

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
February 11, 2008**

The meeting convened at 1900 hours at East Valley Fire Station 40. Those present were Chief Warren Gay and Commissioners Joe Gendron, Les Riel and Dan McNulty. Others present were District Secretary Michelle Rosen, Deputy Chief Mike Riel, 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

Deputy Chief Riel requested that Mike Battle's presentation regarding the grading project be moved up on the agenda. There being no other changes the agenda stood as approved. Mike Battle (Huibregtse Louman Associates, Inc.) continued the meeting with his presentation regarding the grading project at Station 40.

UNFINISHED BUSINESS

A. 2008-02 Request: To request bids for grading project at Station 40. Project will be development of 1 acre adjacent to the east side of Station 40.

Mr. Battle began his presentation by providing some background information regarding the project. He noted that this discussion was originally initiated in 2006, with additional discussion at the April 2007 regular meeting that proposed completing the project in once acre phases. At that time, the estimate was for \$210,000, but at this time, taking into account inflationary costs, is now estimated at \$230,000, with a one acre estimate of \$130,000. He indicated that additional costs could be incurred by breaking up the project into phases – some costs relating to mobilization, bonds, and insurance would be duplicated with each phase of the project. If approved at this meeting, the schedule would resemble the following: plan completion by the end of the month, bid advertising between February 28 and March 13 to comply with the law for 13 day bid time, bid opening on March 13, commissioner's contract award on March 24, pre-construction conference on April 16, and depending on the contractor's schedule, April 21 to commence construction.

Chairman Gendron explained that this project has been in process since 2006, and phase one of this project is included in the 2008 budget. \$50,000 was allotted in 2007 for capitol projects, and another \$50,000 in 2008. The area in discussion will be used for training grounds, props, and drills. Commissioner Riel added that an additional \$12,000 was carried over from 2006.

Commissioner Riel made a motion to accept Action Request 2008-02, requesting bids for grading project at Station 40. Commissioner McNulty seconded the motion and all were in favor, thus approving Action Request 2008-02.

LIMITED OPEN PUBLIC INPUT FOR ITEMS NOT ON AGENDA – Three minute limit

There being no public comment, the meeting continued.

APPROVAL OF PREVIOUS MINUTES

A. January 28, 2008 regular meeting – approve or deny

Commissioner McNulty made a motion to approve the minutes of the regular meeting on January 28. Commissioner Riel seconded the motion and the minutes were so approved.

EDIT LIST APPROVAL

A. Batch #247962, \$35,451.66

Commissioner Riel noted that \$29,000 of this edit list was for annual insurance costs. Commissioner Riel made a motion that Batch 247962 in the amount of \$35,451 be approved. Chairman McNulty seconded the motion and the aforementioned edit list was so approved.

SECRETARY'S REPORT

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

Commissioner Riel questioned the progress of a program for a monthly balance sheet. District Secretary Rosen reported that she is currently maintaining a spreadsheet, but per discussions at a staff meeting this morning, they will be moving forward on installing QuickBooks Pro.

She added that the County had closed out the 2007 budget and she has actuals from 2007. The county's report does not include the District's line items, so she will be fine tuning it to include that information.

Chairman Gendron reiterated that the District will be installing and receiving training on QuickBooks Pro to accommodate the District's line item revenue and expenditures. Chief Gay reported that Barbara Riel had withdrawn from this project due to potential conflict of interest and that he will be seeking the availability of other professional installation and training for this program. Commissioner Riel was adamant that this project be completed quickly so as not to fall behind and to be able to stay on track with the 2008 budget. District Secretary Rosen noted that she does have prior experience with this program and once established it should be fairly easy to maintain.

CORRESPONDENCE

There being none, the meeting continued.

UNFINISHED BUSINESS

B. 2008-03 Request: Requesting approval of Officer Management classes provided by Fred Pryor Seminars, Career Track

Chairman Gendron took an opportunity to explain the history of events leading up to this point with regard to the above mentioned action request. He noted that the District began a teambuilding process with Matt Fairbanks from the Dispute Resolution Center six months ago that included all members of the Board and District Staff. The District has since completed its relationship with Mr. Fairbanks and his services and the Board is serious in continuing in a positive direction by offering these classes which include managing emotions, dealing with difficult people, coaching and mentoring skills, and how to supervise people. Chairman Gendron added that he is a strong advocate to provide ongoing training and education for the department. He does not believe in placing people in positions to fail and the District is obligated to assist them through education. He noted that four new lieutenants were promoted last year and now is the time to provide education and training in order for them and others to succeed. These classes will be offered in four segments during February, March, April, and May. He acknowledges that this type of training is costly (\$12,000), but feels that it is important for the success of the Department.

Commissioner McNulty confirmed that the District's relationship with Matt Fairbanks was concluded as he understood it to be that he was to provide these types of classes. Deputy Chief Riel indicated that Mr. Fairbanks had read the preliminary information regarding these classes and participated in a conference call with the company and was supportive that the District was being proactive in this area. Chairman Gendron added that he also spoke with Mr. Fairbanks regarding moving in this direction and noted that he was in agreement that this would be a continuation of the process that began with the services he provided.

Deputy Chief Riel reported that all classes currently had 23-26 personnel signed up. Chairman Gendron indicated that in addition to personnel from District 4, other participants are from the City of Yakima, Union Gap, Selah, but first consideration will be given to the District's own personnel.

An audience member confirmed with the Board that attendance of these classes is voluntary and questioned if personnel was obligated to complete the courses. Deputy Chief Riel answered that in order to receive credit for attending the courses; two nights of each module must be completed before a certificate is issued.

Commissioner Riel reiterated that this is a great opportunity and made a motion to approve Action Request 2008-03, requesting approval of officer management classes by Fred Pryor Seminars. Commissioner McNulty seconded the motion and the motion carried, approving Action Request 2008-03.

NEW BUSINESS

Chief Gay reported that there was no new business at this time.

COMMISSIONER'S REPORT

Commissioner Riel noted that the County Fire Commissioners Association dinner meeting is scheduled for February 21.

Chairman Gendron noted that he will be out of town from February 20 to 27 and will be absent from the next regular meeting and will miss the Association dinner.

District Secretary Rosen confirmed Association dinner attendance for Commissioner McNulty and Commissioner Riel. Commissioner Riel requested that District Secretary Rosen RSVP the scheduled guest speaker, WFCFA President Joe Dawson.

DEPARTMENT ACTIVITY REPORT – Chief

Chief Gay reported that this occurs during the second meeting of the month.

ANNOUNCEMENTS

There being none, Commissioner Gendron dismissed the Board into executive session for approximately twenty minutes. Prior to dismissal, Commissioner Gendron explained that the Board will not be discussing the Chief's evaluation at this time due to the lack of 100% return of the surveys that were distributed to District personnel regarding Chief Gay's performance. In order to provide for a fair evaluation, ample time needed to be allotted for the return of all questionnaires. Since item C, Chief Gay's annual agreement (contract) falls in tune with his annual review, this will be postponed as well. Commissioner Riel also noted that he had requested additional information in writing.

EXECUTIVE SESSION RCW 42.30.140 (g)

- A. PTE hire discussion**
- B. Chief's annual review**
- C. Chief's annual agreement**

Chairman Gendron called the meeting back to order and reported that no decisions were made.

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

Commissioner Riel noted that there was some discussion during the Executive Session regarding a part-time secretarial position, and made a motion that the Board instruct the Chief to move forward on this issue and contact a part-time agency for hiring a part-time secretary for a maximum of 10 hours per week for a maximum of three months. Commissioner McNulty seconded the motion. Chairman Gendron was also in agreement and noted that this position is necessary due to the fact that the District will be implementing new software (QuickBooks Pro) and in addition to her regular duties, District Secretary Rosen has taken on Human Resource responsibilities and needs the assistance in order to be on track with new software training and still maintain her day-to-day duties. All Board members were in favor of the motion and it was so approved.

Commissioner Riel made a motion to postpone Chief's annual review and agreement to a Special Meeting on March 3 at 4:00 p.m. at Station 40 for attendance only by the Board. Commissioner McNulty seconded the motion. All were in favor and the motion was approved.

Commissioner Riel explained that at this time, notes from all evaluations will be compiled and District Secretary Rosen will finalize the document and it will be presented at the regularly scheduled meeting on March 10. Chairman Gendron noted that all questions should be referred to Vice-Chairman Riel during his absence.

A. 2008-04 District Secretary/Administrative Assistant Merit/CPI raise with Sick Leave Bank

After review of the recorded meeting, this item had not been discussed.

B. 2008-05 Acceptance of 2007 Annual YCFD #4/East Valley Fire Department Report

Chief Gay submitted his 2007 Annual Report to the Board for their review.

Commissioner Riel noted that approval of the report should be scheduled for two weeks during the March 10 meeting. He questioned if the Board had officially accepted the Chief's 2006 report.

Commissioner Riel also requested the following housekeeping items with regard to the 2006 report:

- That the date the report was generated be removed.
- Page one indicated that four lieutenants and one caption were added to the District, but this actually occurred in 2007.
- Page four noted that twelve monthly reports were included, but some were dual month reports. He requested that Chief Gay review the number of reports attached and revise this figure.

Commissioner Riel reiterated that the 2006 and 2007 reports needed to be scheduled for approval on the March 10 meeting. Each will require individual Action Requests. After that time, the reports will be available for public viewing.

Chairman Gendron requested that District Secretary make it clear to the individuals with outstanding performance surveys must have them completed prior to the March 3 special meeting.

SIGNING OF DISTRICT DOCUMENTS

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

An audience member requested that when Chairman Gendron addresses the audience, he not do so by one individual's name as there are other members of the audience present.

ADJOURNMENT

There being no other business, Commissioner McNulty entertained a motion to adjourn the meeting. Commissioner Riel seconded the motion and the meeting was so adjourned at 2003 hours.

ATTEST:

Chair of the Board

District Secretary

Vice-Chair of the Board

Commissioner