

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
February 23, 2009**

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 Deputy Chief Riel, District Secretary Michelle Rosen, East Valley Fire District Personnel, and audience members.

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

**APPROVAL OF AGENDA**

Commissioner McNulty requested that an executive session be added to the agenda under RCW 42.30.140 (g). With that change, the agenda stood as approved.

**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 and continued the meeting.

**APPROVAL OF PREVIOUS MINUTES**

**a. February 9, 2009 Regular Meeting – approve or deny**

Commissioner Riel made a motion to accept the minutes of the February 9, 2009 Regular Meeting. Commissioner McNulty seconded the motion. The Board was all in favor.

**EDIT LIST APPROVAL**

**a. Batch #264465, \$42,404.81 – approve or deny**

Chairman Gendron noted that the dollar amount of the batch was high due to the payment of the insurance premium. Commissioner McNulty made a motion to accept Batch Edit List #264465 in the amount of \$42,404.81. Commissioner Riel seconded the motion. The Board was all in favor.

**b. Cash Voucher \$120.00 – approve or deny**

Commissioner Riel made a motion to approve the cash voucher for \$120.00. Commissioner McNulty seconded the motion. The Board was all in favor.

**SECRETARY'S REPORT**

District Secretary Rosen did not have anything to report at this time.

**CORRESPONDENCE**

There being no correspondence, Chairman Gendron continued the meeting.

**UNFINISHED BUSINESS**

**a. Decision/Action Request 2009-02 Purchase of one (1) support pickup – UPDATE**

In Lieutenant Lenseigne's absence, D.C. Riel explained to the Board that they would be advertising for bids for a 2008 pickup. Commissioner McNulty confirmed that the specs would be open to all makes. Chairman Gendron reiterated from the previous meeting that the specs would be for a gas fueled truck, and be a  $\frac{3}{4}$  ton.

**b. Decision/Action Request 2009-03 Revision to SOG's minimum staffing of apparatus**

Commissioner McNulty was concerned that the document still contained wording on page 7 to the effect that engines 'will respond with a minimum of three personnel'. D.C. Riel noted that page 8 included verbiage that if the minimum staffing was not met, the duty officer would be contacted and would either contact dispatch for a second tone out or make the decision to respond with existing staffing. Commissioner Riel reiterated that these were guidelines and that the officer was afforded the option to respond as he saw fit with the existing staffing. Commissioner Riel made a motion to approve Decision/Action Request 2009-03 minimum staff of apparatus revision to SOG's. Commissioner McNulty seconded the motion. The Board was all in favor.

**c. Air Support Supply System – UPDATE**

D.C. Riel reported that the Hanford unit that the department had been researching had already been sold.

**d. Command Car bid**

Chairman Gendron reported that the Board had received one \$5,000 bid for the command car. D.C. Riel added that the ad had been posted since December and was run in various venues similar to the Chief's position and that the party was extremely interested in moving on it as soon as possible. In addition, he noted that they had received multiple inquiries, but only had one firm bid. Commissioner McNulty reiterated that the Board had previously approved that a minimum bid of \$5,000 be set for the vehicle. Commissioner McNulty then made a motion to accept the \$5,000 bid from Snohomish County Fire District No. 28 for the purchase of the vehicle. Chairman Gendron seconded the motion. The Board was all in favor.

**e. 2008 Budget Review**

D.C. Riel reviewed the documents that were in front of the Board. In summary, 2008 budget actuals ended at roughly 1.3 million, despite many unplanned expenses, although the reserve fund was depleted. D.C. Riel noted that monies generated from the sale of Tender One and Brush 240 had not been moved to the apparatus replacement fund due to the lack of a formal motion or resolution from the Board. Commissioner Riel made a motion to direct district staff that any future revenue generated from the surplus of vehicles be transferred to the apparatus replacement fund. Commissioner McNulty seconded the motion. The Board was all in favor. There was additional discussion regarding replacing funds in the capitol projects and apparatus reserve funds from the fire expense fund. Chairman Gendron confirmed that these transactions would not affect the 2009 budget. Commissioner Riel made a motion to transfer \$50,000 from the fire expense fund to the apparatus replacement fund and \$17,000 from the fire expense fund to the capitol projects fund. Commissioner McNulty seconded the motion. The Board was all in favor. Commissioner Riel commended the staff for their efforts in curbing spending during the last quarter of 2008. Chairman Gendron expressed his appreciation to the staff for the new Quickbooks reports that greatly assist in the budgeting process.

**NEW BUSINESS**

There was discussion regarding the Regional Fire Authority meeting the Board attended on Saturday, February 21. Commissioner Riel stated that there are currently three or four Regional Fire Authority districts in the state. In conclusion, the Board was not in favor of entering into this type of district at this time; although they agreed that ways to combine efforts in training and purchases should be actively discussed.

**COMMISSIONER'S REPORT**

The Board did not have anything to report at this time.

**DEPARTMENT ACTIVITY REPORTS – D.C. Riel**

D.C. Riel noted that the reports were before the Board as submitted. He added that they are still actively recruiting and noted that he is currently processing the paperwork for one individual who was previously with the Selah Fire Department. He reported that the crews will be conducting a door-to-door recruitment.

Chairman Gendron expressed his displeasure regarding statements in Lt. Lenseigne's report relating to the purchase of a new pick up from the state bid and directed that D.C. Riel inform Lt. Lenseigne that he did not need to 'remind' the Board of the time involved for other bid processes; that these tasks are considered to be a part of Lt. Lenseigne's job, and that it was the wishes of the Board for him to seek cheaper ways to purchase a pick up for the district. Commissioner Riel was in agreement with Chairman Gendron regarding this matter. Commissioner McNulty noted that he still felt that one of the new command cards should have been a pick up as previously suggested by former district member Kyle Jacobs. He added that he was having a difficult time justifying the purchase of a pick up that would only have 2-3 uses. Commissioner McNulty reiterated his concern and frustration that the current pick-up was in such disrepair when the district has a maintenance individual on staff. Chairman Gendron stated that he understood the need for the district to have a pick-up, but disagreed with what was recommended. Commissioner Riel concurred, noting that the pick-up did not need to be a 2009 for the amount of use it would receive. Chairman Gendron again expressed that he was concerned that Lt. Lenseigne did not satisfy the responsibilities of his job and come back to the Board with any options. D.C. Riel noted that the Board had not previously specifically defined the specs for the truck. Chairman Gendron felt that the Board did not need to differentiate on mileage, but that Lt. Lenseigne should seek out a 2008 or 2009 and bring it back to the Board with various options. Audience member Kyle Jacobs noted that the same information had been reported for justifying the purchase of two command vehicles; i.e. high mileage, hours, maintenance costs, etc. and then the district decided to keep one of the existing vehicles and suggested that the truck's maintenance issues that were reported were not necessarily concrete. Commissioner Riel stated that the original proposal was for a brand new 2009 diesel and was rejected by the Board, so they are cognizant of needing to research various options.

## **ANNOUNCEMENTS**

There were no announcements at this time.

## **EXECUTIVE SESSION RCW 42.30.140 (g)**

### **a. Personnel matters of the district**

Chairman Gendron dismissed the Board into executive session at 7:40 p.m. for 15 minutes.

At 7:55 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**

D.C. Riel reported that there had been extensive discussion at the last Chief's meeting regarding advanced first aid with defibrillation and noted that a questionnaire will be circulated amongst the districts to assess the needs of the departments relative to this issue.

Commissioner McNulty questioned how much control the district had over groups that rent the building. D.C. Riel reported that Roy Farms had rented the facility on Saturday and that he already had a discussion with them noting that any special needs or requests needed to be preauthorized. In addition, this particular rental agreement, processed by Lt. Lenseigne, had not been forwarded to District Secretary Rosen, as per procedure. Commissioner Riel added that he felt the Board had previously established a rule that no one was allowed past a certain point when renting the facility and questioned why the other doors were not locked and suggested that signage stating 'no admittance beyond this point' or 'authorized personnel only' be displayed.

## **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 McNulty seconded the motion and the meeting was so adjourned at 8:00 p.m.

ATTEST:

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Chair of the Board

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District Secretary

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Vice-Chair of the Board

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Commissioner