

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
June 23, 2008**

The meeting convened at 7:00 p.m. at East Valley Fire Station 40. Those present were Commissioners Joe Gendron, Les Riel and Dan McNulty. Others present were Deputy Chief Riel, District Secretary Michelle Rosen, 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 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 audience members had signed up to speak.

Audience member Jacqui Walker referenced a previous meeting at which she questioned the legality of members of the district being forbidden to have contact with the ex-chief. She noted the response she received at the time was that it was advice given by the district's attorney. She questioned if any follow up had been done with Mr. Snure for a specific authorization in the law. Chairman Gendron responded that he had not followed through with her request and thus made a note to do so.

APPROVAL OF PREVIOUS MINUTES

A. June 9, 2008 Special Meeting – approve or deny

Commissioner Riel made a motion to approve the minutes of the Special Meeting on June 9, 2008. Commissioner McNulty seconded the motion and the minutes were so approved.

B. June 9, 2008 Regular Meeting – approve or deny

Commissioner McNulty referred to page 3 of 5 – *“Discussion regarding Station 42 upgrades -- Commissioner McNulty took a brief opportunity to publicly apologize to D.C. Riel for misunderstandings during a phone conversation that occurred between them.”* and requested a public apology from D.C. Riel regarding this issue. There was discussion between Commissioner McNulty and Deputy Chief Riel regarding the phone conversation being referenced. Chairman Gendron stated to D.C. Riel that there had been some resolve on Commissioner McNulty's part and noted that Commissioner McNulty was currently asking if D.C. Riel was willing to make a formal apology to him as well. D.C. Riel noted his apology to Commissioner McNulty for the misunderstanding that occurred between them.

Commissioner McNulty made a motion to accept the minutes of the Regular Meeting on June 9, 2008. Commissioner Riel seconded the motion and the minutes were so approved.

EDIT LIST APPROVAL

Batch #253543, \$46,893.58 – approve or deny

Commissioner McNulty questioned the payment on page 5 to Yakima Air Compressor, Inc. in the amount of \$427.00 for Station 41, and noted that another payment was made to that vendor on April 8, 2008 for \$187.00. Deputy Chief Riel explained that the minor repairs that were made to the compressor in April did not hold and therefore needed additional, more major repairs.

Commissioner Riel made a motion to accept batch edit list #253543 in the amount of \$46,893.58. Commissioner McNulty seconded the motion. The Board was all in favor, thus approving the aforementioned edit list.

Cash Voucher \$120.00 – approve or deny

Commissioner Riel made a motion to accept the cash voucher in the amount of \$120.00. Commissioner McNulty seconded the motion. The Board was all in favor, thus approving the aforementioned cash voucher.

SECRETARY'S REPORT

District Secretary Rosen submitted the Cayenta Financial reports to the Board for their review. There being no questions regarding the reports, the meeting continued.

CORRESPONDENCE

District Secretary Rosen noted correspondence from Roger Farris with the Washington Fire Commissioner's Association regarding an official questionnaire for the 2008 Management Award and questioned if this was a document that needed to be completed. Commissioner Riel stated that the Management Excellence Award is an award that a district could apply for and noted that the last time the district applied for it was during Chief Orman's tenure and the district received a letter of participation. He felt that due to the lack of a Chief, the district should pass on it this year, but that it should be reconsidered in the future.

UNFINISHED BUSINESS

A. Termination of Code Enforcement Contract with the City of Moxee

Chairman Gendron noted that at the last meeting, it was requested that this issue be handled by Deputy Chief Riel. Deputy Chief Riel directed the Board's attention to the contract with the City of Moxee and noted that this action required 20 days notice. In addition, he reported that Lt. Lenseigne had composed a termination agreement for the Board to sign to be notarized by District Secretary Rosen and stated that Lt. Lenseigne had contacted the City to explain the situation and recommended to them that the Fire Marshall's office continue with the inspections as they had done previously.

B. Adopt the changes to the Commissioner's SOPs

Commissioner Riel requested that District Secretary Rosen read into record the summary of the changes made to the Board of Commissioner's Standard Operating Policies in order to facilitate the Board's adoption of them as a whole. District Secretary Rosen did so; a copy of which is attached as part of the record of the meeting.

With regard to "Article 8 Conduct of Public Officials" which was tabled at the June 9, 2008 special meeting pending the Board's review of a proposed Code of Ethics, Commissioner Riel stated that the Code of Ethics that was presented at that meeting, written by Joe Quinn, attorney at law, will be replacing the existing Code of Ethics.

Commissioner Riel made a motion to accept the summary of changes made to the Board of Commissioner's Standard Operating Policies. Commissioner McNulty seconded the motion. The Board was all in favor, thus adopting the changes read into record.

NEW BUSINESS

A. 2008-03, in the matter of transferring \$30,000.00 from capital project fund to fire expense fund– approve or deny

Commissioner Riel noted that this was to complete the grading project. Chairman Gendron confirmed the total cost of the project to be \$87,235.41. Commissioner Riel questioned if the 10 foot landscaping buffer was still in affect. Deputy Chief Riel noted that when this buffer was required, the district did not own the adjoining property and now that it does, the buffer is not required. Deputy Chief Riel continued by noting that all phases of the project were performed to code with the required permits.

Commissioner McNulty made a motion to approve 2008-03 in the matter of transferring \$30,000.00 from the capital project fund to the fire expense fund. Commissioner Riel seconded the motion. The Board was all in favor, thus approving 2008-03.

B. Discussion between the Board regarding new Chief's position

Commissioner Riel noted that he had requested this discussion item. He expressed his thoughts with regard to the Board needing to determine what criteria the District will be looking for in a new Fire Chief; whether the individual be an administrative chief, and operations chief, and/or a combination of the two. He stated that he felt the Board should be discussing these options and outline a timeline as this will be a laborious process. Deputy Chief Riel stated that the previous format of an administrative chief seemed to work well for the District and also suggested that the individual be one that could serve in such a capacity for when the district exceeds their resources on calls. Chairman Gendron felt that the district is not large enough to have strictly an administrative chief; that the individual should be able to assume the role of I.C. if needed and should be on scene for state mobilization and mutual-aid calls. Commissioner Riel added that the original job description of the Chief required that individual to be an EMT. Commissioner Riel also noted that he felt discussions should also take place with members of the public and district personnel regarding the criteria for the position. Chairman Gendron directed that the agenda for the next meeting include public comment for input regarding this issue. Commissioner McNulty felt strongly that the Board needed to separate themselves from this process. Both Commissioner Riel and Chairman Gendron were in agreement with Commissioner McNulty that a consultant could potentially be brought in to assist in this process.

An audience member was concerned that a consultant would not know the specifics with regard to fire districts. Chairman Gendron responded that there are consulting firms that specialize in seeking out fire Chiefs for districts. Deputy Chief Riel added that a consulting firm would also assist in developing the criteria as part of the process.

Audience member Jacqui Walker mentioned that she felt the firm that assisted in hiring Chief Orman did a thorough job. Commissioner Riel stated that Emergency Services Consulting Group, a Jack Snook company out of Oregon, is a very well recognized organization throughout the State and has done many executive searches for Fire Chiefs and other emergency type positions. Chairman Gendron suggested that D.C. Riel contact an organization for an estimate on costs, etc. as he felt that this process did not have to go to bid. Commissioner Riel confirmed that this process did not need to go to bid, that the District could accept applications. There was additional discussion regarding the process that was used in the past and that this process could essentially cost between \$12-15,000.

Commissioner McNulty reiterated that the public and district staff needed to be involved. Deputy Chief Riel suggested that the consultant group be scheduled to attend the next available meeting date to submit a presentation to the Board regarding their services. Commissioner Riel suggested that Roger Farris with WFCFA be contacted for obtaining the contact information for Emergency Services Consulting Group.

COMMISSIONER'S REPORT

Commissioner Riel reported that he will be attending an education committee meeting on Saturday to discuss establishing the format and seminars for the October conference and noted that if the Board had any ideas or thoughts, to please relay them to him. District Secretary Rosen questioned the Board as to the need for her to attend the conference. The Board noted that they would keep her apprised if any of the subject matter pertained to her position.

Audience member Jacqui Walker questioned the process for district personnel to be approved to attend conferences. Both District Secretary Rosen and Chairman Gendron responded that a training request, in the form of an Action Request would be presented to the Board for their approval or denial. Mrs. Walker also questioned if this process were the same for Commissioner Riel to be attending the aforementioned meeting. Chairman Gendron noted that Commissioner Riel volunteered to serve on the aforementioned committee on behalf of the State and is not reimbursed through the District. Commissioner Riel noted that he does receive the \$90 per diem from the district, but his other expenses are reimbursed through the State. The Board added that this topic was just discussed during their review of the SOPs. Chairman Gendron concluded that there is compensation made from the district if a Board member is representing the district by serving on a committee or board.

DEPARTMENT ACTIVITY REPORT

D.C. Riel highlighted the following areas in the various reports before the Board: •Department personnel identification cards -- these will be made utilizing the software and hardware from Emergency Management. He noted that the only expense to the district will be the card itself. District Secretary Rosen added that she is quite familiar with the program and created the cards that were distributed to the Board for their review. D.C. Riel added that the barcode on the card will be able to build a database of personnel and certifications, etc. •Station 42 upgrade – the cover sheet on the packet in front of Board summarized the cost breakdown for painting the facility. D.C. Riel reported that due to the costs involved, the project did not need to go out to bid, and three estimates were obtained by Firefighter Evers. He noted that A-1 Painting performed the work on Station 43. Commissioner Riel requested that A-1 Painting provide a more detailed description of the type of paint used, how many coats will be applied, etc. Chairman Gendron expressed his preference for YVP based on the information in front of them due to the quality of the material used, etc. The Board requested that Deputy Chief Riel obtain additional information in the estimates that detail the type of materials used. Commissioner Riel expressed his appreciation for the hard work put into this project. D.C. Riel itemized the upgrades needed for Station 42 to be 1) painting the facility, 2) hookup to sewer, and 3) interior walls and restrooms, and requested more specific direction from the Board with regard to specific projects to obtain estimates for. Both Chairman Gendron and Commissioner Riel concurred that painting the facility and the hookup to the sewer line be top priority. •Recruitment drive – advertisements would run for six weeks beginning the first part of July for a total cost of \$1,068.84 which is the same cost as 2007. D.C. Riel noted that the advertising budget was \$600, but felt that some of the newsletter budget could be moved into the advertising area. The Board was in agreement that D.C. Riel should proceed with the advertisements and PSAs. •Volunteer personnel evaluations – majority are completed and are done by chain of command. •EVAP training – was addressed at last meeting. •Bar-B-Q safety social – to be held on Tuesday, June 24 at 6:30 pm at Station 40.

ANNOUNCEMENTS

There being no announcements, Chairman Gendron continued the meeting.

EXECUTIVE SESSION

There was no need for an Executive Session.

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

There was no General Discussion.

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 7:50 p.m.

ATTEST:

Chair of the Board

District Secretary

Vice-Chair of the Board

Commissioner

Summary of June 2008 Changes

Article 3 – Commissioner’s Terms

Deletion:

Each member shall each receive seventy dollars per day or portion thereof, not to exceed six thousand seven hundred twenty dollars per year, for attendance at board meetings and for performance of other services in behalf of the district.

In addition, they shall receive necessary expenses incurred in attending meetings of the board or when otherwise engaged in district business.

Article 6 – Roles & Responsibilities

6.4 District Secretary

Addition:

(Nature of Work)

Please refer to administrative policy manual 5.2 for a full detailed job description.

Deletion:

General Criteria

Job Duties and Responsibilities

Article 6 – Roles & Responsibilities

6.5 Consultants

Addition:

(after 1st sentence)

In the event that professional services are obtained, it shall be required that the Chair, Vice-Chair, or Commissioner, depending upon availability, be notified of such consultation, and that the entire Board will be notified of such consultation, the nature of the consultation, and the costs involved at the next regular board meeting.

Article 8 – Conduct of Public Officials –

Deletion:

Entire article

Addition:

Code of Ethics written by Joe Quinn, Attorney at Law

Article 9 – Meetings

9.3 Agenda

Addition:

(after 1st sentence)

As much as possible, the District Secretary shall provide copies of the agenda, minutes of the previous meeting and supplementary information to the Board on the Friday prior to the Monday evening meeting. If a citizen wishes to receive a copy of the agenda, such request must be made in writing and the district secretary will email a draft copy of the agenda to the provided email address. At no time will the district provide a copy of the agenda through regular mail. A draft copy of the agenda that is subject to change will also be provided at the Commissioner’s meeting.

Deletion:

Copies will be available to any interested citizen 24 hours prior to the meeting. The agenda will not be released to the public or media before this stated time to allow for agenda revisions.

Article 11 – Compensation

Item B:

Change from:

six thousand seven hundred twenty dollars

to:

eight thousand six hundred forty dollars

Article 14 – Policies

14.1 Adopting and Amendment of Policies

Change from:

(1st paragraph)

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Adoption shall be in the best interests of the fire district, the final vote for adoption shall take place not earlier than the next succeeding regular or special board meeting.

to:

Proposed new policies and proposed changes in existing policies shall be proposed by and open for discussion by the Board and the vote for adoption shall take place at the next regular or special meeting unless the Board deems that immediate action to be necessary,