

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
November 28, 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 Chief George Spencer, District Secretary Michelle Rosen and Deputy Chief Mike Riel.

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

**APPROVAL OF AGENDA**

Chairman Gendron requested that *Resolution 2011-011* and *Request for Action/Motion 2011-016* be added to the agenda under *New Business*. District Secretary Rosen requested that *discussion regarding Policy 3.7* be added to the agenda under *Unfinished Business*. 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. November 14, 2011 Regular Meeting – approve or deny**

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

**EDIT LIST APPROVAL**

**a. Batch #305395, \$18,829.99 – approve or deny**

Commissioner McNulty made a motion to approve edit list 305395 in the amount of \$18,829.99. 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. She noted that she would have account balances to report at the next regular meeting.

**CORRESPONDENCE**

Commissioner McNulty questioned if the correspondence from Sandra Wall had been resolved. Chief Spencer reported that Survey and Rating dropped her insurance rating back down to a 6.

**UNFINISHED BUSINESS**

**a. Discussion regarding Policy 3.7 Part Time Firefighter/Member Pay**

Commissioner Riel initiated the discussion by noting that the payroll committee that was formed to review and rewrite the policy had met and that the document before the Board was a combination of committee recommendation and Chief Spencer's recommendations. There was extensive conversation amongst the Board, staff, and audience members regarding the change in policy. In summary, the following changes on the document were noted and agreed upon by the Board: ✓3.7.1 Non-Officer Hourly Pay should reflect \$11.00 per hour. ✓Station Coverage Pay (Nights) should reflect minimum hourly rate rather than \$9.04/hour. ✓Officer Pay should reflect \$13.00 per hour. ✓An appendix should be added to define Probationary Fire Fighter and Recruit. ✓3.7.2 Stipend Pay - Probationary Stipend should reflect \$10.00. ✓Event/Work Detail Stipend should reflect \$10.00. ✓Special Project Stipend should reflect \$10.00. (it was suggested that the stipend

breakdown be removed as all stipends should be \$10.00 until firefighter status is achieved.) ✓3.7.2 Station Coverage (Nights) should reflect 2 hourly people for the shift and it should be noted that acting officers qualify. ✓3.7.2 Station Coverage (Days) discussion noted that if three career staff are present, a paid-on-call should not be called in and it was reiterated that an engine crew should be run with 2 people. ✓3.7.5 Payroll Policy Work Hour Restrictions should reflect that the 70 hour rule is per State RCW and WAC. It was also noted that 3.7.5 Payroll Policy Work Hour Restrictions should note that time in excess of 40 hours a week will be paid at time and a half per FLSA.

## **NEW BUSINESS**

### **a. Resolution 2011-011 in the matter of Interlocal agreement to participate in the Washington Fire Commissioners Joint Self-Insurance Program**

Chairman Gendron read Resolution 2011-011 into the record. Commissioner Riel made a motion to adopt Resolution 2011-011. Commissioner McNulty seconded the motion. The Board was all in favor, thus adopting Resolution 2011-011.

### **b. Request for Action/Motion 2011-016 amendment to the 2012 budget**

Commissioner Riel explained that in order to balance the EMS budget, it was discussed at the budget meeting to place \$950 into EMS Reserve; however an EMS Reserve line item had not been established prior to the meeting; and therefore now had to be moved into EMS operating supplies. Chairman Gendron read Request for Action/Motion 2011-016 in the record. Commissioner McNulty made a motion to accept Request for Action/Motion 2011-016 amendment to the 2012 budget. Commissioner Riel seconded the motion. The Board was all in favor, thus approving Request for Action/Motion 2011-016.

## **COMMISSIONER'S REPORT**

Commissioner Riel reported that Ernie Charvet was re-appointed to represent the fire commissioners association from the lower valley and Lanny Bosen was appointed to represent the upper valley on the YAKCORPS 2012 Executive Board

## **ANNOUNCEMENTS**

There being no announcements, Chairman Gendron continued the meeting.

## **EXECUTIVE SESSION**

Chairman Gendron noted that no executive session was needed.

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

Chairman Gendron reported that he had met with Local 3680 and Chief Spencer and stated that career staff had indicated that they would be willing to meet and work on an MOU to change and adjust their hours as need be to work with the paid-on-call staff to accomplish providing better coverage for the district. Commissioner Riel indicated that Chief Spencer was working on compiling statistics to determine when additional coverage was needed.

Chief Spencer reported the following: •7 sets of turnout gear was being purchased that included a \$200 discount; •the recruitment sign at Station 43 was being changed to reflect that it was a District 4 building but not a District 4 station; •the water supply items as discussed at the budget retreat had been purchased; •Tender 42 was complete and back at the station; •Lt. Schrank was working with a committee on station improvements; •Firefighter Evers was going to be in route on Tuesday to inspect the rescue units and Associated Freight was holding their quote from June. •the EMS Operations Board was meeting on Tuesday; and in conclusion, Chief Spencer reported that he would be traveling to Issaquah on Tuesday for a meeting with the Survey and Ratings Bureau.

Deputy Chief Riel reported that the MDTs and AVLs were on order.

Chairman Gendron questioned if Chief Spencer had been in contact with the City of Moxee regarding the use of the reader board. Chief Spencer reported that the City was agreeable to their request. Chairman Gendron reiterated his request to research renting a reader board for a month for Station 42 and the possibility of Lt. Schrank presenting at the high school.

Chief Spencer questioned the Board on behalf of the Association if the District could reimburse a portion of the Christmas lights. Commissioner Riel felt that the District could not do that, but that the state auditor's office could be contacted for an opinion.

**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 8:23 pm.

ATTEST:

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Chair of the Board

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District Secretary

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Vice-Chair of the Board

\_\_\_\_\_  
Commissioner

DRAFT