

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
March 10, 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

There being no changes, the agenda stood as submitted. Chief Gay questioned the Board if staff could participate in the discussion regarding Item 10c – Grants. Commissioner Riel explained that, as always, any item listed on the agenda is open for accepting any public comment, including staff.

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

Audience member Bob Washburn invited the Board and Chief Gay to the Terrace Heights Improvement Association annual meeting on Thursday, March 20, at 7:00 p.m. at the community center.

Lieutenant Trevor Lenseigne requested that he be placed on the agenda for the next meeting under RCW 42.30.140 (g). The Board accepted his request. Chief Gay informed the Board that the issue in question has been previously discussed and was proud of Lieutenant Trevor Lenseigne and praised him.

APPROVAL OF PREVIOUS MINUTES

A. February 25, 2008 regular meeting – approve or deny

Commissioner McNulty made a motion to approve the minutes of the regular meeting on February 25. Commissioner Riel seconded the motion and the minutes were so approved.

B. March 3, 2008 special meeting – approve or deny

Commissioner Riel made a motion to approve the minutes of the special meeting on March 3. Commissioner McNulty seconded the motion and the minutes were so approved.

EDIT LIST APPROVAL

None

District Secretary Rosen explained to the Board that she is delaying an edit list until the end of the month. She indicated that she and Deputy Chief Riel have been working on the budget quite extensively and reassured the Board that no bills are falling behind.

SECRETARY'S REPORT

District Secretary Rosen reported that she had no matters to discuss at this time.

CORRESPONDENCE

District Secretary Rosen noted that there was no correspondence to discuss at this time.

UNFINISHED BUSINESS

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

Chief Gay read Decision Action Request #2008-04 into the record. Commissioner Riel questioned the availability of District Secretary Rosen's evaluation. Chief Gay indicated that it was not ready at this time. Chairman Gendron noted that without her evaluation, the Board will be unable to make a determination on this matter. Commissioner Riel suggested that this matter be placed at the end of the next agenda in order to give the Board an opportunity to review District Secretary Rosen's evaluation during an executive session. The Board was in agreement that this matter should be tabled until the next meeting.

B. #2008-05 Acceptance of 2006 Annual YCFD #4/East Valley Fire Department Report

Commissioner Riel requested that some typographical issues in the report be corrected. He explained that once approved, it becomes a public document. Chief Gay noted that the corrections would be made the following day. Commissioner Riel made a motion to accept the 2006 Annual Report. Commissioner McNulty seconded the motion and the 2006 Annual Report was thus accepted.

C. #2008-06 Acceptance of 2007 Annual YCFD #4/East Valley Fire Department Report

Commissioner Riel made a motion to accept the 2007 Annual Report. Commissioner McNulty seconded the motion and the 2007 Annual Report was thus accepted.

D. Update Commissioners on Quickbooks Pro and Budget – D.C. Riel and District Secretary Rosen

Chairman Gendron briefed the audience regarding the Quickbooks purchase. Deputy Chief Riel reviewed the budget worksheet with the Board and specifically mentioned the salary line item in reference to Firefighter Evers. He explained that this position is fully covered in the fire budget although due to some issues in the 2007 budget not being corrected, there were extreme overages in the EMS budget. There are additional issues in the 2007 budget that Deputy Chief Riel is researching. With regard to 2008, D.C. Riel explained that moving funds from account to account requires involving the County; whereas moving funds to and from sub accounts under the same parent account is done internally by the District.

D.C. Riel continued reviewing various spreadsheets generated from Quickbooks Pro and noted that they match directly to the County Batch Edit Lists and are year to date as of 29 February. He explained that each fund (account) has its own cash reserve account that is used to pay bills -- the interest monies generated from the main account are automatically being transferred to the cash reserve account by county default rule. He reported that interest *is* being generated in the cash reserve accounts, but not as much as the main account. In order to prevent this and build up the main account, communication with the county must occur every month in the form of a resolution. He indicated that he questioned the county if one resolution could be passed to cover the whole year and they indicated that it needed to be done every month. The question before the Board was if the interest earned should be transferred back to the main account. For example, D.C. Riel noted that almost \$6,000 interest had been earned in the apparatus reserve fund between January and February and had these monies been reinvested back into the main account, a greater interest percentage would have been made. He reminded the Board that the county defaults interest earnings to the cash reserve account. Commissioner Riel suggested that as official Investment/Finance Officer of the District, District Secretary Rosen should be able to make those investments without a resolution. D.C. Riel will verify with the County the correct procedure. District Secretary Rosen explained that the County will accept a faxed investment report, but they do require the original as well. Commissioner Riel suggested that all accumulated interest earned be transferred back to the main account twice a month at times when District Secretary Rosen is conducting other business at the county building.

Commissioner Riel questioned if the capital projects investment report would be able to track separately monies that were set aside and earmarked for land. D.C. Riel indicated it might be able to be estimated.

He also reported that a more detailed activity report for the cash reserve accounts is being developed.

Chairman Gendron noted the Board's appreciation to D.C. Riel for his time and effort spent on this project.

NEW BUSINESS

A. 2008-XX Housekeeping Amendments to bring department SOP 3.0 section 3.5 current

Chief Gay noted that this was strictly informational for the Board at this time. There was some brief discussion regarding Lead Instructor pay that had previously been approved by the Board in 2007 and the definition of "stand-by". Chairman Gendron confirmed that this issue will be brought back to the Board at the next meeting for action.

B. Amend 2008 Budget

D.C. Riel began by highlighting issues that need to be addressed; such as •the adjustment to wages for Firefighter Evers; •Fire/EMS fuel split adjustment; •Diesel/gas breakouts; •telephone/internet monthly charge splits; •the need for a telephone/cell phone hardware sub-category; •travel/local meal expense splits; •station utility/power/garbage/water/gas breakouts; •repair/maintenance for vehicle vs. building. Commissioner Riel confirmed that the figures addressed on D.C. Riel's reports reflect the figures that were approved for the 2008 budget.

District Secretary Rosen will bring an exact figure to the next meeting for the budget adjustment for Firefighter Evers' salary.

It was noted that there had been some accountability issues at the county level with regard to resolutions that were previously passed and transmitted to them transferring funds within accounts.

D.C. Riel suggested that if monies are specifically earmarked for a project, that it be done via a resolution for paper trail accountability.

D.C. Riel concluded his review of the budget and Quickbooks reports and will come back to the Board with specific dollar amounts to move and amend the budget.

C. Grants

Chairman Gendron expressed an interest in writing grants for equipment and apparatus (specifically command vehicles) through either FEMA and/or Homeland Security and questioned Chief Gay as to the available to do so. Chief Gay noted that grant applications are now open for Fire and DNR. He indicated that due to the District's wild land issues there are specific areas that the District might be eligible for writing a grant for either for a brush rig or Tender. D.C. Riel reminded the Board that by 2009, the District's fire shelters need to be upgraded and at \$300 per shelter, a DNR grant might be a consideration. Chief Gay asked if the Board wished for staff to pursue this matter. The Board indicated in the affirmative.

D.C. Riel noted that in the past, the Chief has utilized a professional grant writer rather than occupy other staff's time and this option should be considered. The Board concurred.

Chief Gay also suggested that the SAFER grant be pursued.

COMMISSIONER'S REPORT

Chairman Gendron reported that he will be leaving Friday for training in Ocean Shores.

D.C. Riel suggested that a separate sub line item be established for conference registrations for the Board. The Board was in agreement.

DEPARTMENT ACTIVITY REPORT – Chief's Monthly Report

There were no questions or concerns from the Board regarding this report.

ANNOUNCEMENTS

District Secretary reported that there will be a bid opening on March 13 at 10:00 a.m.

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

Deputy Chief Riel provided information to the Board regarding staffs' attendance at the officer management classes offered by Fred Pryor seminars. Twenty-six out of thirty-two personnel attended *Managing Emotions under Pressure*. Thirty-three are signed up for *Dealing with Difficult People*, thirty-one are signed up for *Teambuilding, Mentoring, Coaching*, and thirty-one are signed up for *How to Supervise People*.

EXECUTIVE SESSION RCW 42.30.140 (g)

A. Chief's Evaluation

Chairman Gendron dismissed the Board into Executive Session for approximately thirty minutes.

The executive session continued for an additional thirty minutes.

The meeting reconvened at 2120 hours.

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 2125 hours.

ATTEST:

Chair of the Board

District Secretary

Vice-Chair of the Board

Commissioner