

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
December 10, 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 Decision Action Request 2007-09, Chain of Command Flowchart be added to *New Business*.

District Secretary Rosen noted that due to a typographical error, she needs to exchange copies of Decision Action Request 2007-07, Authorization by Fire Board to create Deputy Chief Operation Position and promote Battalion Chief Riel.

There being no other changes, the agenda was so approved.

LIMITED OPEN PUBLIC INPUT FOR ITEMS NOT ON AGENDA

Jeff LaBrant presented his remaining campaign funds of \$35.59 to the East Valley Firefighters Association.

Jack Walker asked the Board if they were aware of Chapter Two in the SOPs that addresses in-house issues through the chain of command. Commissioner Gendron replied that this issue was on this meeting's agenda and an established chain of command flowchart will be presented to all district staff and expected to be followed. He went on to explain that everything will be handled, when all possible, beginning at the lowest level. It will be followed from firefighter, to lieutenant, captain, battalion chief and/or chief, and deputy chief in an effort to handle all existing issues and simplify the steps to take when there is an issue. Commissioner Riel explained that once this flowchart is approved later in the evening, it will be a part of the administrative policy manual.

EDIT LIST APPROVAL

A. Batch #244924, \$29,548.64

District Secretary Rosen advised the Board that there is an error on the edit list that needs to be corrected before it is approved. She noted that on Page 4, Line 23, payment to the City of Yakima in the amount of \$23,000 for the purchase of MDTs should be deducted from the 4801 fund.

Commissioner Riel motioned that edit list 244924 in the amount of \$29,548.64 with the aforementioned change be approved. Commissioner Gendron seconded the motion and the motion carried.

APPROVAL OF PREVIOUS MINUTES

A. November 26, 2007 regular meeting – approve or deny

B. December 5, 2007 special meeting – approve or deny

Commissioner Gendron made a motion to approve the minutes of the November 26 and December 5 meetings. Commissioner Riel seconded the motion and the motion carried.

SECRETARY'S REPORT

District Secretary Rosen reviewed the information submitted to the Board. She began with the fire expenditure report which includes a breakdown of salary information, benefits, supplies, and other services. She noted that the County is still deducting funds out of the EMS budget. She also reminded the Board that this report is always a month behind and reflects October 1st – 31st. Chief Gay added that they have been attempting to work with the County in order to deduct the funds from the right accounts. Commissioner Riel pointed out that the district is over budget by \$160,000 in EMS and should be deducting from the fire expense fund. This issue should be resolved by the end of the year. District Secretary Rosen added that fuel is also strictly coming out of the fire fund. Commissioner Riel requested that the transaction summary report be in the same format as the budget with the same line items showing over and under percentages.

She continued with the investment reports of \$426,400 and noted a withdrawal of \$193,000 to cover the two resolutions that were passed in the November 26 meeting. There was also a \$30,000 withdrawal to cover payroll expenses and \$20,000 for the EMS fund.

District Secretary Rosen concluded her report with information from the Yakima County Auditor's office ~ the official statement of canvass from the General Election on November 6 and the certification of voter validation explaining the minimum percentages required for passing any levies or bonds in 2008.

CORRESPONDENCE

Chief Gay and District Secretary Rosen reported that they did not have any correspondence at this time.

Commissioner Gendron requested that audience member Kyle Jacobs step to the podium. Commissioner Gendron returned letters to Mr. Jacobs and informed him that it was the decision of the Board that if Mr. Jacobs wanted to pursue any issues any further, he would need to have his attorney contact the District's attorney and that it was not up to the Board to determine personality conflicts. Additional discussion resulted in Mr. Jacobs requesting that he have the opportunity to read his letter and have it be a part of the meeting minutes and questioning why Commissioner Gendron was handling this issue and not the Chairman of the Board. Chairman McNulty responded that since he was an individual mentioned in the letters he felt he should not be involved in returning the letters back to him and requested that Commissioner Gendron handle the issue as a neutral party. Commissioner Riel reiterated that if Mr. Jacobs wished to make a public comment he was to do so during the designated portion of the meeting agenda.

UNFINISHED BUSINESS

A. B.C. Riel's Contract

Chief Gay directed the Board's attention to Decision Action Request 2007-08, Authorization by Fire Board to Ratify Battalion Chief/Training Officer Mike Riel's Labor Contract. He noted that BC Riel has been patient and has stood by the East Valley Fire Department as many critical personnel items were handled during 2006-2007, thus placing his contract in a secondary position. Chief Gay added that the contract attached to the Decision Action Request had been negotiated and agreed upon by all parties involved and recommended that it move forward for approval. The cost consideration and overall budget impact of \$7,000-8,000 had been calculated into the 2008 FY budget.

Commissioner Riel noted the following housekeeping items: The title of the Action Request should reflect their official title of Board of Fire Commissioners or Board of Commissioners and clarified for the public that the aforementioned contract is for three years (2008, 2009 and 2010). He also noted that he will be abstaining from voting on this Decision Action Request as monies are involved.

Chairman McNulty made a motion that Decision Action Request 2007-08, Authorization by the Board of Fire Commissioners to Ratify Battalion Chief/Training Officer Mike Riel's Labor Contract. Commissioner Gendron seconded the motion and the motion carried.

Commissioner Gendron explained to the public that Commissioner Riel abstained from any negotiations regarding the aforementioned contract due to his familial relationship with BC Riel and commended him for doing so.

NEW BUSINESS

A. Deputy Chief's Job Description

Chief Gay again directed the Board's attention to Decision Action Request 2007-06, Authorization by Fire Board to Approve and Implement Newly Created Deputy Chief/Operations Job Description. He noted that with the growth of the East Valley Fire Department, job functions are becoming more specialized and an operations officer needs to be in place to meet this need. This position will oversee and coordinate personnel and operations of the stations. The cost consideration and overall budget impact of \$7,000-8,000 had been calculated into the 2008 FY budget.

Noting the change in title of Fire Board to Board of Commissioners, Commissioner Riel made a motion to adopt Decision Action Request 2007-06. Commissioner Gendron seconded the motion and the motion carried.

B. B.C. Riel's Promotion

Chief Gay directed the Board's attention to Decision Action Request 2007-07, Authorization by Fire Board (corrected to read Board of Commissioners) to Create Deputy Chief/Operations Position and Promote Battalion Chief Riel. He noted that due to the administrative responsibilities facing the Chief of this growing fire district, this position is recommended to be created allowing the work volume to be more evenly distributed and defined. Chief Gay added that BC Riel has served the district well and with ever increasing responsibilities has proven his devotion to the community and department and recommended that the Board accept the proposed Decision Action Request. Commissioner Gendron made a motion to accept Decision Action Request 2007-07 to promote Mike Riel effective January 1, 2008. Commissioner Riel added that he will be abstaining from this vote. Chairman McNulty seconded the motion and the motion carried.

C. Decision Action Request 2007-09, Chain of Command Flowchart

Chief Gay directed the Board's attention to Decision Action Request 2007-09, Authorization by Fire Board (corrected to read Board of Commissioners) to Approve and Implement the East Valley Fire/EMS Organizational Chart. He noted that the purpose of the aforementioned chart is to define the organizational structure of the department and to include the newly created Deputy Chief position. There will be no budgetary impact with the adoption of this organizational chart.

Commissioner Gendron commented that this organizational chart had not been updated since Chief Orman's tenure and that during that time a career day Lieutenant position had been established and the Battalion Chief previously in charge of volunteers will now be in charge of special projects, answering directly to the Chief of the Department. Additionally, a career firefighter and Deputy Chief have been added. By realigning the positions, it will take away some of the decision making problems from the Chief and distribute them to Mike by utilizing the chain of command. The remainder of the district personnel will be informed of this new organizational chart tomorrow evening, December 11.

Commissioner Gendron made a motion to accept Decision Action Request 2007-09. Commissioner Riel seconded the motion and the motion carried.

Chief Gay added that the current Battalion Chief/Training Officer position will be vacated until future growth warrants its re-establishment. Commissioner Gendron noted that in researching other districts in the Yakima Valley, East Valley is unique with career day Lieutenants. Other districts have deputy chief/training officer/mechanic positions. He feels that this new chart will reorganize responsibilities and give the Department better structure and chain of command to be followed by the District.

COMMISSIONER’S REPORT

Commissioner Riel reviewed a consumer price index recommended by the Washington Fire Commissioner’s Association and requested that the Board adopt a policy of which CPI will be used by the District. Chief Gay will submit an action request in January.

Commissioner Riel also reported that at a recent WFCFA Education Committee meeting, the agenda for the Chelan conference in May was established. Morning seminars will include ethics and policies, and the afternoon seminar will be concerning the legislative process.

Registration for the January 24 legislative workshop needs to be completed. Chairman McNulty will provide District Secretary Rosen with the needed information.

CHIEF’S REPORT

Chief Gay did not have a report at this time. It will be distributed to the Board at the normal time.

EXECUTIVE SESSION RCW 42.30.110 (g) Personnel Issues

Chairman McNulty dismissed the Board into executive session at 1940 for approximately twenty minutes.

Chairman McNulty called the meeting back to order at 2015 and reported that no decisions had been made.

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

The regularly scheduled meeting for December 24 is cancelled due to the holiday. District Secretary Rosen will notify the paper to that affect.

The Board is scheduled for a special meeting tomorrow, December 11 at 1:30 and will be audience members at training that evening. District Secretary Rosen reported that per request, she will be attending as well.

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 Gendron seconded the motion and the meeting was so adjourned at 2015 hours.

ATTEST:

Chair of the Board

District Secretary

Vice-Chair of the Board

Commissioner