

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
July 28, 2008**

The meeting convened at 4:34 p.m. (due to technical difficulties) at East Valley Fire Station 40. Those present were Commissioners Joe Gendron, Les Riel and Dan McNulty. Others present were Deputy Chief Riel, and District Secretary Michelle Rosen,

Chairman Joe Gendron called the meeting to order and conducted the Pledge of Allegiance.

**EXECUTIVE SESSION RCW 42.30.110(g)**

**a. Discussion of personnel matters of the district**

Chairman Gendron noted that the executive session portion of the meeting will be conducted at 6:30 p.m.

**REVIEW AND UPDATE ADMINISTRATIVE POLICY MANUAL**

Chairman Gendron continued the meeting by stating that the July 14 special meeting adjourned with review of the revisions to Chapter 5 submitted by Deputy Chief Riel. The last item under review was the organizational flowchart with regard to issues between day career lieutenants versus paid on call lieutenants during the day. Pending the arrival of Deputy Chief Riel to the meeting, this item will be revisited.

Chairman Gendron continued with review of Chapter 6 – Safety.

At D.C. Riel's arrival, the flowchart was discussed and D.C. Riel stated that there were no issues that he was aware of with the day career lieutenants versus paid on call lieutenants during the day.

Deputy Chief Riel requested the opportunity to revisit Chapter 3 with regard to overtime. He suggested that the amount of overtime be addressed in union contract and be removed from the Administrative SOPs. Commissioner Riel felt that it needed to stay in the Administrative SOPs. D.C. Riel suggested that wording to the affect that it is subject to contract negotiations be added. There was discussion regarding banking compensatory time and the 40 hour month to month carryover policy. Chairman Gendron stated that these items cannot be changed if it has already been negotiated through contract. In addition, he stated that his concern with Item 3.4.3 C was whether or not staff is *using* their comp time or just earning it so they can be paid out through overtime. Extensive discussion ensued regarding past practice regarding the use of comp time and the enforcement or lack thereof of it being used versus being paid overtime for the excess. Chairman Gendron requested that District Secretary Rosen retrieve the contract for review in order to coordinate the wording between the two documents. It was determined that the contract and Administrative SOPs were in agreement.

D.C. Riel requested the opportunity to revisit Chapter 3, page 5 with regard to "per event" pay for paid on call or volunteer firefighters to increase it from \$5 to \$10 in order to keep them on staff and keep them active and participating. He also requested that the pay for firefighter, officer, and lead instructor be increased, as well as receiving a \$10 point for attending drill. Commissioner Riel noted that he is not against an increase in these areas, but the budget this year is not able to make those accommodations. Chairman Gendron stated that the district is short on staff, short on participating staff, D.C. Riel's recruit drive did not receive any significant response, and these positions have not received an increase in 8-9 years and some incentive should be given to increase participation levels and generate an interest. In addition, he added that if participation levels increase, it would help reduce career staff overtime and not be a hardship on the budget. D.C. Riel suggested that the Board be proactive regarding this issue as it will be brought before them eventually.

The Board concurred that the following increases will be approved at the next regular meeting as part of the approval of the Administrative SOPs to take affect the first of the following month: Per event pay will be increased to \$10, firefighters will receive \$11, officers will receive \$13, and a \$10

point will be awarded for attending drill. Lead instructor pay will remain at \$20 and \$15. Recruits will receive the “per event” pay and a \$10 incentive point for attending drill.

Deputy Chief Riel noted that Chapter 3, page 6 with regard to Sleeper Shifts needed to have the verbiage stricken with regard to being paid hourly and updated to reflect \$25 per sleeper shift.

D.C. Riel distributed a revised version of Chapter 5 that included the changes discussed at the previous meeting.

Chairman Gendron continued with review of Chapter 6 – Safety. It was agreed that 6.2.5.2, Item 1 should read: *The Deputy Chief of Operations shall oversee providing suitable expertise to comply with all testing requirements in WAC 296-305.*

There was discussion that the Safety Committee is not currently made up of members from each station; therefore 6.5 Safety Committee, Item 6, will be revised to read: *Efforts shall be made for the Safety Committee to be composed of a representative from each station and the Safety Officer.*

Chairman Gendron noted that a majority of the Safety SOPs are driven by RCW and WAC.

6.9.2 Responsibility will be revised to read: *The Deputy Chief of Operations will oversee providing appropriate training to meet the WAC requirements of this policy.*

It was noted that the station facilities do not have a basic first aid kit in addition to the kits on the apparatus. D.C. Riel will contact a vendor to provide a basic first aid kit for each facility.

There was discussion that the physical fitness room is currently being used by non-district personnel per the former chief. Due to insurance and potential liability issues, etc. Commissioner Riel suggested that a notice be posted that the physical fitness equipment can only be used by district personnel. 6.11.3 Definitions, Item 1 will be revised to read: *The purpose of the PT Room and equipment is for the use of Yakima County Fire District #4 personnel only.* Item 2 will be deleted. The corresponding waiver will also be removed from policy.

Chapter 7, Infectious Disease Control Program, 7.2.3 title will be revised to read *Deputy Chief of Operations.* The paragraph will be revised to begin: *Responsible for overseeing that information and training is provided to all...*

There was discussion regarding Chapter 8 with regard to the drill attendance policy. It was agreed that an overall attendance of 50% will be required instead of the 66% in the policy.

8.1.2.2 Title will be revised to read: *Yakima County Fire District 4 Training Program Options*

The list will be revised to read: *Volunteer/Recruit, Paid on Call Firefighter/EMS, EMS Group Members, Support Group Members (limited to current members wishing to limit their participation)* Department Photographer will be removed.

8.1.2.3 Title will be revised to read: *Training Program Start Time for New Volunteer Recruits*

8.3 Title will be revised to read: *Volunteer Recruit Training Requirements Firefighter and EMS Group.* It was noted that any reference made to a recruit should have the word *volunteer* preceding it. D.C. Riel noted that the volunteer recruit is assigned to their *company officer* to serve as their mentor.

8.3.1 Title will be revised to read: *Volunteer Recruit Training Completion Requirements.*

District Secretary Rosen noted that *Administrative SOPs* needed to be added to the last bullet on 8.4.4.

Deputy Chief Riel suggested that 8.4.2 bullet 2 be revised to read: *Attend Quarterly Support Group Meetings or regular drills.*

8.5 Department Photographer Policy will be eliminated.

District Secretary Rosen noted that 8.8 Appeal Process, Item A should be revised to reflect *Deputy Chief of Operations* in place of Battalion Chief of Training.

There was discussion and clarification amongst the board and D.C. Riel regarding 8.9 Extra Departmental Training.

9.2 Item 6 regarding computer games will be eliminated.

With regard to 10.1.3 Car 41, it was noted that any reference made to “training officer” should be changed to *Deputy Chief of Operations.*

Chapter 12 Public Assistance Policy, 12.1.2 Remedy, item a) was changed to read “...*may advance up to one gallon of gasoline...*”

12.1.2 item a2) was eliminated. 12.1.2 item b2) and 12.1.2 item b3) were both eliminated.

12.2 Exemption was eliminated as was 12.3 Commission Action.

D.C. Riel noted that the Newborn Baby Transfer policy will be added as Chapter 13.

Chairman Gendron called for a break at 6:05 p.m. until 6:30 p.m. at which time the executive session will be held.

At 6:27 p.m. Chairman Gendron called the special meeting back to order and reported that the Board had completed its review of all District SOPs, SOGs and Rules and Regulations. All changes to the Administrative SOPs will be made and presented to the Board at the next regular meeting for adoption. D.C. Riel requested discussion regarding the 9 call average memorandum and that the department is only using this as a benchmark guideline policy and there are no options for enforcement attached to it – as it stands now, an individual can be on the department that never responds to a call. Commissioner Riel felt strongly that individuals not making the calls or drills need to be mentored.

At 6:30 p.m., Chairman Gendron dismissed the Board into Executive Session per RCW 42.30.110(g) to discuss personnel matters of the district for 15 minutes.

Chairman Gendron called the meeting back to order at 6:50 p.m. and reported that no decisions had been made.

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

There being no general discussion, the meeting continued.

**ADJOURNMENT**

Commissioner McNulty entertained a motion to adjourn the meeting with Commissioner Riel seconding. The meeting was so adjourned at 6:50 p.m.

ATTEST:

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
Vice-Chair of the Board

\_\_\_\_\_  
Commissioner