

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
January 14, 2019**

The meeting convened at 4:05 pm at East Valley Fire Station 40. Those present were Commissioner Les Riel, Commissioner St. Mary, Fire Chief Mark Emery, and District Secretary Jenifer Huitt. Commissioner David Ramynke had an excused absence. Others present were SC Keith Schrank, FF CJ Erickson, PFF Garrett Riley, and PFF Lars Enger.

Chairman 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.

**SECRETARY'S REPORT**

Secretary Huitt provided documentation for the Fund Balances through the end of January as well as the Payroll Summary for January 10<sup>th</sup>, 2019. A letter was sent to Volunteer Pulido regarding his employment status and he was given until January 28, 2019 to respond.

**PREVIOUS MINUTES**

- a. December 17<sup>th</sup>, 2018 Special Meeting

Chairman Riel made a motion to approve the meeting minutes as submitted. Seconded and carried.

**CLAIMS REQUEST APPROVAL**

- a. Claims Request Fire \$134,475.64 – Approved
- b. Claims Request EMS \$1,701.99 - Approved

Commissioner St. Mary made a motion to approve the Claims Request in the amount of \$136,177.63. Seconded and carried.

**CORRESPONDENCE**

- a. Washington PFML will need to be paid on Elected Official compensation.
- b. 2019 Saturday Seminar Series & Snure training are open for registration.

**UNFINISHED BUSINESS**

- a. Winter Newsletter
- b. EVFD Assistant Fire Chief Job Description Draft
- c. EVFD Director of Training Job Description Draft
- d. EVFD Shift Commander/Captain Job Description Draft
- e. EVFD Lieutenant Job Description Draft

Chairman Riel thanked FF Erickson for his work and made a motion to approve the Winter Newsletter as submitted. Seconded and carried. Items **b** through **e** were tabled for review by the HR Committee.

**NEW BUSINESS**

- a. Action Request 2019-01 First Line Drafting Proposal \$13,650
- b. Action Request 2019-02 Organizational Chart
- c. Action Request 2019-03 Cost of Director of Training & Compliance \$133,089
- d. Action Request 2019-04 Out of District Volunteer Eligibility
- e. Action Request 2019-05 Four Job Descriptions

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- f.** Action Request 2019-06 Director of Training & Compliance recruitment brochure
- g.** Elwood Staffing Client Agreement for Temp Admin Asst
- h.** Request for Leave of Absence
- i.** Review Policy Chapter 3 Work Hours & Compensation
- j.** Review Exit Interview Request by BC Woodall and Recommendation

Chairman Riel made a motion to approve Action Request 2019-01 for First Line Drafting \$13,650.00, Action Request 2019-03 budgeting \$133,089 for a Director of Training for 2019, Action Request 2019-04 Out of District Volunteer Eligibility, the Elwood Staffing Client Agreement, and the Request for Leave of Absence. Seconded and carried. The board also requests that:

- A volunteer be included in the meetings regarding remodeling Station 42.
- Items **b**, **e**, and **f** were tabled for further review by the HR Committee.
- NTN's contact information be added to the Director of Training brochure for the application process.

Chairman Riel stated Policy Chapter 3 be tabled for further review by the HR Committee. Secretary Huitt requested that only Policy 3.7.D Volunteer Reimbursement be reviewed so it can be implemented into the Payroll system and no back pay has to be done. Chairman Riel made a motion to approve Policy Chapter 3.7.D effective January 1, 2019, and the rest of the policy is still tabled. Seconded and approved. The board agreed that Vice Chairman Ramynke conduct the Exit Interview with BC Woodall as requested and that the witness be acceptable to both parties. The other commissioners, chief, and secretary are not available for the interview due to previous commitments.

**COMMISSIONER'S REPORT - None**

**CHIEF'S BRIEF - Attached**

**ANNOUNCEMENTS**

- BC Woodall Retirement notice as of January 10, 2019. 25 Years with EVFD.

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

Chairman Riel noted no one stood to speak and the meeting continued.

**SIGNING OF DISTRICT DOCUMENTS**

The documents were presented to the Board for their signature.

**NEXT REGULAR MEETING – Tuesday, January 28<sup>th</sup>, 2018 at 4:00 pm.**

**ADJOURNMENT**

There being no other business Chairman Riel adjourned the meeting at 4:55 pm.

*excused absence*  
Chairman Les Riel

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Vice-Chairman David Ramynke

  
Commissioner Ben St. Mary

Attest:

  
District Secretary Jenifer S Huitt



# FIRE CHIEF BRIEF

14 JANUARY 2019

## YEAR-END INCIDENT DATA:

### 2018

- ✓ INCIDENTS: 1,234
- ✓ EMS: 798 (65%)
- ✓ FIRE: 436 (35%)
- ✓ AVERAGE PER DAY: 3.4
- ✓ MUTUAL AID: 36 provided; 4 received
- ✓ OVERLAPPING: 185 (15%)
- ✓ AVE DISTRICT RESPONSE: 9m:08s
- ✓ AVE TIME ON-SCENE: 29m:19s
- ✓ AVE DISTRICT TURNOUT: 2m:39s
- ✓ AVE STA TURNOUT: 40=3:17; 41=2:25; 42=2:15
- ✓ INCIDENT BY AREA: 40=226; 41=406; 42=602
- ✓ RESPONSE BY STATION: 40=1,181; 41=20; 42=83
- ✓ TRAINING: 1,211 class hrs.; 4,447 personnel hrs.

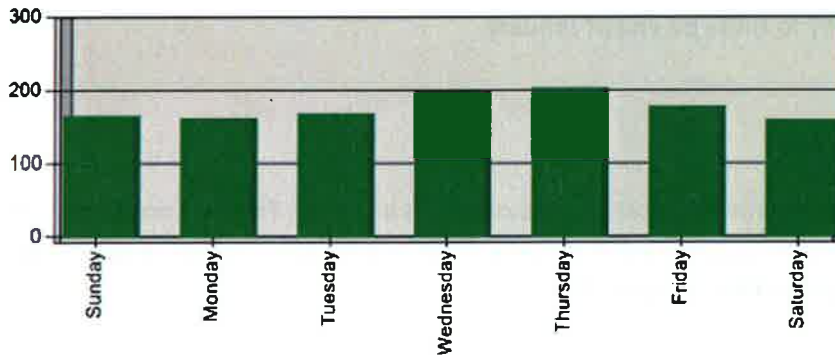
### 2017

- ✓ INCIDENTS: 1,255
- ✓ EMS: 865 (69%)
- ✓ FIRE: 390 (31%)
- ✓ AVERAGE PER DAY: 3.4
- ✓ MUTUAL AID: 21 provided; 12 received
- ✓ OVERLAPPING: 236 (19%)
- ✓ AVE DISTRICT RESPONSE: 10m:09s
- ✓ AVE ON-SCENE TIME: 41m:34s
- ✓ AVE DISTRICT TURNOUT: 4m:17s
- ✓ AVE STA TURNOUT: 40=3:41; 41=4:30; 42=4:40
- ✓ INCIDENT BY AREA: 40=247; 41=433; 42=574
- ✓ RESPONSE BY STATION: 40=1,049; 41=72; 42=134
- ✓ TRAINING: 867 class hrs.; 3,450 personnel hrs.

## 2018 INCIDENT DISTRIBUTION PROFILE

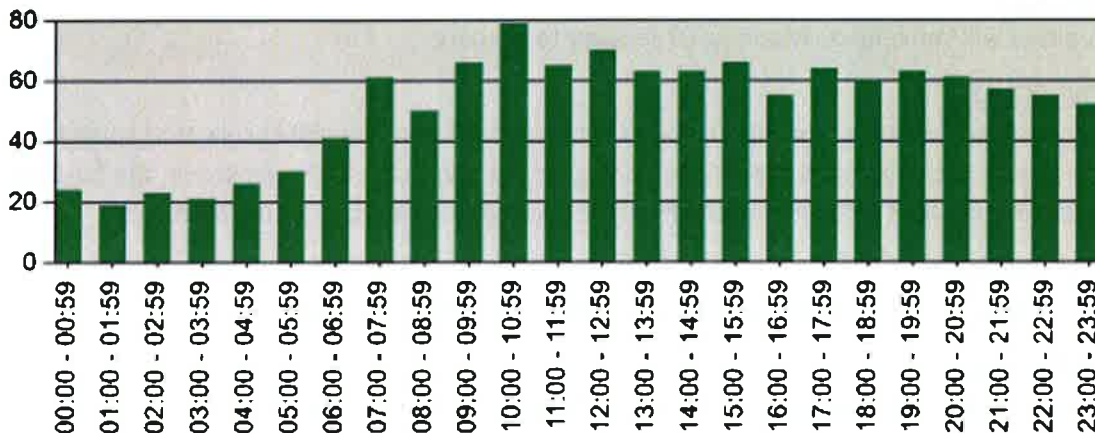
Incidents by Day of the Week for Date Range

Start Date: 01/01/2018 | End Date: 12/31/2018



Incidents by Hour for Date Range

Start Date: 01/01/2018 | End Date: 12/31/2018



EVFD RESPONSE HX

Year	Incidents	Percentage
2019		
2018	1,234	(1.7%)
2017	1,255	4.9%
2016	1,196	6.8%
2015	1,120	8.7%
2014	1,030	1.7%
2013	1,013	(9.0%)
2012	1,114	17.6%
2011	947	5.4%
2010	898	(2.9%)
2009	925	1.8%
2008	942	1.7%
2007	926	9.1%
2006	849	12.7%
2005	753	

*It's what you learn after you know it all that's important.*

# GENERAL EVFD STATUS REPORT

## MOXEE ELEMENTARY HOCKEY MATCH

Tuesday, 18 December, 0930 at Moxee Elementary. After losing last year, EVFD prevailed in overtime! Pleased to report that there were no lost-time injuries or defections.

## JANUARY 2019 EMT CLASS

EVFD has eight students attending the four-month course: Nick Durand, Shay Holmes, Joanna Hoon, Tyler Ireton, Aaron Livingston, Chelsea Rhoades Chris Robillard and Collyn Stafford. Class finishes in mid-April.

## ACTION/DECISION REQUESTS

- 1) 2018-01: Station 42 Construction Drawings
- 2) 2018-02: Management Team Organization Chart.
- 3) 2018-03: Training Director cost.
- 4) 2018-04: Training & Compliance Director Position Announcement for Daily Dispatch.
- 5) 2018-05: Four Job Descriptions, Shift Commander, Lieutenant, Training Director, Assistant Fire Chief.
- 6) 2018-06: Out of District Volunteer eligibility policy modification.

## ANNUAL PERFORMANCE EVALUATIONS

The evaluation of all personnel, career and volunteer, is nearing completion.

## COLLECTIVE BARGAINING

Next session 07 January, should be ready to ratify by end of January.

# ON THE HORIZON

## DIRECTOR OF TRAINING & COMPLIANCE

HR Committee will meet to discuss Training Director position and other HR business. The HR Committee will establish position description and expectations, application process, assessment center, office space, on-duty vehicle, etc. Recommend on-board target as March/April 2019.

## EVFD WINTER NEWSLETTER

Winter Newsletter is finished and will be distributed soon.

## STATION 42 PROJECT

Logistics Committee will convene on Monday, 07 January to prepare

## RESPONSE BOSS CONCEPT

Staff is exploring a 'Response Boss' concept in lieu of volunteer officers. This will ensure that apparatus respond with a person in charge of members responding on the apparatus. Once on-scene, the Boss will surrender the team's passport (check-in) to the Incident Commander or Staging Area Manager.

## BLIND-BOX DEVELOPMENT

Development is in progress; key component of Fire Chief succession preparation.

## SEASONAL SUPPORT TEAM

Develop hydrant ILA with Moxee and County; Red Card Team for wildland support.

*It's what you learn after you know it all that's important.*