

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
December 12, 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 *Discussion regarding Richard Abhold's hours* be added to the agenda under *Unfinished Business* and, if needed, that an *Executive Session under RCW 42.30.140 Personnel Matters of the District* be added. 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 28, 2011 Regular Meeting – approve or deny**

Chairman Gendron made a motion to approve the minutes from the November 28, 2011 Regular Meeting. Commissioner Riel seconded the motion. The Board was in favor and the minutes were approved.

**EDIT LIST APPROVAL**

**a. Batch #306009, \$42,682.16 – approve or deny**

**b. Cash voucher \$119.84 – approve or deny**

Chairman Gendron noted that items previously discussed and approved for purchase were included in this edit list. Commissioner Riel made a motion to approve edit list 306009 in the amount of \$42,682.16 and the cash voucher in the amount of \$119.84. Commissioner McNulty seconded the motion and the aforementioned edit list and cash voucher was approved.

**SECRETARY'S REPORT**

District Secretary Rosen did not have any matters to report. Commissioner Riel noted that the Board had received account balances as requested via email.

**CORRESPONDENCE**

There being no correspondence, Chairman Gendron continued the meeting.

**UNFINISHED BUSINESS**

**a. POC/Policy Discussion**

Chairman Gendron initiated discussion regarding the updated POC Policy. Commissioner Riel reported that the committee had met and reviewed the changes and noted that they were suggesting the following proposed changes regarding 3.7.2 Stipend Pay: reduce the recruit stipend to \$8, add a full sleeper shift for \$25 and keep \$10 for a probationary firefighter. Chairman Gendron and Commissioner McNulty were in agreement with the proposed changes.

Chief Spencer explained the 20% threshold rule and the 7K exemption. Commissioner McNulty expressed his frustration regarding the state RCW 70 hour limit and felt the Board should be researching ways to address this issue. Commissioner Riel felt that it was the day shift work and not emergency responses that put members over the 70 hour limit and that this issue should be settled for

the most part after additional career staff were hired. Chairman Gendron requested a six month review of the new policy once it was implemented. Discussion reverted back to the 7K exemption for paid-on-call staff. The Board was in agreement with moving forward on the 7K exemption for the paid-on-call staff. Chief Spencer confirmed that the new policy would be reviewed June 30, 2012 for operational efficiency and effectiveness and that it would be stated as such in the Request for Action/Motion.

Chief Spencer reviewed the remainder of the changes with the Board. The Board requested that "all full-time paid employees" be added to 3.17.

Commissioner Riel made a motion to approve the work hours and compensation policy in it's entirety with the changes as discussed. In addition, he motioned that the policy be reviewed by Snure Law Offices and be brought back to the Board with a Request for Action/Motion at the next regular meeting, and that such Request for Action/Motion include a start date of January 1, 2012 with a follow-up review in six months. Chairman Gendron seconded the motion. The Board was all in favor and the motion carried.

Chairman Gendron noted that the next meeting was regularly scheduled for December 26, but that it would be rescheduled to Tuesday, December 27, due to the 26<sup>th</sup> being a holiday.

**b. Discussion regarding Richard Abhold's hours**

Chief Spencer and the Board reviewed Mr. Abhold's hours. In conclusion, it was determined that Mr. Abhold worked 70 hours. District Secretary Rosen noted that the reports submitted for payroll processing indicated 71 hours and that he was subsequently paid for 71 hours. Chairman Gendron stated that Mr. Abhold would need to sign an acknowledgement of the overpayment and make arrangements with District Secretary Rosen for repayment.

There was lengthy discussion regarding shift changes, coverage, and additional staffing.

Commissioner Riel motioned that after reviewing Mr. Abhold's hours, it was determined that he was overpaid by one hour; and therefore the District would notify Mr. Abhold of the overpayment and that the difference would be worked out through the payroll system or be reimbursed to the District. Chairman Gendron made a friendly amendment to the motion to include that there was no wrong-doing on the part of the District Secretary and that the hours originally recorded for December was 71. Commissioner Riel was in agreement with the friendly amendment to his motion. Commissioner McNulty seconded the motion. The Board was all in favor and the motion carried.

**NEW BUSINESS**

**a. Approval of Invoice #102592 Cascade Fire for \$5,438.16 for 40 jumpsuits – approve or deny**

Chief Spencer reported that this purchase had been previously discussed at the budget retreat, but was bringing the matter to the Board due to an increase in estimated costs.

Commissioner McNulty made a motion to approve the purchase of the jumpsuits. Commissioner Riel seconded the motion to approve the purchase in the amount of \$5,438.16. The Board was all in favor and the purchase was approved.

**b. Request for Action/Motion 2011-017 Part-time Firefighter/Member Pay**

Commissioner Riel noted that Request for Action/Motion 2011-017 had been tabled as per their previous discussion.

**COMMISSIONER'S REPORT**

Commissioner Riel reported that EMS would be holding the next class at the Zillah Civic Center and noted that there was continuing discussion regarding the EMS office moving to a different facility along with Emergency Management.

Chairman Gendron reported that Chief Spencer was scheduled to begin his EMT course in January.

**ANNOUNCEMENTS**

There being no announcements, Chairman Gendron continued the meeting.

**EXECUTIVE SESSION**

Chairman Gendron noted that no executive session was needed.

**DEPARTMENT ACTIVITY REPORT – Chief Spencer**

Chief Spencer noted that Lieutenant Schrank was on vacation and therefore did not submit a report.

Commissioner Riel confirmed that Chief Spencer was on track for employee evaluations and that upcoming vacations were scheduled per policy. Chief Spencer noted that all employee evaluations would be completed by the next scheduled meeting and D.C. Riel’s would be completed prior to his vacation. Commissioner Riel also requested that increases be discussed at the next meeting.

Chairman Gendron questioned if Firefighter Evers’ report regarding the water in the fuel on Engine 41 had been resolved. Chief Spencer replied that the issue was going to be discussed at the upcoming staff meeting.

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

Chief Spencer reported that there had been some minor delays at Taylor Made, but that the apparatus were now ready to be transported. He explained that since Associated Freight is a freight broker they do not specifically schedule trucks but that they take advantage of the trucks traveling through the area. Commissioner Riel requested that Chief Spencer review the contract for completion date compliance. Chief Spencer noted that requested changes had been made to the apparatus upon Firefighter Evers’ acceptance review as a trade-off for the apparatus being two weeks overdue. Commissioner Riel replied that he was unaware of the requested changes and that since it was initiated by the District the delay was acceptable.

Commissioner McNulty noted to D.C. Riel that he had received a phone call from Jason Lewis, a two-year student at Pacific Northwest University of Health Sciences who was requesting to involve the fire department in a triage exercise in April.

Chief Spencer reported that he had been in contact with Glendale, AZ and that the apparatus was still on hold and confirmed that it was not in use. He also reported that the hiring process was on track, with oral interviews to be conducted on Friday for eight individuals.

Commissioner McNulty questioned if any additional discussion had taken place regarding Bridle Lane. Chief Spencer noted that he has not pursued the matter recently.

**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 8:16 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