rosen research CFN. District Secretary Rosen replied that she would bring the requested information to the Board.

c. Discussion regarding 2012 budget

Chairman Gendron noted that D.C. Riel and District Secretary Rosen caught the correction in the 70/30 split for Fire and EMS, and added that it would not change the bottom line.

Commissioner Riel noted that the Board had agreed to request 100%, not 101%. He added that the 2012 budget had been calculated at \$1,603,330 but that the 100% calculation was \$1,611,580 – he clarified that the forthcoming resolution needed to request the full amount of the 100%. The Board concluded that the additional \$8,000 needed to be placed in the contingency reserve account.

Commissioner Riel made a motion to adopt the budget that was discussed at the October 14 budget workshop special meeting, with the aforementioned change, as the proposed 2012 budget to be presented to the public on November 14. Commissioner McNulty seconded the motion. The Board was all in favor.

COMMISSIONER'S REPORT

Chairman Gendron noted that commissioners would be attending the Spokane conference Wednesday – Saturday. Commissioner Riel confirmed that Chief Spencer had previously indicated that the stipend vs. hourly rate questions had been forwarded to Roger Farris.

Commissioner Riel noted that he would be attending an EMS Operations Board meeting on October 25.

ANNOUNCEMENTS

There being no announcements, Chairman Gendron continued the meeting.

EXECUTIVE SESSION

Chairman Gendron noted that an executive session was not needed.

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

District Secretary Rosen reported that she had been working with the County Public Works Department and had resolved the issues with the pending easement. She explained that in 2002, the verbiage on the quit claim deed was not correct. She requested the Board's signature on the warranty deed and noted that Michelle with Public Works would correct the verbiage to "conveyed". Commissioner Riel noted that this was a lesson learned and any future matters of this nature would be handled by a title company. He requested that District Secretary Rosen research the paperwork on the back property to ensure its correctness. Commissioner Riel expressed his appreciation to District Secretary Rosen for handling and resolving this outstanding issue.

Commissioner McNulty questioned if an airline ticket had been purchased on the credit card for Chief Spencer to return to Emmitsburg. Chairman Gendron indicated that all expenses would be reimbursed by the fire academy. He explained that the Board had approved Chief Spencer's absence to complete the training, but did not agree that the district would pay expenses for the training. Commissioner Riel requested that District Secretary Rosen follow-up on the matter to ensure that the proper paperwork for reimbursement was submitted in a timely manner.

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. Commissioner McNulty seconded the motion and the meeting was so adjourned at 7:25 p.m.

ATTEST:

Chair of the Board

District Secretary

Vice-Chair of the Board

Commissioner