

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
March 22, 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, Deputy Chief Mike Riel and audience members.

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

APPROVAL OF AGENDA

District Secretary Rosen noted that an *Executive Session* under *RCW 42.30.110(g)* needed to be added to the agenda per the request of Chief Spencer. The Board was in agreement with the aforementioned change and the agenda was 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.

APPROVAL OF PREVIOUS MINUTES

- a. **March 8, 2010 Regular Meeting (recessed) – approve or deny**
- b. **March 11, 2010 reconvened at 1:00 p.m. – approve or deny**

Chairman Gendron explained that the regular meeting on March 8 had been recessed to March 11 to accommodate the State Auditor's exit interview; thus saving meeting compensation monies due the Board. Commissioner Riel made a motion to accept the minutes of the regular meeting held on March 8 and 11, respectively. Commissioner Gendron seconded the motion. The Board was all in favor and the minutes were approved.

EDIT LIST APPROVAL

- a. **Batch #281214, \$15,678.93 – approve or deny**

Commissioner McNulty made a motion to approve edit list #281214 in the amount of \$15,678.93. Commissioner Riel seconded the motion. The Board was all in favor, thus approving edit list #281214.

SECRETARY'S REPORT

District Secretary Rosen reported on net cash balances and investments for months ending January and February 2010 for the following funds: Month ending January 31, 2010: Fire = \$1,392,404.98; EMS = \$93,796.52; Reserves = \$854,001.39; and Capital Projects = \$437,533.07. Month ending February 28, 2010: Fire = \$1,321,054.16; EMS = \$82,836.19; Reserves = \$854,980.48; and Capital Projects = \$438,034.74. Commissioner Riel commented that he appreciated receiving this information on a monthly basis.

CORRESPONDENCE

Chairman Gendron read into record a letter from Kathy Fisher from the Yakima County Auditor's Office thanking the Board for the opportunity to volunteer her time at the district. Her letter summarized her experience as a positive one, and noted that it reinforced to her the importance of teamwork between different government agencies as well as interoffice staff and complimented District Secretary Rosen in her knowledge of district operations, outstanding customer service and work ethic in an environment of constant interruption.

UNFINISHED BUSINESS

a. Audit Report

Chairman Gendron noted that Commissioner Riel, Chief Spencer, District Secretary Rosen, and D.C. Riel attended the State Auditor exit interview on March 11. Commissioner Riel opened the discussion by reiterating that the Board had requested to conduct the exit interview in an open public meeting setting, but the Auditor expressed some reservations about conducting the interview in that manner. He continued by noting that the audit included records from January 2006 through December 2008, in addition to including some records relating to the Open Public Meetings Act through September 14, 2009. Chief Spencer continued the discussion by reiterating the recommendations from the previous audit. In summary, the matter regarding the safeguarding of assets was still unresolved, specifically, the accountability for small and desirable assets, but he indicated that the policy was currently being updated. Commissioner Riel interjected that an inventory needed to be conducted on an annual basis. Chief Spencer added that purchases of \$500 or more require a purchase order which generates automatic inventory tracking for those items.

Chief Spencer continued by reporting that the volunteer pay recommendation from the previous audit had been resolved as well as tighter controls over credit card usage and receipts and complimented the staff for exemplary documentation regarding that matter. He noted that the recommendation from the previous audit regarding the volunteer banquet was still in the process of being remedied and the district would be working with the Association regarding this issue. District Secretary Rosen added that she was waiting on additional information from the auditor regarding a recommended resolution for this matter. Commissioner Riel stated that per the current audit report, the district could provide a banquet for firefighters only, not guests. In addition, a policy needed to be in place as well as a resolution stating the maximum cost of retirement recognition and that the recognition needed to occur while the individual was still an active district employee.

Chief Spencer continued by stating that the current audit report included only two management recommendations; one regarding the open public meetings act and the second regarding the volunteer banquet. With regard to the open public meetings act recommendation, Commissioner Riel stated that the meeting minutes needed to specify the time at which the meeting was dismissed into and reconvened from an executive session. District Secretary Rosen explained that the minutes referenced in the audit were from 2006 and early 2007, and that the issue has since been corrected. Commissioner Riel added that it was also the responsibility of the Board to thoroughly review the minutes as presented and make changes as needed.

Chief Spencer concluded the discussion by stating that the district had no findings and the management recommendations were already in the process of being resolved.

NEW BUSINESS

a. 2010 Washington Fire Administrative Support Annual Conference – approve or deny

Commissioner Riel made a motion to approve District Secretary Rosen's attendance at the 2010 Washington Fire Administrative Support Annual Conference May 3-5. Commissioner McNulty seconded the motion. The Board was all in favor.

b. Arbor Care proposal – approve or deny

Chairman Gendron directed the Board's attention to the Arbor Care proposal in their packets. Commissioner Riel reiterated his position that the career staff was capable of fertilizing the lawn and spraying for broadleaf control. He requested that the proposal be resubmitted to eliminate the removal of brush and debris, fertilizing, and broadleaf control. The board was in agreement and the proposal was tabled. Chief Spencer confirmed that the new bid should also include insecticide spraying at the appropriate time of year. Commissioner Riel requested that Elegant Landscaping be contacted for a quote as well.

COMMISSIONER'S REPORT

There being no discussion, Chairman Gendron continued the meeting.

DEPARTMENT ACTIVITY REPORT - Chief

Chairman Gendron requested that the Department Activity Reports be tabled until the next meeting due to the fact that the Board had just received them and did not have ample time to review them prior to the meeting. Chairman Gendron stressed that all three members of the Board wanted to see all of the activity reports and requested that they be distributed to the Board on the Friday prior to the Monday meeting to allow for sufficient time to review the material. He commended D.C. Riel for his consistent timely submission of his report and noted that the rest of the staff needed to do the same.

ANNOUNCEMENTS

There being no announcements, Chairman Gendron continued the meeting.

EXECUTIVE SESSION RCW 42.30.110(g) Personnel matters of the District

At 7:26 p.m. Chairman Gendron dismissed the Board into executive session per RCW 42.30.110(g) for 15 minutes.

At 7:41 p.m., District Secretary Rosen announced that the executive session would continue for an additional 15 minutes.

At 7:56 p.m., Chairman Gendron reconvened the meeting and reported that no action had been taken and no decisions had been made.

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

Chairman Gendron reported that, for the record, the three bargaining unit members, Trevor Lenseigne, Keith Schrank, and Ryan Evers were in the process of paying back their part of the overpayment of wages, and noted that District Secretary Michelle Rosen was also paying back her portion of the overpayment as well.

Chief Spencer reported that he would be taking some time off over the course of the next few weeks as his research project to the National Fire Academy was due April 5.

He also reported that Lieutenant Lenseigne was now on light-duty due to a non work related injury and commended the paid-on call staff for stepping up to serve and staff both engines five days a week.

Chairman Gendron questioned if there had been any additional interest in the sleeper program. Chief Spencer responded that he had spoken with the paid-on call officer staff to push toward having a sleeper shift as many nights of the week as possible and reported that there was now a sleeper crew on a consistent basis for two or three nights a week and noted that on nights that there wasn't a sleeper shift, he had requested that the paid-on call officers pull duty with the duty rig.

Chief Spencer reported that 42 application packets had been distributed for the Firefighter/EMT position.

Chairman Gendron inquired as to how many paid-on call applications had been received. Chief Spencer stated that 11 had been returned.

Chairman Gendron also inquired as to the progress being made on the Lieutenant's exam. Chief Spencer replied that they were in the process of putting it together and that it would include a written test and assessment center but would not include a physical agility test, although the career position would. Chairman Gendron questioned if the purchase of a written exam had been budgeted for. Commissioner Riel questioned the need to purchase an exam. Chairman Gendron explained that they needed a canned, professional exam in order to be open and fair so no one at the district was involved in the process.

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 8:04 p.m.

ATTEST:

Chair of the Board

District Secretary

Vice-Chair of the Board

Commissioner