

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
July 28, 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 stood as 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.

**APPROVAL OF PREVIOUS MINUTES**

**A. July 14, 2008 Special Meeting – approve or deny**

Commissioner Riel made a motion to approve the minutes of the Special Meeting on July 14, 2008. Commissioner McNulty seconded the motion and the minutes were so approved.

**B. July 14, 2008 Regular Meeting – approve or deny**

Commissioner Riel made a motion to accept the minutes of the Regular Meeting on July 14, 2008. Commissioner McNulty seconded the motion and the minutes were so approved.

Deputy Chief Riel relayed to the Board comments from district staff regarding the verbiage in the minutes of the special meeting regarding the one hour of overtime paid for lunch and/or workout time. District Secretary Rosen confirmed that the hour of overtime being paid is considered to be their lunch hour in order to keep the department fully staffed. The Board reported that no revisions will be made to the minutes regarding this issue and the terminology used should be discussed during contract negotiations.

**EDIT LIST APPROVAL**

**Batch #255132, \$6,210.28 – approve or deny**

Commissioner Riel made a motion to accept batch edit list #255132 in the amount of \$6,210.28. Commissioner McNulty seconded the motion. The Board was all in favor, thus approving the aforementioned edit list.

**Cash Voucher, \$30.00 – approve or deny**

Commissioner Riel made a motion to accept the cash voucher in the amount of \$30.00. Commissioner McNulty seconded the motion. The Board was all in favor, thus approving the cash voucher.

**SECRETARY'S REPORT**

District Secretary Rosen reported that she did not have any matters to discuss.

**CORRESPONDENCE**

District Secretary Rosen noted that the Board was in possession of correspondence from the WFCA. Commissioner Riel summarized that the WFCA Healthcare Committee had recommended to the WFCA Board that \$600,000 be disbursed back to the districts as a dividend based on the number of people on the policy. He noted that with a vote of 5-4, it was decided to rather disburse the monies back to the districts based on the amount the districts paid premiums on. Commissioner Riel also

reported that Tom Reeves, Health Care Manager, who is a contractor hired by the State, will be resigning as of December 31, 2008.

## **UNFINISHED BUSINESS**

### **A. Station 42 – Oil water separator, proposal and contract**

Deputy Chief Riel noted his appreciation to Lieutenant Lenseigne for his work on this project and directed the Board's attention to the proposal and contract in front of them from Durand's Construction. Commissioner McNulty questioned if this had gone to bid. D.C. Riel noted that it was under the amount to require that process. Commissioner Riel questioned if the quote included sales tax. District Secretary Rosen and D.C. Riel confirmed that it did not. Commissioner Riel also questioned if Station 41 had an oil water separator. D.C. Riel responded that Station 41 did not; that it had been "grandfathered" in and is dumping into the sewer. He added that this is necessary for Station 42 due to overflow and flooding from major storm runoffs into the day room and offices. Commissioner Riel inquired as to where in the budget this project will be paid and if this will be paid from the \$10,000 that was carried over from the previous year. D.C. Riel responded that it will be coming out of capital projects and noted that this was identified as a need early on in the budget process. He added that \$10,000 was not carried over from last year – Chief Gay had elected to utilize those monies for the apparatus hangers for bunker gear at all three stations, rather than make improvements to Station 42.

Commissioner Riel made a motion to accept the proposal and contract with Durand's Inc. referencing the oil water separator in the amount of \$12,430.00 plus sales tax and permits. Commissioner McNulty seconded the motion. Chairman Gendron called for a vote and the Board was all in favor, thus approving the contract with Durand's Inc.

### **B. ESCI (Emergency Services Consulting Incorporated) Jerry Freshour - presentation**

Chairman Gendron turned the floor over to Jerry Freshour, Director of Executive Placement for Emergency Services Consulting, Inc. for his presentation to the Board. Mr. Freshour directed the Board's attention to his amended proposal before them. In summary, to begin the process, he would be on site for a couple of days to talk with staff members, firefighters, volunteers, community groups, etc. to discuss current matters of the district, future needs, programs, and issues in order to compile a candidate profile. He noted that ESCI would handle the entire application process, including advertising, outgoing applications, initial review and assessment of incoming applications, and performing preliminary background checks. He added that the time frame from the opening to the closing of the position would be between 60 to 90 days. From that point, depending on the type of assessment system used, it would be a three to four week period of time, and another one to two weeks for the selected individual to be brought on board. In total, the entire process could encompass a five month time period.

Mr. Freshour continued by noting that the proposal included three different options. One option for the actual selection process included an assessment center series of realistic problem solving exercises that the candidates would be subjected to, or a series of three different oral interview panels that would focus on different issues. He added that the assessment center process would take place over a three day period of time. Another option presented to the Board bypassed the assessment center process and focused more on interviews conducted by the Board or an internal interview panel. Mr. Freshour felt that this option was not as affective as the assessment center process.

Commissioner Riel questioned Mr. Freshour's definition of a "Fire Chief Advisory Committee" and who might be included in that committee. He responded that it could include a member of the Board, an officer, a firefighter, and/or community member(s) in order to act on the Board's behalf, review all materials, and handle the logistical issues in order to establish the criteria for what type of a Chief the district is searching for.

Mr. Freshour also noted that the memo included in the Board's packet included information such as facility needs and website advertising logistics.

Commissioner Riel questioned that if during the advertising period no applicants meet the qualifications and the district has to extend or re-open the position again, would extra charges be incurred. Mr. Freshour responded that hourly fees and advertising expenses would be incurred and

could be negotiated with the Board. He noted that in a 12 year period, he has only experienced this issue once.

Deputy Chief Riel asked if there was any pre-screening involved or if the Board would receive all applications. Mr. Freshour responded that applications are pre-screened and scored and eight candidates would be recommended, but the district would still receive all applications.

Commissioner Riel confirmed that six to eight applicants would be run through the assessment lab. Mr. Freshour responded in the affirmative. Commissioner Riel also clarified that the travel, meals, and postage fees in the proposal are only for ESCI employees, not the candidates. Mr. Freshour concurred that the proposal only included ESCI expenses and noted that as far as paying candidate expenses, he recommended that only room and board be paid by the district and that the candidate would be responsible for their own travel expenses. Meal expenses would include the assessor training dinner and a catered breakfast and lunch during the assessment.

The Board confirmed that Station 40 facilities would be sufficient for the assessment.

Commissioner Riel asked what the timeline would be if the Board was able to come back with a decision in two weeks. Mr. Freshour responded that ESCI would be able to begin the process within one to two weeks after receiving notification.

## **NEW BUSINESS**

### **A. WSR 08-11-127 Filed by the Office of Financial Management to adjust the commissioner compensation threshold as required in RCW 52.14.01. Change Commissioners SOP's, page 15, article 11-Compensation. The adjusted threshold of \$104.00 per day of service with a maximum of \$9,984.00 per year takes effect on July 21, 2008.**

Commissioner Riel noted that the passage of ESHB 1368 in 2007 included cost of living increases and recommended that the Board have a standing resolution that commissioner compensation increases as per the RCW. Commissioner Riel made a motion referencing the aforementioned standing resolution. Commissioner McNulty seconded the motion. Chairman Gendron summarized that a standing resolution be brought to the Board for adoption that implements the current rate of commissioner compensation as directed by the State. The Board was all in favor of a standing resolution.

## **COMMISSIONER'S REPORT**

Commissioner Riel reported that the education committee for the State Board approved the following subject matter for the 2008 conference: •Commissioner Handbook •Open Public Meetings and Records Act •Hiring Management •ICS 700 compliance •Internal accounting controls in fire districts •Teambuilding and Leadership

## **DEPARTMENT ACTIVITY REPORT**

D.C. Riel highlighted the following items contained in his reports: •I.D. Cards – District Secretary Rosen's schedule has been hectic lately and she is working on a few projects that are taking precedence over the I.D. cards, but the plan and process is in place. •Painting of Station 41 and 42 -- should be starting soon according to Firefighter Evers. •Oil separator for Station 42 -- is now approved. •Flagpole for Station 42 -- the setup is looking to be approximately \$1100 and D.C. Riel is obtaining a quote from Durands' Inc. for setting the cement. •Removing the siren from Station 42 – what are the Board's feelings regarding this? The Board concurred that it should stay. •Executive search for Chief – the Board heard from ESCI this evening. D.C. Riel distributed a packet he received from Walters Consulting Group. D.C. Riel also noted that Waldron and Company is expected to submit their proposal soon and requested the Board's guidance with regard to a timeline for inviting both organizations to a meeting to present their proposals. Chairman Gendron requested that the groups make their presentation at separate meetings. Commissioner Riel suggested that either Chairman Gendron or D.C. Riel contact all of the organizations' references. •Recruitment drive – advertisements are being run, but not receive a good response. •Agility test on July 12 – 4 individuals took the test and passed. •New radios – are in service at the stations and are on board a couple of units. Accountability measures have been implemented. •Coverage – information was

sent to all firefighters via their mailboxes and ERS and they have been informed regarding the cancellations of the BLM contract. •Brush 240 – D.C. Riel requested a minimum bid from the Board for this unit. Commissioner Riel suggested that Jess Heaverlo be contacted to take a look at the apparatus and set the minimum bid based on his recommendation. The Board was in agreement. •Hop kilns – emphasis and exercises will be performed at next drill.

Commissioner Riel requested that the Board revisit the surplus of both Command units and perhaps keep the better of the two for administrative use. The board was in agreement. Commissioner Riel made a motion to keep the better of the two command units for administrative use and surplus only one. Commissioner McNulty seconded the motion. The Board was all in favor.

**ANNOUNCEMENTS**

District Secretary Rosen read a letter into record notifying WFCM members that Chief Dan Packer of East Pierce Fire and Rescue and Immediate Past President of Washington Fire Chiefs passed away Saturday while on deployment to a wildland fire in California.

**EXECUTIVE SESSION**

There was no need for an executive session.

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

Chairman Gendron reported that per Commissioner Riel’s request, he contacted Mr. Snure, and reported that no bid is needed for selecting a company to assist in the selection of a new Chief as it is under \$50,000 and is for services, not contract work.

In addition, Chairman Gendron reported that Mr. Snure informed him that with regard to the equipment still in Mr. Gay’s possession, he has until August 12 to return it as he is still an employee of the district. If it is not returned by that date, the district can pursue other avenues.

**SIGNING OF DISTRICT DOCUMENTS**

District Secretary Rosen presented the documents to the Board for their signature.

**ADJOURNMENT**

There being no other business, Commissioner McNulty entertained a motion to adjourn the meeting. Commissioner Riel seconded the motion and the meeting was so adjourned at 8:00 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

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Commissioner