

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
February 11, 2019**

The meeting convened at 4:00 pm at East Valley Fire Station 40. Those present were Commissioner Les Riel, Commissioner David Ramynke, Commissioner Ben St. Mary, and Fire Chief Mark Emery. District Secretary Jenifer Huitt had an excused absence. Others present were SC Trevor Lenseigne, FF Sean McDonald, PFF Leo Rosa, and PFF Cole Neves.

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 - None**

**PREVIOUS MINUTES - None**

**CLAIMS REQUEST APPROVAL**

- a. Claims Request Fire \$15,452.72 – Approved
- b. Claims Request EMS \$3,130.82 - Approved

**CORRESPONDENCE - None**

**UNFINISHED BUSINESS**

- a. Director of Training Brochure – Approved with Advertising in Daily Dispatch
- b. Review 2019 Budget with final Fire Revenue of \$2,425,875.67 - Tabled

**NEW BUSINESS**

- a. Secretary Huitt’s 2018 Evaluation and Salary Comparisons - Tabled

**COMMISSIONER’S REPORT**

Chairman Riel, Commissioner St. Mary, and Sheriff Udell will all be attending the YCFCA dinner and meeting on February 21, 2019.

**CHIEF’S BRIEF - Attached**

**ANNOUNCEMENTS - None**

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

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

**EXECUTIVE SESSION – Tabled**

RCW 42.30.110 (1) (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

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REGULAR MEETING  
February 11, 2019**

**SIGNING OF DISTRICT DOCUMENTS**

The documents were presented to the Board for their signature.

**NEXT REGULAR MEETING** – Monday, February 25<sup>th</sup>, 2018 at 4:00 pm.

**ADJOURNMENT**

There being no other business Chairman Riel adjourned the meeting at 4:20 pm.

  
Chairman Les Riel

  
Vice-Chairman David Ramynke

  
Commissioner Ben St. Mary

Attest:

  
District Secretary Jenifer S Huitt

# FIRE CHIEF BRIEF

11 February 2019

## JANUARY INCIDENT DATA:

### 2019

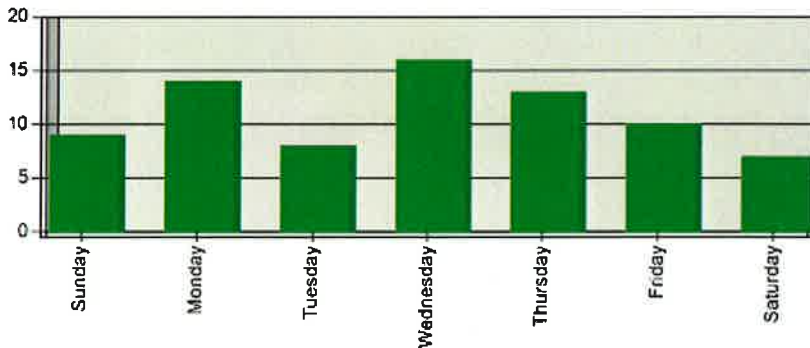
- ✓ INCIDENTS: 77
- ✓ EMS: 48
- ✓ FIRE: 29
- ✓ AVERAGE PER DAY: 2.5
- ✓ MUTUAL AID: 1 provided; 0 received
- ✓ OVERLAPPING: 10 (13%)
- ✓ AVE DISTRICT RESPONSE: 9m:12s
- ✓ AVE TIME ON-SCENE: 17m:30s
- ✓ AVE DISTRICT TURNOUT: 3m:16s
- ✓ AVE STA TURNOUT: 40=3:03; 41=2:39; 42=4:08
- ✓ INCIDENT BY AREA: 40=15; 41=27; 42=35
- ✓ RESPONSE BY STATION: 40=74; 41=1; 42=2
- ✓ TRAINING: 135 class hrs.; 535 personnel hrs.

### 2018

- ✓ INCIDENTS: 86
- ✓ EMS: 61
- ✓ FIRE: 25
- ✓ AVERAGE PER DAY: 2.8
- ✓ MUTUAL AID: 2 provided; 0 received
- ✓ OVERLAPPING: 9 (10%)
- ✓ AVE DISTRICT RESPONSE: 8m:35s
- ✓ AVE ON-SCENE TIME: 17m:33s
- ✓ AVE DISTRICT TURNOUT: 2m:07s
- ✓ AVE STA TURNOUT: 40=2:33; 41=1:55; 42=1:55
- ✓ INCIDENT BY AREA: 40=12; 41=20; 42=54
- ✓ RESPONSE BY STATION: 40=78; 41=3; 42=5
- ✓ TRAINING: 61 class hrs.; 236 personnel hrs.

## INCIDENT DISTRIBUTION PROFILE

**Incidents by Day of the Week for Date Range**  
Start Date: 01/01/2019 | End Date: 01/31/2019

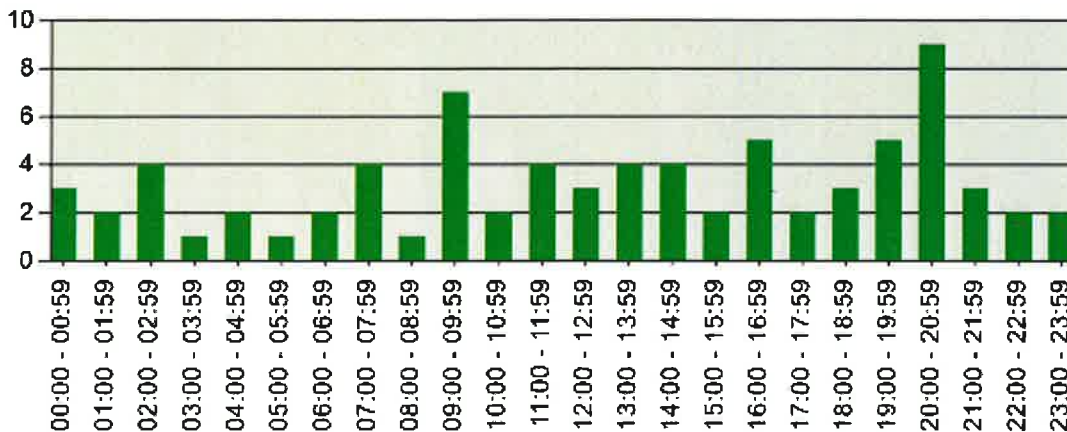


**EVFD RESPONSE HX**

| Year | Count | 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   |            |

**Incidents by Hour for Date Range**

Start Date: 01/01/2019 | End Date: 01/31/2019



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

# EVFD STATUS REPORT

## COLLECTIVE BARGAINING

CBA has been in review by Attorney Sofia Maybe for two-weeks. Next sessions will be scheduled when CBA returned by Attorney.

## BANQUET REPORT

Congratulations to Monte Stingley (2018 *Firefighter*), Rick Woodall (2018 *EMS Responder*), and Britney Silvestri (2018 *Bulldog*), and Jenifer Huitt (2018 *Leadership*). Many thanks to Keith Schrank, Rich Abhold, Chris Foster, Jenifer, Grill Master Mike McDowell, and all that assisted before and after. Well attended and fun!

## ACTION/DECISION REQUESTS

- 1) 2018-02: EVFD Organization Chart.
- 2) 2018-04: Training Director Recruitment Brochure (for Daily Dispatch).

## FOR BOFC CONSIDERATION

- 1) Review new volunteer position: *Incident Response Boss*. Job Description emailed 01/31 to all Part-Time-Paid members for comment; concept overview presentation at 02/05 Drill.
- 2) Finalize Job Descriptions for Action/Decision at 02/25 BOFC meeting:
  - ✓ Director of Training & Compliance
  - ✓ Shift Commander
  - ✓ Lieutenant
  - ✓ Incident Response Boss

## ON THE HORIZON

### DIRECTOR OF TRAINING & COMPLIANCE

HR Committee will met 02/07 to discuss Training Director position and other HR business. Recommend on-board target as 01 April 2019.

### SHIFT COMMANDER AND LIEUTENANT PROMOTIONS

Recommend dovetailing with CBA Ratification.

### STATION 42 PROJECT

Logistics Committee met with Howard last Thursday, 06 February. Committee recommends two-phases; phase-one the living area remodel and addition, phase-two the apparatus bays and exterior site improvements.

### 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.

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## BOFC DISTRICT GOALS

|  |   |   |  |
|--|---|---|--|
| Succession Preparation: Lt., Capt., Asst. Chief, Chief | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| Job Descriptions: Career and Volunteer                 | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| Update Organizational Chart                            | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| Collective Bargaining Agreement                        | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| Policy Updates: Vol/POC, Vol/POC pay, & more           | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| Job Descriptions and Policy Update: Vol. Officers      | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| Annual Performance Evaluations (vol. and career)       | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| Station 42 Remodel Project                             | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| Strategic Plan Update                                  | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| Lexipol Implementation & Policy Updates                | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| Beaudry-Wendt Project                                  | <input type="checkbox"/> On-Hold            | <input checked="" 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            |
| Risk Management: Organizational & Operational          | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| Update Mission, Vision, Values                         | <input checked="" type="checkbox"/> On-Hold | <input 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            |
| Yakima County Fire Marshall Performance                | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| <del>SCBA Grant</del>                                  | <input type="checkbox"/> On-Hold            | <input type="checkbox"/> In-Progress            | <input checked="" type="checkbox"/> Complete |
| <del>Order New Engine(s)</del>                         | <input type="checkbox"/> On-Hold            | <input type="checkbox"/> In-Progress            | <input checked="" type="checkbox"/> Complete |
| <del>DNR/BLM Agreements</del>                          | <input type="checkbox"/> On-Hold            | <input type="checkbox"/> In-Progress            | <input checked="" type="checkbox"/> Complete |
| <del>WSRB: Retain Class-5</del>                        | <input type="checkbox"/> On-Hold            | <input type="checkbox"/> In-Progress            | <input checked="" type="checkbox"/> Complete |
| <del>2019 Budget</del>                                 | <input type="checkbox"/> On-Hold            | <input type="checkbox"/> In-Progress            | <input checked="" type="checkbox"/> Complete |
| <del>August Levy Education Strategy</del>              | <input type="checkbox"/> On-Hold            | <input type="checkbox"/> In-Progress            | <input checked="" type="checkbox"/> Complete |

## ADDITIONAL DISTRICT PROJECTS

|  |   |   |  |
|--|---|---|--|
| Staffing and Deployment Plan                             | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| Officer Development Academy                              | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| <del>Seasonal Firefighter</del> /Hydrant Maintenance ILA | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| Command Support Unit (DU-240) Program                    | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| EVFD Staging Area Team                                   | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| Yakima County Fire Marshall Inspections                  | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| Improve to WSRB Class 4                                  | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| Solid, Realistic, Ongoing, Verifiable Training (SROVT)   | <input type="checkbox"/> On-Hold            | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete            |
| EVFD Command Support Team                                | <input checked="" type="checkbox"/> On-Hold | <input type="checkbox"/> In-Progress            | <input type="checkbox"/> Complete            |
| EVFD Water Supply Team                                   | <input checked="" type="checkbox"/> On-Hold | <input type="checkbox"/> In-Progress            | <input type="checkbox"/> Complete            |
| Station 42 Medic Unit                                    | <input checked="" type="checkbox"/> On-Hold | <input type="checkbox"/> In-Progress            | <input checked="" type="checkbox"/> Complete |
| April: add 1 to 3 Volunteer Personnel; Oct: add ???      | <input type="checkbox"/> On-Hold            | <input type="checkbox"/> In-Progress            | <input checked="" type="checkbox"/> Complete |

## MEMBER PRIORITIES

|  |                                  |   |                                   |
|--|----------------------------------|---|-----------------------------------|
| 1) High-Level of Training & Proficiency      | <input type="checkbox"/> On-Hold | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 2) <i>Passion and Enthusiasm</i>             | <input type="checkbox"/> On-Hold | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 3) <i>Teamwork</i>                           | <input type="checkbox"/> On-Hold | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 4) <i>Foster Positive Culture</i>            | <input type="checkbox"/> On-Hold | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 5) <i>Accountability (Organizational)</i>    | <input type="checkbox"/> On-Hold | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 6) <i>Develop Cohesive Team</i>              | <input type="checkbox"/> On-Hold | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 7) Staffing and Deployment Plan              | <input type="checkbox"/> On-Hold | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 8) Clear Direction and Goals                 | <input type="checkbox"/> On-Hold | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 9) <i>Mutual Support, Respect, and Trust</i> | <input type="checkbox"/> On-Hold | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 10) Clear Definable Goals for all Personnel  | <input type="checkbox"/> On-Hold | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 11) Long-Term Comprehensive Planning         | <input type="checkbox"/> On-Hold | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |

*Italics* = EVFD Culture

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