

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
September 11, 2017**

The meeting convened at 4:00 pm at East Valley Fire Station 40. Those present were Chairman Les Riel, Vice Chairman Dan McNulty, Commissioner David Ramynke, Chief Mark Emery and Secretary Jenifer Huitt.

Chairman Riel called the meeting to order, conducted the Pledge of Allegiance, and requested a moment of silence...*In memory of all the Firefighters that perished and their family and friends that were left behind.*

**APPROVAL OF AGENDA**

The agenda was approved as circulated.

**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 Riel noted no public comments and the meeting continued.

**APPROVAL OF PREVIOUS MINUTES**

Commissioner Ramynke made a motion to approve the minutes as submitted from the August 28<sup>th</sup> special and regular meeting. Seconded and carried.

**CLAIMS REQUEST APPROVAL**

Vice Chairman Dan McNulty made a motion to approve the Fire claims request in the amount of \$12,306.77 and EMS for \$1,633.08 for a total of \$13,939.85. Seconded and carried.

**SECRETARY'S REPORT**

Secretary Huitt submitted September's payroll records and a budget overview. The district is currently 2% under budget for 2017.

**CORRESPONDENCE**

- a. 2018 Update on SunComm fees increase from \$51.82 to \$53.14 per call.

Secretary Huitt reported several discrepancies between the agreed rate change and the proposed rate change which is 1% higher than the agreement calculation which would come to about \$13,000 more countywide. After discussion the Board agreed the Chief should write a letter to SunComm requesting clarification and an addendum regarding the month that will be used and the corrected CPI rates/formula for the annual fee increase.

**UNFINISHED BUSINESS**

- a. Schedule Performance Review for Lt. Lenseigne.

The Board would like to review all 3 Lieutenants together so it will be scheduled after all of the self evaluations have been completed.

- b. Station 41 & 42 Re-roofing

Chief Emery would like these to be taken care of as quickly as possible. Lt. Lenseigne detailed the different options. Chairman Riel made a motion for Lt. Lenseigne to proceed with securing a time frame and updated pricing from the lowest bidder. Seconded and carried. The Board would also like an action request be submitted at the next meeting.

**NEW BUSINESS**

- a. Replacement of 4 desktop computers and software.

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Chairman Riel stated if these were already in the budget there is no need for board approval.

**b. Training Request for Chief Emery – Firehouse Expo October 18-21, 2017**

Chief Emery would like to represent YCFD4 as an instructor for 2 days and stay for the entire conference. Chairman Riel made a motion to approve the request as submitted. Seconded and carried.

**c. Fall Newsletter - Article for Commissioners Corner**

The Board requests a Welcome to the new Fire Chief and a Thank You to all the staff that stepped up while we were without a Fire Chief be written up and submitted for approval.

**d. Action Request 2017-04 New Command Units estimated cost \$100,000**

Lt. Lenseigne stated the 2 apparatus are due for replacement and this year already over \$5600 has been spent on repairs to Duty 40. After discussion Commissioner Ramynke made a motion to approve 2017-04. Seconded and carried.

**COMMISSIONER'S REPORT - None**

**ANNOUNCEMENTS – None**

**CHIEF'S REPORT**

See Attached Chief Brief.

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

**SIGNING OF DISTRICT DOCUMENTS**

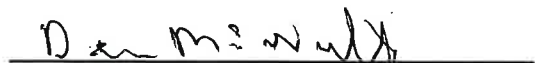
The documents were signed by the Board.

**NEXT REGULAR MEETING – Monday, September 25<sup>th</sup>, 2017 at 4:00 pm.**

**ADJOURNMENT**

Commissioner Ramynke made a motion to adjourn. Seconded and carried. There being no other business the meeting was adjourned at 4:59 pm.

  
Chairman Les Riel

  
Vice-Chairman Dan McNulty

  
Commissioner David Ramynke

ATTEST:

  
District Secretary Jenifer S Huitt

# CHIEF BRIEF

11 September 2017

## AUGUST SNAPSHOT:

### 2017

- ✓ INCIDENTS: 79
- ✓ AVERAGE: 2.5 per day
- ✓ FIRE: 28
- ✓ EMS: 51
- ✓ RESPONSE AREAS: 40 = ~~8~~<sup>28</sup>; 41 = 27; 42 = 44
- ✓ A-SHIFT: 31, B-SHIFT: 21, C-SHIFT: 27
- ✓ OVERLAPPING: 8 (10%)
- ✓ AVE TURNOUT: 2m:40s
- ✓ AVE RESPONSE: 10m:24s
- ✓ ON-SCENE TIME: 20m:13s
- ✓ MUTUAL AID: 1 provided; 0 received
- ✓ PRE-INCIDENT SURVEYS: 4h:00m
- ✓ TRAINING: 40 events; 59h:40m

### 2016

- ✓ INCIDENTS: 107
- ✓ AVERAGE: 3.4 per day
- ✓ FIRE: 47
- ✓ EMS: 60
- ✓ RESPONSE AREAS: 40 = 20; 41 = 46; 42 = 41
- ✓ A-SHIFT: 42; B-SHIFT: 35; C-SHIFT: 29; DU40: 1
- ✓ OVERLAPPING: 16 (15%)
- ✓ AVE TURNOUT: 3m:19s
- ✓ AVE RESPONSE: 9m:33s
- ✓ ON-SCENE TIME: 20m:06s
- ✓ MUTUAL AID: 4 provided; 0 received
- ✓ PRE-INCIDENT SURVEYS: 3h:45m
- ✓ TRAINING: 15 events; 17h:30m

## INCIDENTS: 01 JANUARY to 31 AUGUST

### 2017

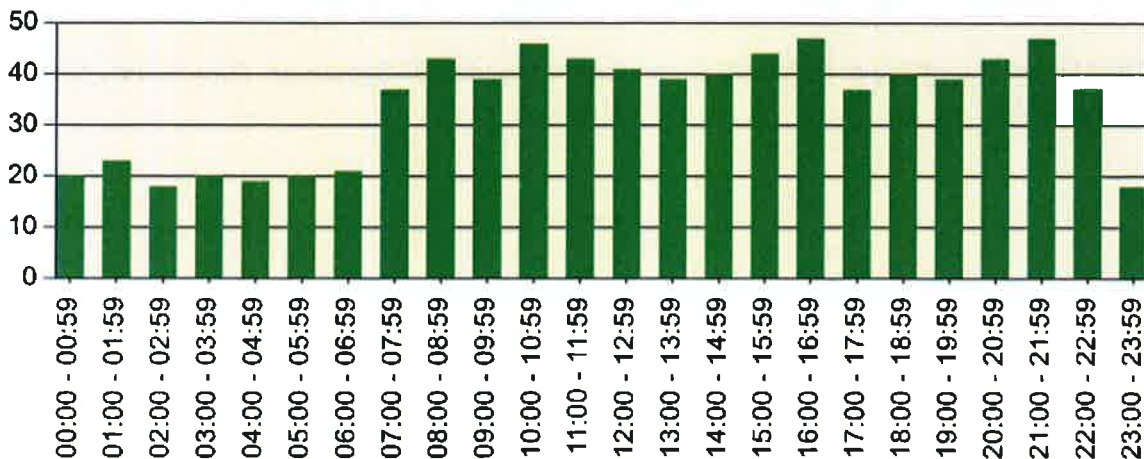
- ✓ SUB-TOTAL: 821
- ✓ FIRE: 274
- ✓ EMS: 547
- ✓ STATIONS: 40 = 168; 41 = 275; 42 = 378
- ✓ A-SHIFT: 253; B-SHIFT: 284; C-SHIFT: 283
- ✓ OVERLAPPING: 159 (19.4%)
- ✓ AVE TURNOUT: 3m:54s
- ✓ AVE RESPONSE: 10m:48s
- ✓ ON-SCENE: 51m:30s
- ✓ PRE-INCIDENT SURVEYS: 32h:00m

### 2016

- ✓ SUB-TOTAL: 782
- ✓ FIRE: 267
- ✓ EMS: 515
- ✓ STATIONS: bad data (numerous 'unknown')
- ✓ A-SHIFT: 259; B-SHIFT: 251; C-SHIFT: 258
- ✓ OVERLAPPING: 109 (13.9%)
- ✓ AVE TURNOUT: 03m:52s
- ✓ AVE RESPONSE: 11m:18s
- ✓ ON-SCENE: 36m:07s
- ✓ PRE-INCIDENT SURVEYS: 51h:00m

### Incidents by Hour for Date Range

Start Date: 01/01/2017 | End Date: 08/31/2017



### **AUGUST ACTIVITY SNAPSHOT:**

1. Personnel Surveys: a total of five surveys have been distributed to all personnel. Many have returned with great ideas, observations, and feedback. Also, many have completed their Chief Chat to discuss their surveys and for provide clarification. I appreciate people taking the time to share their thoughts, the surveys has been valuable for me.
2. Big Water Extravaganza: nine paying customers so far (will pay for one day, including lunches). October 7 & 8 (Saturday/Sunday), Paul Shapiro instructor.
3. Two Command Vehicles: ready for action/decision by Board. (Lt. Lenseigne).
4. Stations 41 and 42 Roofs: (Lt. Lenseigne).
5. Mobilization Participation: resurrection of mobilization opportunity for personnel and for EVFD4. Would like green light to support and participate. (BC Woodall)
6. WSRB Update: improvement plan in-progress; addressing the ladder truck will assure Class 5.
7. 509 Officer Development Academy (ODA): drafted proposal for Yakima County Fire Chiefs; weekend ODA for volunteer/on-call personnel; week-day ODA for career personnel (either format available to all personnel).

### **NEAR FUTURE:**

1. Staff Meetings: myself, Jenifer, and career Lieutenants; two in August, one so far September.
2. Establish a Standards-Based Organization: assure compliance with applicable WAC, RCW, WSRB, and NFPA. It is the right thing for us to do and will ensure that we're doing things right (risk management).
3. Standards of Cover: for staffing and operational effectiveness, develop Standards of Cover that are standards-based, address the needs of the East Valley community and comply with RCW 52.33.
4. Lexipol: will schedule online demo with live Q&A; will recommend budgeting for 2018 launch.
5. 2018 Preliminary Budget Meeting: Friday, 06 October, including program planning meeting at noon.
6. Chief Emery Out of Town: Friday, 15 September to Monday, 25 September (King County ODA Instructor.)