

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
January 11, 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 audience members.

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

**APPROVAL OF AGENDA**

Chairman Gendron noted that the first order of business after the approval of the agenda would be the election of a new chair and vice-chair of the board. With that change, the agenda was approved.

**SELECTION OF NEW CHAIR AND VICE-CHAIR OF THE BOARD**

Commissioner Riel stated that Commissioner Gendron had served the district well in the previous term as chairman and subsequently made a motion to re-appoint Joe Gendron as Chairman of the Board of Commissioners. Commissioner McNulty seconded the motion. The motion was unanimously approved, thus appointing Commissioner Gendron as Chairman of the Board for the next two years per policy. Commissioner McNulty made a motion to re-appoint Les Riel as Vice-Chairman of the Board of Commissioners. Commissioner Gendron seconded the motion. The motion was unanimously approved, thus appointing Commissioner Riel as Vice-Chairman of the Board.

**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 28, 2009 Regular Meeting – approve or deny**

Commissioner McNulty made a motion to approve the minutes of the regular meeting held on December 28, 2009. Commissioner Riel seconded the motion. The Board was all in favor and the minutes were so approved.

**b. January 4, 2010 Special Meeting – approve or deny**

Commissioner Riel made a motion to approve the minutes as submitted for the special meeting held on January 4, 2010. Commissioner McNulty seconded the motion. The Board was all in favor and the minutes were so approved.

**EDIT LIST APPROVAL**

**a. Batch #278322, \$10,360.85 – approve or deny (2009 invoices)**

Commissioner Riel made a motion to approve Batch edit list #278322 in the amount of \$10,360.85. Commissioner McNulty seconded the motion. The Board was all in favor and the batch edit list was so approved.

**b. Batch #278552, \$9,617.88 – approve or deny (2010 invoices)**

**c. Cash Voucher, \$80.00 – approve or deny**

Commissioner McNulty made a motion to approve Batch edit list #278552 in the amount of \$9,617.88 and the cash voucher in the amount of \$80.00. Commissioner Riel seconded the motion with discussion and questioned why there were two batches. District Secretary Rosen explained that batches needed to be separated based on the year of the invoice. The Board was all in favor, thus approving the aforementioned batch and cash voucher.

## SECRETARY'S REPORT

District Secretary Rosen noted that she did not have any matters to report.

## CORRESPONDENCE

There being no correspondence, the meeting continued.

## UNFINISHED BUSINESS

### **a. 2009-04 Request Action Motion – Update Administrative Standard Operating Procedures, Chapters 3, 4, & 5**

Commissioner McNulty questioned whose credentials the fire marshal position would be working under. Chief Spencer explained that D.C. Riel would be transitioning into obtaining that certification within a 12-18 month period. Commissioner McNulty expressed his continuing concern regarding the wording that the desired qualifications for the fire marshal position only applied to individuals filling the position *after* D.C. Riel, insinuating that D.C. Riel did not need to possess those same qualifications. The Board concurred and Chief Spencer responded that he would remove that verbiage. In addition, Commissioner McNulty referenced page 6 of 6, number 4, "...the deputy chief/fire marshal *may* attend conferences and seminars...." and felt that it should be changed to "*shall*" attend conferences. Commissioner Riel suggested that wording be added to the effect that conferences and seminars shall be attended "*at the discretion of the fire chief*". There was extensive discussion between the Board and Chief regarding the proposed potential duties of the fire marshal position.

Chairman Gendron noted that policy 4.1.2, page 1, should read "...*may* take applications from the department for full-time employees...." rather than "....*shall*...".

Commissioner Riel made a motion to approve 2009-04 Request Action Motion, Update Administrative Standard Operating Procedures, Chapters 3, 4, and 5 with the aforementioned changes as discussed. Commissioner McNulty seconded the motion. The Board was all in favor, thus approving the updates to the Administrative SOPs, Chapters 3, 4, and 5.

## NEW BUSINESS

### **a. 2010-01, Authorizing the investment of YCFD#4 monies in a local government investment pool – approve or deny**

Commissioner McNulty made a motion to accept Resolution 2010-01, Authorizing the investment of YCFD#4 monies in a local government investment pool. Commissioner Riel seconded the motion. The Board was all in favor, thus approving Resolution 2010-01.

### **b. 2010-02, In the matter of transferring \$110,683.00 from reserve fund to fire expense fund – approve or deny**

Commissioner Riel made a motion to approve Resolution 2010-02, In the matter of transferring \$110,683.00 from reserves to the fire expense fund for the new apparatus that was ordered. Commissioner McNulty seconded the motion. The Board was all in favor, thus approving Resolution 2010-02.

### **c. 2010-03, In the matter of appointing a district secretary/auditing/finance/investment officer for 2010 – approve or deny**

Commissioner McNulty made a motion to accept Resolution 2010-03, In the matter of appointing a district secretary/auditing/finance/investment officer for 2010. Commissioner Riel seconded the motion. The Board was all in favor, thus approving Resolution 2010-03.

Commissioner Riel noted that transfers from the 2009 budget needed to be made into the apparatus replacement and capital projects fund in order to clean up the 2009 budget and requested that staff prepare information regarding budget vs. actual for 2009 within the next couple of weeks for a regular meeting in February.

**COMMISSIONER’S REPORT**

Commissioner Riel questioned if anyone would be attending the legislative meeting on January 19. Since no one from the district would be in attendance, he requested that the Board members contact their legislators requesting that fire district committees and monies remain untouched.

Chief Spencer added that the house bills as previously discussed had received numbers and would be circulated in committee next week.

**DEPARTMENT ACTIVITY REPORTS**

It was noted that the department activity reports would be presented at the next regular meeting.

**ANNOUNCEMENTS**

There being none, Chairman Gendron continued the meeting.

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

At 7:30 p.m. Chairman Gendron dismissed the Board into executive session per RCW 42.30.140 (g) for 15 minutes.

At 7:45 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**

Chief Spencer noted that the mutual aid agreement with Hanford would be given to the Board following the meeting and noted that there was a slight change in the verbiage on Page 2, Article 7 with regard to the process that the Boards used to approve IAPs. Commissioner Riel requested that Chief Spencer continue to monitor the successfulness or lack thereof of the agreement.

Chief Spencer also reported that Firefighter Evers was expecting the arrival of his second child at the end of the month and Lieutenant Schrank was on light duty for approximately eight weeks, so the district would be down to staffing with one career position.

Commissioner McNulty commented that the light on the flagpole was still out. District Secretary Rosen responded that she had previously reported the matter to appropriate staff.

**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 7:50 p.m.

ATTEST:

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Chair of the Board

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
Vice-Chair of the Board

\_\_\_\_\_  
Commissioner