

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

Deputy Chief Riel suggested that the presentation by Mike Ferguson with Nationwide Retirement Solutions be moved up on the agenda. The Board was in agreement, and there being no other changes, the agenda was approved.

Chairman Gendron turned the floor over to Mr. Ferguson for his presentation regarding deferred compensation, 457B program. In summary, Mr. Ferguson explained some of the main differences between the 457B program vs. a 401K, LEOFF, and PERS, specifically; there is no age restriction on distributions or years of service requirements. He noted that this is an elective program for employees at no cost to the district. The program would be employer sponsored, meaning that new employees would be given the opportunity to utilize the program. In addition, Board members are able to participate as well as paid on call personnel. This program is not tied to an open enrollment period, and investment dollar amounts and the risk level of the investment can be changed at any time.

Audience member Jacqui Walker asked if the district would have any responsibility as far as performance of investments. Chairman Gendron responded that the district would have no responsibility in that capacity.

Commissioner Riel noted that the Board would need to implement a policy in the SOPs if approved. Deputy Chief Riel will take the information back to district personnel and report their interest level back to the Board at the next meeting.

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 Jacqui Walker had signed up to speak.

Mrs. Walker noted that she was unable to play an audio CD she purchased of a special meeting. She mentioned that it was reformatted for her and she will continue to investigate why she was unable to play the original file.

In addition, she referenced the previous order given to district personnel to have no contact with the ex-chief and noted that it was now void as it was part of an agreement that was never signed by the parties involved. Chairman Gendron concurred that it was an agreement in for Mr. Gay's severance package which was never signed.

In conclusion, she inquired as to the time frame and steps involved for training recruits and the probationary period. Deputy Chief Riel responded that it depended on when the individual starts. If a recruit starts in January with minimal skills, they would attend a recruit class which begins in September, take an agility test, and possibly have wildland training. Once an individual completes North Bend which is the end of the recruit class, in addition to completing their workbook, the individual becomes a probationary firefighter with paid on call pay at \$9/hr instead of stipend pay as a volunteer. Training continues with pay received for every hour completed. This time period is all driven by the individual's personal schedule. After the completion of all tasks, the individual's title becomes a paid on call firefighter. Mrs. Walker asked who determines if the individual has completed the assigned tasks. D.C. Riel stated that it is through a "black and white" task achievement book that was approved by the Board. Their last step requires letters of recommendation from their company

officer, station officer, and a letter from the Deputy Chief/Training Officer stating that all tasks have been completed. The recommendation then is forwarded to the officers and the Chief to approve the individual for advancement. The officers have a final chance to state their observations and whether or not the individual should be advanced or needs additional training. Through those steps, the training process and the chain of command, the Chief has the final approval. Chairman Gendron noted that an individual, with no other commitments, could complete the process within a year. He added that the time frame is all driven by the completion of the task book and the Board has recently approved and authorized additional personnel to sign off on the completion of tasks.

APPROVAL OF PREVIOUS MINUTES

A. June 23, 2008 Special Meeting – approve or deny

Commissioner Riel made a motion to approve the minutes of the Special Meeting on June 23, 2008. Commissioner McNulty seconded the motion and the minutes were so approved.

B. June 23, 2008 Regular Meeting – approve or deny

Commissioner McNulty made a motion to accept the minutes of the Regular Meeting on June 23, 2008. Commissioner Riel seconded the motion and the minutes were so approved.

EDIT LIST APPROVAL

Batch #254495, \$82,714.00 – approve or deny

Commissioner Riel questioned over \$2,000 being paid for uniforms and cleaning. District Secretary explained that over \$1,000 was due to not receiving Mr. Gay's uniforms back from him. Commissioner Riel asked Chairman Gendron for the status of this issue. Chairman Gendron noted that Mr. Snure had been notified and Mr. Snure notified Mr. Williams who then notified Mr. Gay and as of yet, nothing had been returned. He added that the \$1,055 will be retained back when the uniforms are returned. Commissioner Riel requested that Chairman Gendron contact Mr. Snure for a status report. Commissioner McNulty was in agreement.

Commissioner McNulty confirmed with District Secretary Rosen that the charges for the Fred Pryor seminars on page 2 were for the seminars that Mr. Gay had scheduled. District Secretary Rosen stated that he was correct; the description for the line item noted "J. Gay no show".

Commissioner Riel made a motion to accept batch edit list #254495 in the amount of \$82,714.00. Commissioner McNulty seconded the motion. The Board was all in favor, thus approving the aforementioned edit list.

Cash Voucher, \$51.81 – approve or deny

Cash Voucher, \$30.00 – approve or deny

Cash Voucher, \$73.50 – approve or deny

Cash Voucher, \$30.35 – approve or deny

Commissioner Riel made a motion to accept all cash vouchers in the amounts aforementioned. Commissioner McNulty seconded the motion. The Board was all in favor, thus approving all cash vouchers.

SECRETARY'S REPORT

District Secretary Rosen reported that the District received a check back from the Department of Labor and Industries in the amount of \$348.93 for accident fund premiums paid in the second half of 2007 minus any debt owed to L&I or any other state/federal agencies.

In addition, she reported that a check for \$900 was received from the City of Yakima for reimbursement from the four training classes Deputy Chief Riel had scheduled.

District Secretary Rosen also reported that retirement reports were submitted and L&I, employment security, and federal reports will be submitted July 15. She is also continuing to work on the 2007 annual report for the state auditors.

CORRESPONDENCE

District Secretary Rosen noted that the Board was in possession of the WFCOA Health Conference information. The Board noted they will not be attending.

UNFINISHED BUSINESS

A. Station 42 & 41 painting

Deputy Chief Riel reported that they solicited the vendors for additional information as the Board had previously requested and received a limited response which was provided in their meeting packets. He recommended to the Board that YVP (Yakima Valley Painting) be selected as the vendor to provide the service to the two stations. He requested that the Board make the color choice selection. Commissioner Riel suggested that the two stations follow the color scheme of Station 40; gray with maroon trim. The Board was in agreement.

Commissioner McNulty asked for a status report regarding the hookup of the sewer. Deputy Chief Riel reported that this issue as well as the oil separator is still under research and exploring options with various vendors. He added that Lt. Schrank is researching the possibility of adding a new flag pole at Station 42. D.C. Riel clarified with Chairman Gendron that the painting estimate was \$8480 and \$9860 for each facility. He continued by suggesting that when the district is ready to consider updating the interior of the facilities, vinyl flooring should be considered.

Commissioner Riel made a motion to accept the proposal from Yakima Valley Painting to repaint Station 42 at 4007 Commonwealth Drive in the amount of \$9,860 plus 7.9% sales tax. Commissioner McNulty seconded the motion and the Board was all in favor.

Commissioner Riel made a motion to accept the proposal from Yakima Valley Painting to paint Station 41 at 104 Rivard Road in the amount of \$8,480 plus 7.9% sales tax. Commissioner McNulty seconded the motion and the Board was all in favor.

Commissioner Riel made a motion to match the color scheme of the aforementioned two projects as close as possible to Station 40, both body and trim. Commissioner McNulty seconded the motion and the Board was all in favor.

B. ESCI (Emergency Services Consulting Incorporated) contact update

Deputy Chief Riel reported that he contacted Jerry Freshour, as instructed by the Board and directed the Board's attention to the informational proposal in their packets. He suggested that the Board study the packet and compile questions for Mr. Freshour and he will formally present the information at the next regular meeting. Commissioner McNulty questioned if the district needed to go out for bid regarding this project. Commissioner Riel indicated that he didn't think it was required.

Audience member Jacqui Walker suggested that it might be financially wise for the district to go to bid. Chairman Gendron instructed Deputy Chief Riel to obtain two more proposals of this nature from companies in Washington.

NEW BUSINESS

A. 2008-04, in the matter of increasing mileage rate, repealing resolution 2008-02 in it's entirety – approve or deny

Chairman Gendron noted that the state mileage rate has increased to .585 due to fuel costs. Commissioner McNulty made a motion to approve 2008-04 in the matter of increasing mileage rate, repealing resolution 2008-02 in it's entirety. Commissioner Riel seconded the motion. The Board was all in favor, thus approving Resolution 2008-04.

B. Mike Ferguson, Nationwide Retirement Program

This agenda item was moved to the beginning of the meeting.

C. BLM Assistance Agreement, review – approve or deny

Deputy Chief Riel stated that he felt the district can't afford to commit resources outside of the district and didn't think that this agreement was in the best interest of the district although it had been done in the past. Chairman Gendron questioned if there were any ramifications or repercussions if the district did not enter into this agreement. D. C. Riel reported that there were none. Commissioner Riel inquired as to the last time the agreement was signed. Deputy Chief Riel reported that it was five (5) years ago. Commissioner Riel made a motion to not extend the agreement with BLM and send them a letter stating that the district did not wish to enter into an agreement with them. Commissioner McNulty seconded the motion and the Board was all in favor of not continuing the agreement with BLM.

D. Excess of Brush 240 and consideration of excess of Brush 241

Deputy Chief Riel reported that this unit again is in need of repair. He noted that it cost approximately \$3,600 for the most recent repair prior to this issue and has had a constant problem with the front end. The recommendation made to the Board was to sell it as is. Commissioner Riel questioned the age of the apparatus on the back. D.C. Riel responded that it would not fit on any other unit the district has and by leaving it on, it could make it more attractive to sell. Chairman Gendron confirmed that the district would not be replacing it this year. Commissioner McNulty made a motion to excess Brush 240 at the recommendation of district staff. Commissioner Riel seconded the motion and called for a discussion. Chairman Gendron requested that D.C. Riel research the costs involved in repairing it in order to increase the resale value. Commissioner Riel was in agreement. Commissioner McNulty submitted that if it's repaired, why excess it and reiterated that the cost of repairs exceeds it's value. D.C. Riel concurred, adding that trying to locate parts could pose a challenge. Chairman Gendron noted that a motion was on the table to surplus Brush 240 and called for a vote. The Board was all in favor; thus approving the motion to surplus Brush 240. Commissioner Riel questioned how the unit was going to be surplused. Chairman Gendron and Commissioner McNulty noted that it was discussed in a prior meeting to place the command cars on Craig's List or e-Bay, and suggested the same for Brush 240. Commissioner Riel suggested that Deputy Chief Riel contact Chief Vogel of Fire District 5 as they recently posted Tender-1 on e-Bay.

D.C. Riel continued by noting that Lt. Lenseigne was recommending surplus Brush 241 which also has had ongoing issues with overheating issues that have not been able to be resolved and has been overweight with the water load it hauls. He added that the Board should be aware that there is a concern that there would only be one brush truck at Station 41. One option would be to move Brush 43 to Station 41 or keep Brush 241 in service and consider adding it into the replacement schedule at another time or simply remove it from the fleet. Commissioner Riel noted he preferred keeping the unit in service. The Board was in agreement.

E. Adopt changes made to SOG's

Commissioner Riel made a motion to adopt the changes as they appeared in writing before the Board to the Standard Operating Guidelines. Commissioner McNulty seconded the motion and the Board was all in favor.

F. Adopt changes made to Rules and Regulations

Commissioner McNulty made a motion to adopt the changes as they appeared in writing before the Board to the Rules and Regulations. Commissioner Riel seconded the motion and the Board was all in favor.

COMMISSIONER'S REPORT

There being no discussion, the meeting continued.

DEPARTMENT ACTIVITY REPORT

D.C. Riel noted that there was no additional information other than what was previously discussed.

ANNOUNCEMENTS

District Secretary Rosen reported that a Chief's dinner will be held on Thursday, July 17. District Secretary Rosen will be attending and assisting with receipts.

EXECUTIVE SESSION

District Secretary Rosen stated the need for an executive session under RCW 42.30.110(g) personnel issues of the district. At 7:50 p.m., Chairman Gendron dismissed the Board into Executive Session for 15 minutes.

At 8:05 p.m. Chairman Gendron called the meeting back to order and reported that no decisions had been made.

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

There was discussion between the Commissioner McNulty, the Board and Deputy Chief Riel regarding the circumstances surrounding the individuals who responded to a brush fire call at the firing center on July 8 at 14:50 hours. The Board reiterated the need to be prudent with regard to overtime.

Commissioner McNulty questioned why the Board’s documents are stamped as “draft” copies. District Secretary Rosen explained that until the Board approves the documents, they are not official and *must* be stamped as draft copies. Commissioner Riel added that the records held by the Board at their individual homes do not need to be official, that only the documents held at the District office are the official record.

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 8:14 p.m.

ATTEST:

Chair of the Board

District Secretary

Vice-Chair of the Board

Commissioner

Yakima County Fire District 4 Standard Operating Guidelines

Summary of June 2008 Changes

INCIDENT COMMAND

Change from:

All emergency incidents shall be managed by the Incident Command System as set forth by the NWCGS Organization.

to:

All emergency incidents shall be managed by the Incident Command System as set forth by the NWCGS Organization and efforts will be made to follow NIMS as a guideline.

EMERGENCY RESPONSE

Responding to Station in Personal Vehicle

(Item 1, first sentence)

Change from:

Personnel may utilize a green light to identify their vehicle as belonging to a responding firefighter.

to:

Personnel may utilize a green light as per state law and as per the Chief or his or her designee to identify their vehicle as belonging to a responding firefighter.

EMERGENCY RESPONSE

Responding Directly to the Scene

Correction to enumeration of Items

EMERGENCY RESPONSE

Responding on Apparatus

(Item 4, second sentence)

Correction:

Capitalization of "DO" ("DO NOT RELY")

(Item 6)

Change from:

All personnel driving Code 3 must be at least 21 years of age. Personnel may drive vehicle Non-code if 18 or older and checked off on the vehicle or during training.

to:

All personnel driving Code 3 must be at least 21 years of age, EVAP certified and checked off on vehicle. Personnel may drive vehicle Non-code if 18 or older and checked off on the vehicle or during training and after having completed an EVAP class.

(Item 7)

Deletion:

All drivers must be EVAP certified by the department to drive any apparatus except during driver's training.

Correction to enumeration of Items

GENERAL ORDERS

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Ladders

(Item 4)

Change from:

Ladders shall be placed “Fly IN” against structures.

to:

Ladders shall be placed “Fly IN” against structures unless otherwise recommended by the manufacturer.

(Item 5)

Addition:

Exception to allow for instances warranting sliding down a ladder.

GENERAL ORDERS

Maintenance & Repair of Equipment

(Item 3)

Change from:

The Department has a washing machine at Station 41 that is suitable for cleaning turnouts and other gear. Turnouts should be air-dried and not put through a dryer.

to:

The Department has a washing machine and dryer at Station 40 that is suitable for cleaning and drying turnouts and other gear.

(Item 4)

Change from:

Members shall inspect their turnouts monthly for damage, wear, cleanliness, and report the condition of their equipment to their officer.

to:

Members shall inspect their turnouts monthly for damage, wear, and cleanliness, and complete turnout inspection form bi-annually

(Item 5, first sentence)

Changed from:

All broken or malfunctioning equipment and apparatus shall be reported to the Maintenance officer.

to:

All broken or malfunctioning equipment and apparatus shall be reported via the Emergency Reporting System (ERS).”

Additional information added to SOGs:

Definitions of acronyms

**Yakima County Fire District 4
Rules & Regulations**

Summary of June 2008 Changes

Uniforms

1. Class 'A' Uniform

Change from:

The Department shall furnish one Class A uniform – sans belt, socks, and shoes.

to:

The Department shall furnish one Class A uniform – sans belt, socks, and shoes, for career staff upon completion of probation.

2. Class 'B' Uniform

Change from:

Knit polo shirt or Department T-shirt (department issue)

to:

Uniform shirt or Department T-shirt (department issue)

Deletion:

Further uniforms to be obtained via point's system policy.

Number of Class B Uniforms issued to career personnel changed from:

5 complete sets

to:

11 complete sets

Change from:

Volunteers – 1 set per year.

to:

Paid on call – 5 complete sets.

TURNOUT CLOTHING

(Item 3)

Changed from:

All turnout clothing shall be inspected by the Company Officer at least every 180 days.

to:

All turnout clothing shall be inspected by the member at least every 180 days.

CLOTHING ALLOWANCE

(Item 5)

Deletion:

The employee shall be responsible for cleaning and maintenance of uniform clothing.

DISTRICT CREDIT CARD USE

(Item 1, end of sentence)

deletion:

where

Additional information attached to Rules & Regulations:

Newborn Baby Transfer