

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
July 25, 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**

Chief Spencer requested that the *Executive Session* be moved between *New Business* and *Unfinished 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. July 13, 2011 Special Meeting – approve or deny**

Commissioner Riel made a motion to approve the minutes of the July 13, 2011 Special Meeting. Commissioner McNulty seconded the motion. The Board was in favor and the minutes were approved.

**EDIT LIST APPROVAL**

**a. Batch #300819, \$27,479.95 – approve or deny**

Commissioner McNulty questioned the expenditure for Les Schwab on page 4, line 16. District Secretary Rosen explained that the service call was initiated after hours; thus substantially increasing the amount of the invoice. It was confirmed with Chief Spencer that Frank's should be contacted for tire service. Commissioner McNulty made a motion to approve edit list 300819 in the amount of \$27,479.95. Commissioner Riel seconded the motion and the aforementioned edit list was approved.

**SECRETARY'S REPORT**

District Secretary Rosen initiated conversation regarding a part-time, no benefit office support staff position. There was extensive discussion regarding the proposed duties of this type of position and the increasing workload that has been placed on District Secretary Rosen since the redistribution of duties of the career staff and changes in the law that have increased her responsibilities. Commissioner Riel noted that since District Secretary Rosen's job description was set by policy, she should not be requested to participate in duties related to the rehab unit that cause her statutory duties to lag behind. The Board restated from previous meetings that specifically, Quickbooks reconciliation had been tasked to the Chief. District Secretary Rosen recommended that an individual with some fire district office experience would be more effective in such a position. Commissioner McNulty reiterated from previous discussions regarding this matter that paid-on call staff should be utilized as much as possible without exceeding the PERS hour limitation and/or that career staff should be utilized as well. Commissioner Riel and Chairman Gendron requested that District Secretary Rosen put in writing the duties in any given week that would warrant a part-time office support position for 10-15 hours a week and that the resolution appointing an investment officer be updated to include D.C. Riel and Commissioner Riel.

## **CORRESPONDENCE**

District Secretary Rosen noted that General Election voter pamphlet information had been received from the County Elections Department.

## **UNFINISHED BUSINESS**

### **a. Request for Action/Motion 2011-010 to update florescent lighting at Station 42**

Commissioner Riel summarized the information that was discussed at the July 13 meeting regarding the lighting upgrade proposal. Chief Spencer recommended that the expenditure be paid out of 416301a – Capital Improvements. Chairman Gendron made a motion to accept Request for Action/Motion 2011-010 to upgrade the lighting at Station 42. Commissioner Riel seconded the motion, adding that the cost needed to reflect the addition of sales tax. The Board was all in favor; thus approving the lighting upgrade to Station 42.

### **b. Request for Action/Motion 2011-011 to purchase air support unit from Glendale, Arizona fire department**

Chief Spencer recapped the discussion from the July 13 meeting regarding the air support apparatus request. Deputy Chief Riel directed the Board's attention to the information before them which described the apparatus in more detail, summarized his power point presentation, included costs associated with travel for inspection, expenses associated with modifying Rescue 42, and revenue projections for selling Rescue 41, 42, and Air Support 40.

Chairman Gendron stated that he would be in favor of this purchase if the Board so moved, with the contingency that the apparatus replacement scheduled be pushed back one year. Commissioner Riel made a motion to approve Request for Action/Motion 2011-011 to purchase the air support unit from Glendale, Arizona in the amount of \$48,000 plus tax, to approve the travel expense of slightly in excess of \$2,000 for one individual to inspect and transport the vehicle, and to adjust the apparatus replacement schedule to reflect a push back of one year. Commissioner McNulty seconded the motion. Chairman Gendron amended the motion to a \$48,000 offer with a \$50,000 maximum expense. Commissioners Riel and McNulty were in agreement with the amended motion. The Board was all in favor; thus approving Request for Action/Motion 2011-011.

Chief Spencer thanked the Board for their flexibility in allowing the staff to move forward with such a request that was not line-itemed and scheduled. Commissioner Riel commended the staff involved for their hard work and detailed information presented to the Board.

## **EXECUTIVE SESSION RCW 42.30.140(4)**

### **a. Contract Negotiations**

At 8:10 p.m. Chairman Gendron dismissed the Board into Executive Session per RCW 42.30.140(4) Contract negotiations for 30 minutes.

At 8:40 p.m. Chairman Gendron called the meeting back to order and reported that no decisions had been made

## **NEW BUSINESS**

### **a. Request for Action/Motion 2011-012 update policy manual Chapter 3.7 Paid/Call pay**

Chief Spencer directed the Board's attention to the Request for Action/Motion and reviewed the suggested changes. There was discussion regarding the tracking total earnings to ensure that paid-on call staff did not exceed 20% of a career firefighter. Commissioner McNulty made a motion to accept Request for Action/Motion 2011-012 to update the policy manual Chapter 3.7 Paid/Call pay. Commissioner Riel seconded the motion. The Board was all in favor; thus approving Request for Action/Motion 2011-012.

### **b. Request for Action/Motion 2011-013 renewal of Chief's employment agreement**

Commissioner Riel made a motion, pending the Chief's acceptance, to continue with the current employment agreement with the exception of changing Page 2 Number 6 - Terms, to reflect that the agreement would be from July 2011 to June 30, 2013 (a two year term), using a 12 month CPI computed from May 2010 to May 2011. In addition, Commissioner Riel moved that the Board would complete a performance review to set goals and objectives with the Chief and then discuss a performance merit increase. Commissioner McNulty seconded the motion. Chairman

Gendron called for a vote on the motion. The Board was all in favor and Chief Spencer accepted the renewed and revised employment agreement.

**COMMISSIONER'S REPORT**

Commissioner Riel reported that he had an operations board meeting next week.

**ANNOUNCEMENTS**

There being no announcements, Chairman Gendron continued the meeting.

**GENERAL DISCUSSION**

Chairman Gendron requested that employment evaluation forms be placed in the Board's mailboxes to prepare for Chief's performance evaluation. It was noted that a special meeting would be held for that purpose on August 15 at 5:00 p.m.

Chairman Gendron reported that he had requested a mid-term budget review which had been distributed by District Secretary Rosen, and noted that he was concerned about overages on some line items; specifically legal funds. Chief Spencer indicated that the \$30,000 set aside for arbitration was in reserves. Chairman Gendron also indicated that he was concerned with labor costs, noting that there should not be three-man engine companies per the Board's previous direction.

Commissioner McNulty questioned why the Board did not receive an activity report from Lieutenant Lenseigne. Chief Spencer replied that Lt. Lenseigne was no longer the training officer and therefore; would not be submitting a report. The Board requested that Lt. Lenseigne continue to submit a report on his activities for the month. Chief Spencer replied that he would set parameters for Lt. Lenseigne to develop such a report.

Commissioner McNulty requested a follow-up on their previous discussion regarding Bridle Lane. Chief Spencer reported that he was exploring his resources regarding that matter.

Chief Spencer reported on the following: •a Washington Survey and Rating Board review would be conducted within the next two to three weeks; •an updated model cost/recovery would be distributed to the Board for their review; •the district had their first no-man's land incident at milepost 29; •he was still working with the Sheriff's office and the superintendent of East Valley School District to relocate the Sheriff's office Terrace Heights facility as discussed in previous meetings; •paid-on-call would be installing smoke detectors at Sun County Estates on Saturday.

Chairman Gendron questioned if the Hop Festival was covered. Chief Spencer reported that they were working on it.

**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 9:08 p.m.

ATTEST:

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Chair of the Board

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District Secretary

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Vice-Chair of the Board

\_\_\_\_\_  
Commissioner