

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
March 14, 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

Chairman Gendron requested that *item c—information from Fraternal Order of the Moose* 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 28, 2011 Regular Meeting – approve or deny

Commissioner Riel made a motion to approve the minutes of the February 28 Regular Meeting. Commissioner McNulty seconded the motion. The Board was all in favor and the minutes were approved.

EDIT LIST APPROVAL

a. Batch #295179, \$399,843.30 – approve or deny

b. Cash voucher, \$116.20 & \$80.00 – approve or deny

Commissioner Riel confirmed that the payment for the rescue apparatus included any and all discounts. District Secretary Rosen replied in the affirmative; however there was discussion regarding the payment of sales tax that had been calculated on the original amount rather than the discounted amount. She noted that the terms of the agreement indicated that calculation. Chief Spencer suggested to the Board that payment could be submitted with a noted stipulation on the invoice that the District was not in agreement with the calculation and would be contacting legal counsel regarding a refund on the tax calculation. The Board was in agreement with Chief Spencer's suggestion.

Commissioner McNulty made a motion to approve edit list #295179 in the amount of \$399,843.30 and the cash vouchers in the amounts of \$116.20 and \$80.00. Commissioner Riel seconded the motion. The Board was all in favor, thus approving the aforementioned edit list and cash vouchers.

SECRETARY'S REPORT

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

CORRESPONDENCE

Chief Spencer noted that the correspondence from Fire District No. 5 thanking the District for assisting them with the White Swan fire had been posted for all personnel to see.

UNFINISHED BUSINESS

a. Discuss Sales Tax on Rescue Rigs

Chairman Gendon noted that this item had been discussed under *Edit List Approval*.

b. Proposed Sprint / Nextel Cost Savings Plan Change

Deputy Chief Riel directed the Board's attention to the information before them regarding the cost analysis for a shared cell phone plan, saving the District approximately \$600 a year.

Commissioner Riel made a motion to approve the change in the cell phone plan.

Commissioner McNulty seconded the motion. The Board was all in favor; thus approving the change. Chief Spencer commended Deputy Chief Riel for his efforts on this project.

c. 2011-03 Request for Action / Motion for Special Projects Proposal – approve or deny

Commissioner Riel noted his appreciation for receiving the information that had been requested at the February 28 meeting. He confirmed with Chief Spencer that this special project assignment would not count against the allotted hours for paid-on-call personnel and that stipend pay could be used in this manner.

Commissioner Riel made a motion to approve Action Request 2011-03, Special Project Proposal. Commissioner McNulty seconded the motion. The Board was all in favor; thus approving Request 2011-03.

NEW BUSINESS

a. Resolution 2011-06; In the Matter of Transferring \$374,764.46 from Reserve Fund to Fire Expense Fund – approve or deny

Commissioner Riel made a motion to approve Resolution 2011-06 as submitted.

Commissioner McNulty seconded the motion. The Board was all in favor; thus approving Resolution 2011-06.

b. Quickbooks Consultant for Technical Support

District Secretary Rosen requested approval for utilizing the technical consulting services of BKR Associates to close out the previous year and open the new year in the QuickBooks program; stating that BKR Associates had originally implemented the program for the District and was familiar with the nuances of the District's budget and was considerably less costly than other options. Commissioner Riel was in favor of approving the request, noting however that he would like District Secretary Rosen to attend another QuickBooks course to explore the more technical aspects of the program and for Chief Spencer to become versed in the program as well. Chairman Gendon noted that he was also in favor of approving the request due to the reasons as stated by District Secretary Rosen. Commissioner McNulty requested that a time frame be specified on the contract. Commissioner Riel noted that, in lieu of a time frame being specified on the contract, the Board was instructing the staff to only utilize the services of BKR Associates in order to close out 2010 and open the new year.

Chairman Gendon made a motion to accept the contract with BKR Associates to close out 2010 and open 2011 as needed. Commissioner Riel seconded the motion. The Board was all in favor; thus approving the contracted services of BKR Associates.

c. Fraternal Order of the Moose

Chairman Gendon reported that he had received information from the Fraternal Order of the Moose that they wished to make a donation to the District through their Tommy the Moose program of 12 stuffed moose to be placed on apparatus or command cars to distribute to children in distress at fire or accident scenes. He added that they were requesting a representative of the District attend their luncheon to accept the donation on Friday at 1:00 at the Red Lion. The Board requested that Chairman Gendon, the District's Fire Prevention Officer, and Chief or Deputy Chief be in attendance.

d. Strategic planning process

Chief Spencer directed the Board's attention to an informational packet that will be distributed to the stakeholders group for the strategic planning process. He noted that the staff had been accumulating data over the past three months for ten different activities and that the packet included facility upgrade schedules, apparatus replacement schedules, and internal and external

surveys evaluating the environment in the department to help determine the direction of the plan. Chief Spencer added that four individuals out of twelve had committed to participate on the committee.

COMMISSIONER’S REPORT

Chairman Gendron reported that the District would be hosting the quarterly dinner on May 19 at the Holiday Inn on 8th and Yakima at 6:00.

Commissioner Riel reported that the next state board meeting was April 30 in Olympia.

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
- b. Personnel matters of the District

At 7:20 p.m.. Chairman Gendron dismissed the Board into executive session per RCW 42.30.140(4) and RCW 42.30.140(g) for 10 minutes.

At 7:30 p.m., Chairman Gendron reconvened the meeting and reported that no decisions had been made.

DEPARTMENT ACTIVITY REPORTS – Chief Spencer

No discussion.

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

Chairman Gendron reported that he had attended the Regional Fire Authority meeting presented by Chief Wilson to the Yakima City Council and felt that the matter would not move forward.

Chairman Gendron and Chief Spencer initiated discussion regarding shipping the rescue apparatus versus picking them up. It was noted their options would be researched further.

Commissioner McNulty questioned if the remodel of Stations 41 and 42 had ever been discussed. Chief Spencer noted that this was included in the strategic plan information.

Chief Spencer reported that one 4G phone was included in the new phone contract.

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 7:42 p.m.

ATTEST:

Chair of the Board

District Secretary

Vice-Chair of the Board

Commissioner