

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
December 28, 2009**

The meeting convened at 7:00 p.m. at East Valley Fire Station 40. Those present were Commission Chairman Joe Gendron and Commissioners Dan McNulty and Les Riel. Others present were Chief George Spencer, District Secretary Michelle Rosen, and audience members.

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

APPROVAL OF AGENDA

Chairman Gendron requested that *New Business, Item C* – the Fournier Group insurance presentation by Dick Fournier be moved up to the next item on the agenda. Commissioner McNulty requested that the *Executive Session* with regard to RCW 42.30.140(g) be moved up on the agenda after Unfinished Business. Chief Spencer requested that *Action/Motion 2009-004* be added as *Item D* under *New Business* in order to revisit the proposed changes to Chapters 3, 4 and 5 in the Standard Operating Procedures that was tabled at the previous meeting. Chief Spencer also requested that *Item E* be added to *New Business* with regard to a change pay request for acting Lieutenant Bartlett. With those changes, the agenda was approved.

NEW BUSINESS

c. 2010 Fournier Group Insurance Presentation – Dick Fournier

Mr. Fournier reviewed the proposed insurance policy before the Board and commended District Secretary Rosen and Chief Spencer for their professional working relationship with the Group. Commissioner Riel confirmed that the new chassis was in the process of being added to the policy. District Secretary Rosen responded that she has been in contact with Janet from Fournier regarding that matter. Commissioner Riel made a motion, that with the addition of the new chassis, to approve the 2010 insurance premium in the amount of \$24,322 to Fournier and Associates Incorporated. Commissioner McNulty seconded the motion. The Board was all in favor, thus approving the 2010 insurance premium with Fournier and Associates Inc. Commissioner Riel made a motion to approve the annual installments for a 3 year premium at \$5,426 for the volunteer basic benefits supplemental program. Commissioner McNulty seconded the motion. The Board was all in favor, thus approving the volunteer basic benefits supplemental program.

Chairman Gendron noted that the district had to use VFIS last year and reported they were very cooperative, responsive, and punctual in handling the affairs of the district. For these reasons, Chairman Gendron commented that he was not in favor of changing the district's policy holder.

Mr. Fournier suggested that the district schedule a presentation at a future training meeting to review the accidental sickness policy with the members. District Secretary Rosen also noted that it had been quite some time since the district held sexual harassment training. Commissioner Riel suggested that the other districts in Yakima County represented by Fournier combine their efforts in holding this training.

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. December 14, 2009 Regular Meeting – approve or deny

Commissioner McNulty made a motion to approve the minutes as submitted for the regular meeting held on December 14, 2009. Commissioner Riel seconded the motion. The Board was all in favor and the minutes were so approved.

EDIT LIST APPROVAL

a. Batch #277499, \$132,427.65 – approve or deny

Chairman Gendron noted that the large amount was due to the purchase of the chassis. Commissioner Riel made a motion to approve edit list batch 277499 in the amount of \$132,427.65. Commissioner McNulty seconded the motion. The Board was all in favor, thus approving the edit list.

b. Cash Voucher, \$67.53 – approve or deny

Commissioner Riel made a motion to accept the cash voucher in the amount of \$67.53. Commissioner McNulty seconded the motion. The board was all in favor and the cash voucher was so approved.

SECRETARY'S REPORT

District Secretary Rosen reported that even though the County Auditor's office did not require a resolution for the transfer and withdrawal of monies for the deposit amount for the chassis, she would be presenting one to the Board at the next regular meeting for tracking purposes. She also confirmed that a resolution to appoint a district secretary/auditing officer, and Commissioner Gendron's oath of office would be presented at the next regular meeting.

CORRESPONDENCE

There being no correspondence, the meeting continued.

UNFINISHED BUSINESS

There being none, Chairman Gendron continued the meeting.

EXECUTIVE SESSION RCW 42.30.140(g) Personnel matters of the district

At 7:36 p.m. Chairman Gendron dismissed the Board into executive session per RCW 42.30.140 (g) for 15 minutes.

At 7:51 p.m., Chairman Gendron reconvened the meeting and reported that no decisions had been made.

NEW BUSINESS

a. 2010 DUI Cost & Recovery contract – approve or deny

Commissioner McNulty made a motion to accept the 2010 DUI Cost & Recovery contract as submitted. Commissioner Gendron seconded the motion. Commissioner Riel called for discussion. Commissioner Riel commented that the district was giving up 50% of the collection monies by accepting the Cost and Recovery contract and felt that with the prospect of the district hiring additional staff, that it would be a perfect opportunity for one of those individuals to take on that task. Chairman Gendron and Commissioner McNulty agreed that once new staff was in place it could be a project assigned to them, but until that time, they felt that it was not prudent for District Secretary Rosen to take on yet another responsibility. Chief Spencer commented that the contract included a termination clause requiring a 30 day written notice. The discussion concluded and Chairman Gendron called for a vote on the motion and second. The Board was all in favor; thus approving the 2010 DUI Cost and Recovery contract.

b. 2009-006 Request for Action/Motion – Request for a leave of absence – approve or deny

Commissioner Riel made a motion to approve 2009-006 Request for leave of absence. Commissioner McNulty seconded the motion. The Board was all in favor; thus approving 2009-006 Request for leave of absence.

- c. ~~2010 Fournier Group Insurance Presentation—Dick Fournier~~ (this item was moved up on the agenda)
- d. **2009-004 Request for Action/Motion - Update Administrative Standard Operating Procedures, Chapters 3, 4, & 5** (this item was added to the agenda)

Chairman Gendron reviewed with the Board that this item had been tabled at the last regular meeting, pending revisions requested by the Board. Commissioner Riel noted that Chapter 3 was not included in the information before the Board and therefore would be tabled until the rewrite was presented to the Board for review. Commissioner Riel requested that the following statement in Chapter 4 be added immediately following 4.1: "The Chief cannot change the agreement between IAFF Local 3680 and Yakima County Fire District 4 in any way, even temporary as a Memorandum of Understanding, without the written approval from the Board of Commissioners." The Board was in agreement. The Board concluded that 2009-004 would be tabled until the next regular meeting.

- e. **Change pay request for acting Lieutenant Bartlett** (this item was added to the agenda)

Chairman Gendron confirmed with the Board that they had previously decided to not award 'acting' pay to Mr. Bartlett, that Mr. Bartlett had requested this training opportunity strictly for experience. Discussion amongst the Board ensued, and Commissioner Riel was adamant that until Mr. Bartlett fulfilled the criteria as set forth in the policy manual to meet the lieutenant's requirements, he would not and should not receive 'acting' pay. Chairman Gendron disagreed, noting that 'acting' pay is awarded in other positions. Commissioner Riel commented that 'acting' pay is awarded to other staff per their contracts. Chief Spencer added that Mr. Bartlett is currently fulfilling all of the requirements of a lieutenant and complimented him on his performance, but noted that he has not completed the entire process per policy and that a "paper promotion" would not be awarded. Commissioner Riel also expressed his appreciation for Mr. Bartlett's efforts in that position, but reiterated that he was not in favor of setting precedence in this matter against policy.

COMMISSIONER'S REPORT

There being no discussion, the meeting continued.

DEPARTMENT ACTIVITY REPORTS

Commissioner Riel made a motion to accept the Department Activity Reports as submitted. Commissioner McNulty seconded the motion. The Board was all in favor and the Activity Reports were approved.

ANNOUNCEMENTS

There being no announcements, the meeting continued.

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

Chairman Gendron requested that a special meeting be set for January 4, 2010 at 5:00 p.m. in order to discuss plans for negotiations with Local 3680. He confirmed the required attendance at this meeting by all three members of the Board and Chief Spencer.

Chairman Gendron commended District Secretary Rosen, the staff, and the Association for the success of the benefit potato feed and noted that almost \$5,000 had been raised to assist Firefighter Doshier with his medical expenses.

Commissioner McNulty reported that the light on the flag was out. He also questioned if the seats in Engine 40 had been repaired. Chief Spencer replied that the material could not be matched by the upholstery company without ordering it directly from the manufacturer which would add \$500 to the cost. In conclusion, Chief Spencer noted that a substitute material had been selected, the total cost of the project would be approximately \$400, and that it should be completed in 7 days.

Chief Spencer questioned if the Board had any comments regarding the mission/vision statement previously presented. The Board responded positively to the statement and Chief Spencer noted that it would be placed on the agenda for the next regular meeting for their formal approval.

SIGNING OF DISTRICT DOCUMENTS

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

ADJOURNMENT

There being no other business, Commissioner McNulty made a motion to adjourn the meeting. Commissioner Riel seconded the motion and the meeting was so adjourned at 8:11 p.m.

ATTEST:

Chair of the Board

District Secretary

Vice-Chair of the Board

Commissioner