

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

Chief Spencer requested that *item d–Cell phone allocation* and *item e–special projects* be added to the agenda under *New Business*. 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.

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

APPROVAL OF PREVIOUS MINUTES

a. February 14, 2011 Regular Meeting – approve or deny

Commissioner Riel made a motion to approve the minutes of the February 14 Regular Meeting. Commissioner McNulty seconded the motion. The Board was all in favor and the minutes were approved.

EDIT LIST APPROVAL

a. Batch #294708, \$6,858.20 – approve or deny

Commissioner McNulty made a motion to approve edit list #294708 in the amount of \$6,858.20. Commissioner Riel seconded the motion. The Board was all in favor, thus approving the aforementioned edit list.

SECRETARY'S REPORT

District Secretary Rosen directed the Board's attention to the 2010 Annual Report. The Board commended District Secretary Rosen on a job well done; noting that the report was well organized and was completed ahead of schedule.

Commissioner Riel questioned if any miscellaneous revenue was generated from the vending machines or rental of the training room. District Secretary Rosen stated that during her tenure at the District, revenue from the vending machines had never been received, and that the District did not charge for the training room if it was used for training purposes. Deputy Chief Riel added that the vending machine revenue went back to the vending company. Commissioner Riel requested that the staff research the status of the vending machines.

Commissioner Riel made a motion to accept the 2010 Annual Report as presented. Commissioner McNulty seconded the motion. The Board was all in favor.

CORRESPONDENCE

Chief Spencer noted that the District had received correspondence from Fire District No. 5 thanking the District for assisting them with the White Swan fire.

UNFINISHED BUSINESS

There being no unfinished business, Chairman Gendron continued the meeting.

NEW BUSINESS

a. Interlocal Agreement for Cooperative Purchasing

Chief Spencer noted that the Interlocal Agreement would allow other agencies to piggyback on the District's specifications and purchase of two rescue apparatus with Cascade Fire. Commissioner Riel made a motion to accept the Interlocal Agreement for Cooperative Purchasing. Commissioner McNulty seconded the motion. The Board was all in favor.

b. Resolution 2011-05 Adopting the 2010 Comprehensive Emergency Management Program as the Official Emergency Response Plan for Yakima County Fire Protection District No. 4 – approve or deny

Chief Spencer noted that adoption of this plan was recommended by Emergency Management Director Jim Hall and would allow the District to apply for State or Federal funds should the need arise. Commissioner McNulty made a motion to adopt Resolution 2011-05. Commissioner Riel seconded the motion. The Board was all in favor, thus adopting Resolution 2011-05.

c. Review and discuss Yakima County Professional Service Agreement to Provide Financial Services

District Secretary Rosen noted that the agreement before the Board was a tentative professional service agreement between Fire District No. 5 and Yakima County for payroll/accounts payable services. Chief Spencer added that the agreement had been modeled after other agreements with fire districts and counties from the west side who had evolved through the same issues a few years ago.

Chief Spencer also noted that there had been some discussion between Districts 4, 5, and 12 regarding fire protection services for county owned property in their respective districts and stated that, at the current tax levy rate, District 4 had approximately \$5,500 worth of county owned property.

Commissioner Riel made a motion to move forward with the other agencies in presenting the changes in the document to the County. Commissioner McNulty seconded the motion. The Board was all in favor.

d. Cell phone allocation

Deputy Chief Riel directed the Board's attention to a memo that outlined his personal cell phone use for work purposes and requested that in lieu of the basic cell phone provided by the District, that those designated monies be put toward his personal bill. Commissioner McNulty expressed his concern that other full-time staff could make the same request. Audience member Kyle Jacobs questioned if it was appropriate to conduct district business on a personal phone. After further discussion, the Board was in agreement that a Blackberry would be provided to D.C. Riel as a district phone and that he was not to conduct district business on his personal phone.

e. Special Projects

Chief Spencer reported that staff was currently working on developing a wildland urban interface assessment to identify structures within the interface area to effectively assist mutual-aid agencies should there be an incident in the District. He noted that it was estimated that 140 homes were in the particular wildland area and that staff had completed 40-50. In order to keep the project progressing, Chief Spencer requested that one event stipend (\$25) be paid for every three structures identified, profiled, and entered into system. Chief Spencer and D.C. Riel commended **Dan DeLaney** for his work thus far on the project and requested the Board's permission to assign the remainder of the project to him with the event stipend. Commissioner Riel requested that documentation be provided to the Board indicating that stipend pay can be used in this manner, a sample of Dan's work product, and an action request on the matter.

COMMISSIONER'S REPORT

There being no matters to report, Chairman Gendron continued the meeting.

ANNOUNCEMENTS

There being no announcements, Chairman Gendron continued the meeting.

EXECUTIVE SESSION RCW 42.30.140(4) and RCW 42.30.140(g)

a. Contract negotiations

a. Personnel matters of the District

At 7:33 p.m. Chairman Gendron dismissed the Board into executive session per RCW 42.30.140(4) and RCW 42.30.140(g) for 20 minutes.

At 7:53 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 informed the Board that Mark Merritt had been in contact with the Department of Revenue regarding the purchase of the two apparatus and that the sales tax on the purchase would be 8.2% for city sales tax rather than 7.9% county sales tax. Commissioner Riel requested that the particulars of this matter be put in writing.

Chief Spencer reported that the City of Moxee was initiating an annexation of 46 acres into the city adding onto the Lenseigne Farms/Aho development and that there was no impact on the District.

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 7:57 p.m.

ATTEST:

Chair of the Board

District Secretary

Vice-Chair of the Board

Commissioner