

YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
August 11, 2008

The meeting convened at 7:00 p.m. at East Valley Fire Station 40. Those present were Commissioners Joe Gendron and Les Riel. Commissioner Dan McNulty had an excused absence. 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

Chairman Gendron suggested that the presentation with Waters Consulting Group Inc. 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. Jerry Oldani for his presentation and question and answer period.

Chairman Gendron posed the following questions to Mr. Oldani: 1)What forms of media the Group utilized for their advertising. 2)How much time the organization would spend in the area. 3)What the time frame was for advertising. 4)What the timeline was from approval to interview.

Mr. Oldani responded to Chairman Gendron's questions: 1)A broad based recruitment process is used and the Board would approve a list of potential advertising outlets. He noted that approximately 65% of the candidates who make it to the semi-finals in the process come from direct recruitment. 2)The time spent in the community is usually two days in order to talk with the Commissioners individually, individual staff members, other stakeholders in the district, and personnel of surrounding fire districts. Mr. Oldani would also be present as a facilitator during the final interview process. 3)The timeframe for advertising is usually between 30 and 45 days from approval of the ad copy. 4)The timeline from approval to interview usually runs between 80-90 days. If the process isn't started until after September 15, it is more than likely to carry over into the following year.

Commissioner Riel posed the following questions to Mr. Oldani: 1)Were Mr. Oldani's travel expenses in the proposal. 2)What the process would entail if the district completes phases one and two of the proposal and there is not a viable candidate.

Mr. Oldani responded to Commissioner Riel's questions: 1)His expenses were included in the proposal and noted that any expense over \$500 must be approved by the Board before it is expended. In addition, if a candidate resides outside of the area and the Board wishes to video-conference the interview process, an additional expense of \$600 per person would be incurred. 2)If there were no viable candidates, the process would begin again with no additional professional fee.

Chairman Gendron confirmed that the district's facility would be sufficient accommodation for the process. There was discussion regarding "assessment centers" and the process that Waters Consulting Group utilizes in comparison to an assessment center process. There was also discussion regarding any potential difficulties foreseen in obtaining 10-15 candidates in the semi-final process and the various issues or draws for attracting candidates such as the location, salary, and how colleagues of surrounding districts characterize the district.

Mr. Oldani briefly reviewed with the Board some additional informational material, reports, and questionnaires that Waters Consulting Group utilizes during the process. He also stated that Waters Consulting Group gives a two year guarantee on the individual selected. If during the first year, the individual leaves the district for any given reason, Waters Consulting will replace them at no additional cost. If the selected individual leaves during the second year, Waters Consulting will replace them at a 50% fee.

Mr. Oldani concluded by noting that if Waters Consulting was selected, he would prefer to begin the process prior to September 15.

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 explained that she had previously made a public records request for a list of assets and liabilities of the district and thanked District Secretary Rosen for the information she provided. Mrs. Walker noted; however, that she was trying to obtain a detailed list of real and personal property of the district.

There was discussion regarding this type of asset tracking and Chairman Gendron and Deputy Chief Riel noted that there is information to varying degrees regarding computers, printers, equipment, vehicles, and land. D.C. Riel added that beginning this year with the implementation of the Quickbooks program, all purchases are itemized along with the purchase price.

Mrs. Walker described the report she obtained from the county regarding their fixed asset capitalization report that details tables, chairs, etc., their current location, and disposal information that is inventoried annually.

Commissioner Riel added that the district does not have the manpower to conduct an annual inventory of these types of items, such as tables and chairs. Chairman Gendron also added that the City of Yakima Fire Department did not conduct such an inventory.

Deputy Chief Riel reiterated that by implementing the Quickbooks program this year, more information regarding purchases are being detailed and will assist in the district's budgeting process.

APPROVAL OF PREVIOUS MINUTES

A. July 28, 2008 Special Meeting – approve or deny

B. July 28, 2008 Regular Meeting – approve or deny

Commissioner Riel made a motion to approve the minutes of both the Special and Regular meetings held on July 28, 2008. The Board was all in favor, thus approving the aforementioned minutes.

EDIT LIST APPROVAL

Batch #255751, \$18,851.59 – approve or deny

Commissioner Riel made a motion to approve batch edit list #255751 in the amount of \$18,851.59. Chairman Gendron seconded the motion. The Board was all in favor, thus approving the aforementioned edit list.

SECRETARY'S REPORT

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

CORRESPONDENCE

District Secretary Rosen read into record correspondence from Behavioral Health Services expressing appreciation for Lieutenant Schrank's assistance in working with a client regarding a fire intervention session and complimented his expertise and professionalism. District Secretary Rosen also read into record correspondence from Pacific University of Health Sciences expressing their appreciation for the district's involvement during their building dedication event on July 23, 2008.

UNFINISHED BUSINESS

A. Station 41 & 42 painting proposal

Deputy Chief Riel explained that the proposal before the Board in the amount of \$1180 per station was for the repainting of the sirens at the aforementioned stations. Chairman Gendron requested that this item be tabled until the next regular meeting when Commissioner McNulty was present.

Chairman Gendron noted that the installation of the oil separator at Station 42 is complete and that the painting of this station should be completed by the end of the month.

NEW BUSINESS

A. Waters Consulting Group Inc. – presentation

Chairman Gendron noted that this presentation had been moved to the beginning of the meeting. Commissioner Riel questioned if Chairman Gendron was interested in contacting references on this organization and offered to contact Joe Dawson in Spokane County.

B. 2008 six month budget overview

Deputy Chief Riel reviewed the information that was before the Board and the itemized reports available from Quickbooks. Chairman Gendron noted to Mrs. Walker that this was the information that was previously referenced. Deputy Chief Riel added that since 1997, a six month budget status overview has not been presented to the Board with as much detail as the Quickbooks program allows. Commissioner Riel expressed his thoughts regarding the need for the district to conduct a complete inventory in the upcoming year.

Commissioner Riel confirmed with District Secretary Rosen that election costs for 2007 had been paid.

Commissioner Riel questioned the line item regarding *Dispatch MDTs*. D.C. Riel explained that there is an ongoing fee for the Mobile Data Terminals and a separate fee for dispatching. Commissioner Riel inquired as to why this was \$10,000 over budget. D.C. Riel responded that it had not been included in the budget and the account had to be adjusted in order to include it. There was additional discussion regarding the poor preparation of the budget last year, realistic end of year projections, and the more detailed information that will be able to be presented to the Board for 2009 budget preparation in September. Both Chairman Gendron and Commissioner Riel commended D.C. Riel and District Secretary Rosen for their hard work on the budget tracking.

C. Approval of the Administrative SOP's

Chairman Gendron and Commissioner Riel indicated that neither of them had a chance to review the final document, but noted that the summary of changes appeared to include all items that had been discussed. Commissioner Riel expressed his appreciation to District Secretary Rosen for this information. District Secretary Rosen suggested the Board review the final document and make note of any items they would like to see revised. Chairman Gendron requested that the approval of this document be tabled until the next regular meeting pending Commissioner McNulty's return.

D. Approval of pay increase SOP's wages for August payroll

There was discussion regarding the need to table this issue pending Commissioner McNulty's return and the implementation date that was discussed at the July 28 special meeting that was reflected in the minutes. Audience member Jacqui Walker called for a point of information with regard to the increase and questioned if the Board had considered the state of the current budget prior to making this change. Chairman Gendron responded that they indeed knew this would affect the budget, but that this increase was a necessity. Commissioner Riel added that the added expense will be coming out of reserves. It was concluded that this item will be tabled until Commissioner McNulty's return.

E. Resolution 2008-05 In the matter of increasing Commissioner's rate of compensation from \$90.00 to \$104.00 per day

Chairman Gendron noted that this increase was mandated by the State per RCW 52.14.010. Commissioner Riel made a motion to accept Resolution 2008-05. Chairman Gendron seconded the motion. The Board was all in favor; thus approving Resolution 2008-05.

COMMISSIONER'S REPORT

Chairman Gendron noted that he will be out of town for the August 21 Commissioner Dinner at West Valley Administration Building. District Secretary Rosen confirmed that she will RSVP in the affirmative on Commissioner Riel's behalf.

DEPARTMENT ACTIVITY REPORT

Chairman Gendron noted that this item will occur at the next regular meeting.

ANNOUNCEMENTS

There being no announcements, Chairman Gendron continued the meeting.

EXECUTIVE SESSION RCW 41.30.140 (4)

Discuss date and time of Local #3680 contract negotiations request

At 8:00 p.m., Chairman Gendron dismissed the Board into executive session for 15 minutes.

At 8:15 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

Chairman Gendron reported that Warren Gay had called him at 11:00 a.m. to schedule a meeting with him on August 12 at 9:00 a.m. at which he will return his equipment. He noted that Lieutenant Trevor Lenseigne would be present at this meeting to inventory the items returned. Chairman Gendron added that in his conversation, Mr. Gay requested that he be allowed to purchase his helmet and cell phone. Commissioner Riel stated that the district did not have any use for Mr. Gay’s iphone and that he would be willing to let him purchase that item at the full price, including sales tax for which the district originally purchased it. Commissioner Riel added that he would also be willing to allow Mr. Gay to purchase his helmet at the full price, including sales tax for which the district originally purchased it. Commissioner Riel made a motion to surplus the iphone and helmet to Mr. Warren Gay for the purchase price, including sales tax. Chairman Gendron seconded the motion. The Board was all in favor; thus approving the motion to surplus the aforementioned items to Mr. Gay. District Secretary Rosen will gather the necessary invoices detailing the purchase price of the items.

Commissioner Riel requested that a special meeting be scheduled prior to the regular meeting on August 25 to begin at 5:00 p.m. in order to conduct an executive session with the three commissioners to discuss negotiations for 2009 for Local #3680 in order to determine who will be conducting that process in conjunction with the Board. Chairman Gendron was in agreement.

Deputy Chief Riel announced that Matt Bartlett and Brent Nye completed all of their requirements to advance from probationary firefighter to paid on call status.

D.C. Riel also reported that the newspaper may be running another article in the Sunday edition regarding the recruitment drive and noted that the drive is being extended until August 27.

SIGNING OF DISTRICT DOCUMENTS

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

ADJOURNMENT

There being no other business, Chairman Gendron entertained a motion to adjourn the meeting. Commissioner Riel seconded the motion and the meeting was so adjourned at 8:20 p.m.

ATTEST:

Chair of the Board

District Secretary

Vice-Chair of the Board

Commissioner