

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
March 12, 2018**

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

Commissioner Riel called the meeting to order and conducted the Pledge of Allegiance.

APPROVAL OF AGENDA

The agenda was approved as amended 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 Riel noted no one stood to speak and the meeting continued.

APPROVAL OF PREVIOUS MINUTES

Commissioner St. Mary made a motion to approve the minutes as submitted from the February 26th regular meeting and the February 28th special meeting. Seconded and carried.

CLAIMS REQUEST APPROVAL

- a. Claims Request Fire \$152,663.49 - Approved
- b. Claims Request EMS \$ 2,420.06 - Approved

Vice Chairman Ramynke made a motion to approve the Claims Request in the amount of \$155,083.55. Seconded and carried.

SECRETARY'S REPORT

Secretary Huitt reported BIAS has found a glitch in Payroll that will be fixed on Wednesday March 14th. The payroll report was also given to the Board.

CORRESPONDENCE- None

UNFINISHED BUSINESS

- a. Review Action/Decision Request 2018-05 District Secretary Salary
Chief Emery provided comparables for the 509 area. After discussion the Board tabled the issue for further review.
- b. 2018 Lexipol Agreement for use of subscription material
Chief Emery had Lexipol prorate the 2018 subscription to fit within the budget. Chairman Riel made a motion to approve the Lexipol agreement for \$4,138.00. Seconded and carried.
- c. Review revised BOC Standard Operating Policies
Chairman Riel made a motion to adopt the BOC Standard Operating Policies as revised. Seconded and carried.

NEW BUSINESS

- a. Resolution 2018-02 Transferring \$93,245.68 from Apparatus Reserve to the General Fund

Chairman Riel stated this is to reimburse the General Fund for the 2 command vehicles we just received and made a motion to adopt Resolution 2018-02 transferring from fund 602042 to 602041. Seconded and carried.

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- b. Resolution 2018-03 Transferring \$95,612.30 from Capital Projects to the General Fund

Chairman Riel stated this is to reimburse the General Fund for the Remodel and Re-roofings of Station 41 & 42 and made a motion to adopt Resolution 2018-03 transferring from fund 602046 to 602041. Seconded and carried.

COMMISSIONER'S REPORT

Chairman Riel reported that Jeff with the Office of Emergency Management is....

CHIEF'S REPORT

See attached Chief's Report.

ANNOUNCEMENTS - None

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

Chairman Riel continued the meeting.

SIGNING OF DISTRICT DOCUMENTS

The documents were presented to the Board for their signature.

NEXT REGULAR MEETING – Monday, March 26th, 2018 at 4:00 pm.

NEXT SPECIAL MEETING – Monday, March 26th, 2018 at 3:00 pm.

ADJOURNMENT

Vice-Chairman Ramynke made a motion to adjourn. Commissioner St. Mary seconded the motion. There being no other business the meeting was adjourned at 4:40 pm.

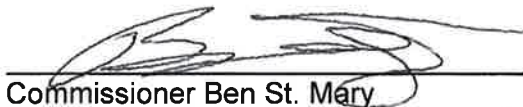


Chairman Les Riel



Vice-Chairman David Ramynke

ATTEST:



Commissioner Ben St. Mary



District Secretary Jenifer S Huit

CHIEF BRIEF

09 March 2018

FEBRUARY INCIDENT DATA:

2018

- ✓ INCIDENTS: 110
- ✓ EMS: 77
- ✓ FIRE: 33
- ✓ AVERAGE: 3.92 per day
- ✓ MUTUAL AID: 2 provided; 0 received
- ✓ OVERLAPPING: 17 (15.45%)
- ✓ AVE DIST RESPONSE: 7m:40s
- ✓ AVE DISTRICT TURNOUT: 2m:11s
- ✓ AVE ON-SCENE TIME: 16m:39s
- ✓ RESPONSE BY ZONE: 40= 12; 41= 20; 42= 54
- ✓ RESPONSE BY STATION: 40 = 78; 41 = 3; 42 = 5
- ✓ AVE STA TURNOUT: 40=2:19; 41=2:01; 42=2:13
- ✓ TRAINING: 19.5 class hrs.; 142.5 personnel hrs.

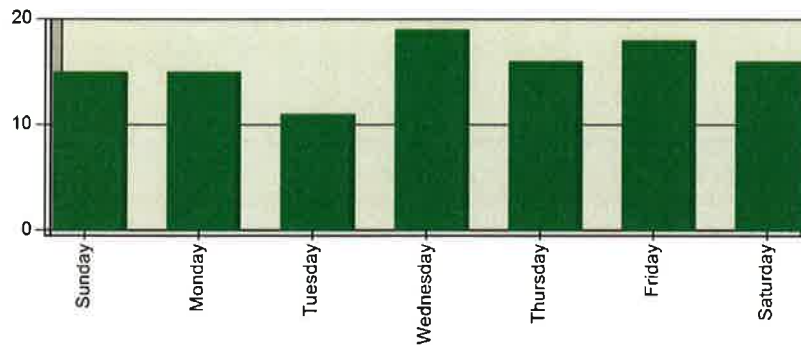
2017

- ✓ INCIDENTS: 82
- ✓ EMS: 61
- ✓ FIRE: 21
- ✓ AVERAGE: 2.93 per day
- ✓ MUTUAL AID: 1 provided; 0 received
- ✓ OVERLAPPING: 4 (4.88%)
- ✓ AVE RESPONSE: 9m:33s
- ✓ AVE DISTRICT TURNOUT: 2m:58s
- ✓ AVE ON-SCENE TIME: 21m:20s
- ✓ RESPONSE BY ZONE: 40= 11; 41= 25; 42= 46
- ✓ RESPONSE BY STATION: 40= 69; 41= 5; 42= 8
- ✓ AVE STA TURNOUT: 40=2:54; 41=3:34; 42=4:14
- ✓ TRAINING: 107 class hrs.; 347.5 personnel hrs.

FEBRUARY 2018 INCIDENT DISTRIBUTION PROFILE

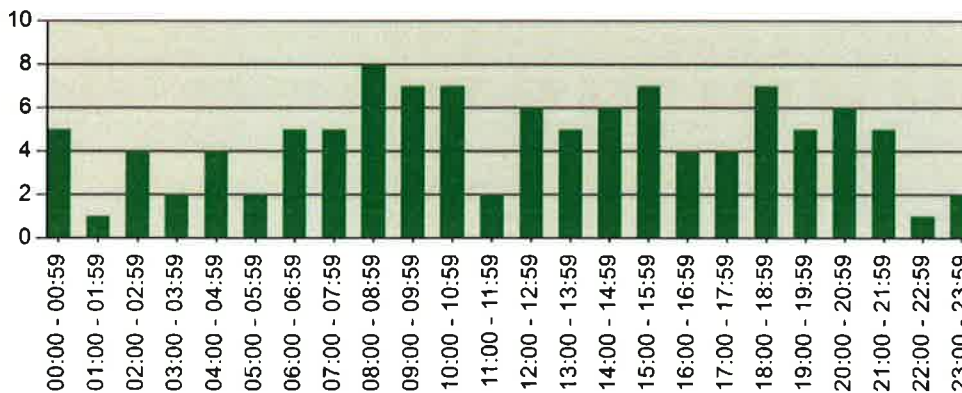
Incidents by Day of the Week for Date Range

Start Date: 02/01/2018 | End Date: 02/28/2018



Incidents by Hour for Date Range

Start Date: 02/01/2018 | End Date: 02/28/2018



FEBRUARY ACTIVITY SNAPSHOT

1. Projects and Assignments: Currently working on Update 7 (working draft, *always* in progress).
2. Levy Preparation: Immediate goal is to establish levy rate per thousand.
3. Station 40 Remodel Project: Should be complete before Monday meeting.
4. Honorable Leadership: Classes continue for each shift and at volunteer drill (4th Tuesdays = Class delivered by Fire Chief).
5. FDSOA Incident Safety Officer Certification Academy: FDSOA may cancel due to lack of registrations. (Expensive class, \$475.00; however, it is the only ISO Certification class offered in USA).
6. Terrace Heights Community Association Meeting: Thursday, 19 April (Terrace Heights annual clean-up Saturday, 19 May.)
7. New Career Personnel Assigned to Shifts: update at Monday meeting.
8. ITAC Classes: *Integrated Tactical Accountability* classes postponed to April and May.
9. Expectations: Developing position-specific Expectations to accommodate Shift Commander and Lieutenant shift structure. Job descriptions will also be modified. Also operation changes, including medical emergency response.
10. Officer Development Program: in development for WSRB compliance and Lieutenant test preparation (Fall assessment center).
11. Collective Bargaining Agreement Preparation: Preparing for upcoming collective bargaining.

ON THE HORIZON

1. Mission, Vision, Values: Management Team development will begin soon; periodic submittal to BOFC for review.
2. Succession and Mentoring Program: Development in-progress; Fire Chief role will be coach and instructor, including Instructor development. Includes officer development program.

BOFC DISTRICT GOALS

SCBA Grant	<input checked="" type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
New Engines	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Yakima County Fire Marshall Performance	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Lexipol Implementation	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Station 42 Project	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Beaudry-Wendt Project	<input checked="" type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Community Relationships	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
August Levy Strategy	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
WSRB: Retain Class 5; later improve to Class 4	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Update Mission, Vision, and Values	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Succession Preparation Program	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Standards of Response Coverage	<input checked="" type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Collective Bargaining Agreement	<input checked="" type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Strategic Plan Update	<input checked="" type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Risk Management	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete