

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
December 27, 2010**

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

There being no 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.

Chairman Gendron noted that no one had signed up to speak.

APPROVAL OF PREVIOUS MINUTES

a. December 13, 2010 Regular Meeting – approve or deny

Commissioner Riel made a motion to approve the minutes of the December 13 Regular Meeting. Commissioner McNulty seconded the motion. The Board was all in favor and the minutes of the Regular Meeting were approved.

EDIT LIST APPROVAL

a. Batch #292323, \$30,062.17 – approve or deny

b. Cash voucher, \$116.00 – approve or deny

Chairman Gendron noted that the edit list amount was high due to the \$9,000 repair bill for Engine 41. Commissioner McNulty questioned as to why the heating bill for Station 41 was comparable to the heating bill for Station 40. Chief Spencer noted that he will check into it.

Commissioner McNulty made a motion to approve edit list #292323 in the amount of \$30,062.17 and the cash voucher in the amount of \$116.00. Commissioner Riel seconded the motion. The Board was all in favor, thus approving the aforementioned edit list and cash voucher.

SECRETARY'S REPORT

District Secretary Rosen reported net cash balances and investments for month ending November 2010 for the following funds: Fire = \$1,751,775.19; EMS = \$124,429.69; Reserves = \$763,504.73; and Capital Projects = \$557,741.10.

CORRESPONDENCE

There being no correspondence, Chairman Gendron continued the meeting.

UNFINISHED BUSINESS

a. Bid specs

With the revised cover letter, Commissioner Riel made a motion to proceed with the 2011 sealed bid process for two rescue apparatus. Commissioner McNulty seconded the motion. The Board was all in favor.

NEW BUSINESS

a. Resolution 2010-08 In the matter of appointing a District Secretary/Auditing/Finance/Investment Officer for 2011 – approve or deny

Commissioner Riel noted that this was a standard annual duty for the Board and made a motion to approve Resolution 2010-08 In the matter of appointing a District Secretary/Auditing/Finance/Investment Officer for 2011. Commissioner McNulty seconded the motion. The Board was all in favor.

b. Resolution 2010-09 Authorizing the investment of YCFD #4 monies in a local government investment pool for 2011 – approve or deny

Commissioner Riel noted that this was a standard annual duty for the Board and made a motion to approve Resolution 2010-09 authorizing the investment of YCFD #4 monies in a local government investment pool for 2011. Commissioner McNulty seconded the motion. The Board was all in favor.

c. Request for Action/Motion 2010-001 Update Administrative SOPs Chapter 3 – approve or deny

Chairman Gendron noted that the request before the board to update Chapter 3 SOPs concerned specifying the definition of a calendar year for employees' PERS eligibility and contained updates to reflect the Deputy Chief's transition from a contract to employment agreement. Commissioner Riel requested that the changes to the Chapter be highlighted prior to attaching it to the minutes. Commissioner Riel made a motion to approve Action/Motion Request 2010-001 Update to Administrative SOPs Chapter 3 as presented. Commissioner McNulty seconded the motion. The Board was all in favor.

d. Request for Action/Motion 2010-002 Purchase of a hydraulic Rescue Tool – approve or deny

Chairman Gendron noted that he had attended the demonstration of the tool and felt that, with the 90 day warranty, it was a worthwhile purchase for a used tool. Chief Spencer added that it was also compatible with the equipment on Rescue 41. Commissioner Riel requested that the tool be used as much as possible in training for the next 90 days during the warranty period. Commissioner McNulty made a motion to approve Action/Motion Request 2010-002 for the purchase of a Santiam hydraulic rescue tool for \$8,656 including tax. Commissioner Riel seconded the motion. The Board was all in favor.

e. Discussion of Chief Spencer's vacation time carryover or payout

Commissioner Riel commented that per policy, the maximum number of vacation hours allowable to carry over to the following year is 120 for 6 years of employment history and that the policy does not account for payout. He added that it is implied by policy to "use it or lose it" and payout is not accounted for in the budget and that vacation time goes by seniority. After additional discussion, Commissioner Riel made a motion to allow Chief Spencer to carry over 32 hours of vacation time into January 2011, to be used or lost no later than January 31, 2011. In addition, the Chief was instructed to add to the policy that any hours accumulated over the allotted amount of vacation time will be used or forfeited at the end of the year. Commissioner McNulty seconded the motion. The Board was all in favor.

COMMISSIONER'S REPORT

As there were no matters to report, Chairman Gendron continued the meeting.

ANNOUNCEMENTS

Commissioner Riel noted that he will be attending a Board meeting in January.

EXECUTIVE SESSION RCW 42.30.110(4) and RCW 42.30.110(g)

- a. **D.C. Mike Riel’s employment agreement**
- b. **Personnel matters of the District**

At 7:27 p.m. Chairman Gendron dismissed the Board into executive session per RCW 42.30.110(4) and RCW 42.30.110(g) for 30 minutes.

At 7:57 p.m., District Secretary Rosen announced that the executive session would be extended for an additional 10 minutes.

At 8:07 p.m., Chairman Gendron reconvened the meeting and reported that no decisions had been made.

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

Commissioner McNulty made a motion to accept the employment agreement with Deputy Chief Riel as submitted. Commissioner Riel seconded the motion. The Board was all in favor.

Chief Spencer announced that he had been elected as Chairman of the Yakima County Fire Chief’s Association.

SIGNING OF DISTRICT DOCUMENTS

The documents were presented 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 8:12 p.m.

ATTEST:

Chair of the Board

District Secretary

Vice-Chair of the Board

Commissioner