

YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
November 12th, 2019

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

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

APPROVAL OF AGENDA

Commissioner Ramynke made a motion to approve the agenda as amended. Seconded and carried 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 public was present and the meeting continued.

SECRETARY'S REPORT

- a. 2020 Healthcare plan open enrollment has started. All forms need to be returned by 12/31/2019
- b. November Payroll
- c. Fund Balances as of October 31, 2019.

CORRESPONDENCE

- a. YCFCA Quarterly Dinner Meeting on November 21, 2019 at YCFD5 Station 7

Chairman Riel stated the Yakima County Auditor will attend and 5 of our members. Yakima County Treasurer Ilene Thompson will attend the next EMS Administrative meeting. The number of calls will be reviewed along with the large increase in the City of Yakima's numbers and the calculation will be standardized so that Levy formula will be fair.

- b. Received Resignation from PTP EMS Support Amy Lee

Sec Huitt stated she no longer has time to volunteer since she is beginning her PHD. Cpt Evers noted she made a \$100.00 donation to the East Valley Firefighters Association and was a volunteer for 1.5 years.

PREVIOUS MEETING MINUTES – None

CLAIMS REQUESTS FOR APPROVAL

Claims Requests Fire	\$ 16,276.37
Claims Requests EMS	\$ <u>4,320.24</u>
Total Claims	\$ 20,596.61

Commissioner Ramynke made a motion to approve the Claims Requests in the total amount of \$20,596.61. Seconded and carried.

UNFINISHED BUSINESS

- a. Review 2020 Budget Requests for \$48,500.00 from Captain Babcock
 - 1) \$10,500 East Valley Firefighter Academy, 200 hours of overtime approved/2020
 - 2) \$3,680 Fire Test Banks/Performance Training Systems approved/2019
FF1, FF2, Officer 1, Officer 2, Instructor 1
 - 3) \$600 Professionally Printed Training Calendars denied
 - 4) \$5,000-\$15,000 Drone Program, 3 Certified Pilots 1 per shift tabled – look at in 3 years
more information is needed to get a clear picture of what is needed for our district
 - 5) \$1,000 Fire Incident Support & Safety Symposium approved/2020
 - 6) \$2,200 IFSAC Instructor 1 Course approved/2020
 - 7) \$2,000 IFSAC Firefighter 1 Testing approved/2020
 - 8) \$600 DSL Camera approved/2019
 - 9) \$600 Adobe Creative Suite for videos, calendars approved/2019
 - 10) \$1,050 Training Room computer, Roku express, wireless connectivity approved/2019
 - 11) \$8,550 North Bend Training Academy for 2 students denied
we are offering our own Academy
 - 12) \$5,000 Firefighter development specialized training approved/2020
 - 13) \$5,000 Officer focused development training approved/2020
 - 14) \$1,800 Washington State Firefighter's Conference for 2 students approved/2020
 - 15) \$1,000 NWCG Firefighter 1 approved/2020
 - 16) NFA Safety Officer – City of Yakima to host in 2020 denied
 - 17) Strategies and Tactical ICO – City of Yakima to host in 2020 denied

NEW BUSINESS

- a. Resolution 2019-07 Levying the 2020 Ad Valorem Property Taxes and Excess Levy Taxes

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Chairman Riel made a motion to adopt Resolution 2019-07 as written. Seconded and carried.

b. Resolution 2019-08 Increase the 2020 Property Taxes Levy above the Limit Factor and up to 105%
Vice-Chairman Ramynke made a motion to adopt Resolution 2019-08 as written. Seconded and carried.

c. Resolution 2019-09 Authorizing an Annual Refund Levy of \$9,113.68

Commissioner St. Mary made a motion to adopt Resolution 2019-09 as written. Seconded and carried.

d. Review WFCA 2020 Employer Application for Health Care Program

The board was in agreement with the 2020 WFCA Health Care Application.

e. Resolution 2019-10 Authorizing an Interlocal Agreement with WFCA Health Care Program for 2020

Vice-Chairman Ramynke made a motion to adopt Resolution 2019-10 as written. Seconded and carried.

f. Resolution 2019-11 Authorizing the Investment of Monies in a Local Government Investment Pool for 2020

Commissioner St. Mary made a motion to adopt Resolution 2019-11 as written. Seconded and carried.

g. Resolution 2019-12 Appointing a District Secretary, Finance, and Investment Officer for 2020

Vice-Chairman Ramynke made a motion to adopt Resolution 2019-12 as written. Seconded and carried.

h. Resolution 2019-13 Appointing an Auditing Officer and Alternates for 2020

Chairman Riel made a motion to adopt Resolution 2019-13 as written. Seconded and carried.

i. Action/Decision Request 2019-14 Incident Hazard Control Zones Policy

This item was tabled and the board requested the Final document be forwarded to them for the next meeting.

j. Action/Decision Request 2019-15 Fire Test Bank Licensing from Performance Training Systems
\$3,680.00

Commissioner St. Mary made a motion to approve Action Request 2019-15 as written. Seconded and carried.

k. Action/Decision Request 2019-16 Fire Portable Radio Replacement GRANT PROJECT for Lexipol AFG
\$2,500.00

Chairman Riel made a motion to approve Action Request 2019-16 as written. Seconded and carried.

l. Action/Decision Request 2019-17 Surplus of 1995 Spartan E42 Asking \$32,000

Commissioner St. Mary made a motion to approve Action Request 2019-17 as written. Seconded and carried.

COMMISSIONER'S REPORT

Chairman Riel stated we need to RSVP for the YCFCA Quarterly Dinner Meeting on November 21, 2019 at YCFD5 Station 7.

CHIEF'S BRIEF – Attached

ANNOUNCEMENTS

Chief Emery submitted his letter of retirement to the board effective July 31, 2020. Chairman Riel made a motion to accept Chief Emery's retirement letter as submitted. Seconded and carried. Best wishes from the board staff.

GENERAL DISCUSSION – Limited between Board and Staff – NO PUBLIC INPUT - None

NEXT SPECIAL MEETING – Monday, November 18, 2019 at 3:00 pm

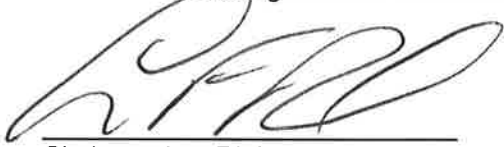
NEXT REGULAR MEETING – Monday, November 25, 2019 at 4:00 pm

SIGNING OF DISTRICT DOCUMENTS

The documents were presented to the Board for their signature.

ADJOURNMENT

There being no other business Commissioner Riel motioned to adjourn at 4:20 pm.

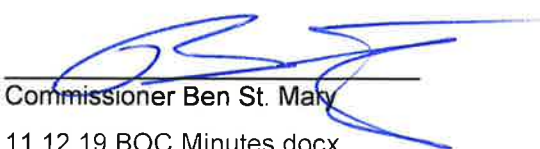


Chairman Les Riel



Vice-Chairman David Ramynke

ATTEST



Commissioner Ben St. Mary



District Secretary Jenifer S Huitt

OCTOBER INCIDENT DATA:

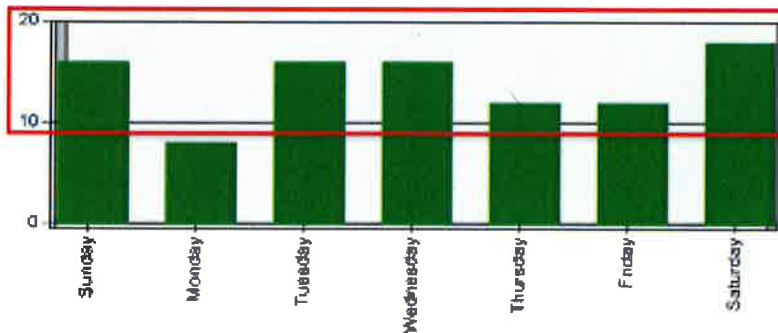
12 November 2019

- 2019**
- ✓ INCIDENTS: 98
 - ✓ EMS: 57
 - ✓ FIRE: 41
 - ✓ AVERAGE PER DAY: 3.2
 - ✓ MUTUAL AID: 1 provided; 0 received
 - ✓ OVERLAPPING: 17 (17.3%)
 - ✓ AVE DISTRICT RESPONSE: 8m:48s
 - ✓ AVE DISTRICT TURNOUT: 2m:52s
 - ✓ AVE TIME ON-SCENE: 22m:38s
 - ✓ INCIDENTS BY ZONE: 40=12; 41=41; 42=45
 - ✓ RESPONSES BY STATION: 40=95; 41=1; 42=2
 - ✓ TRAINING: 44.25 class hrs.; 276 personnel hrs.

- 2018**
- ✓ INCIDENTS: 101
 - ✓ EMS: 66
 - ✓ FIRE: 35
 - ✓ AVERAGE PER DAY: 3.2
 - ✓ MUTUAL AID: 2 provided; 0 received
 - ✓ OVERLAPPING: 18 (17.8%)
 - ✓ AVE DISTRICT RESPONSE: 8m:19s
 - ✓ AVE DISTRICT TURNOUT: 2m:35s
 - ✓ AVE ON-SCENE TIME: 22m:34s
 - ✓ INCIDENTS BY ZONE: 40=20; 41=36; 42=45
 - ✓ RESPONSES BY STATION: 40=91; 41=1; 42=9
 - ✓ TRAINING: 103 class hrs.; 436 personnel hrs.

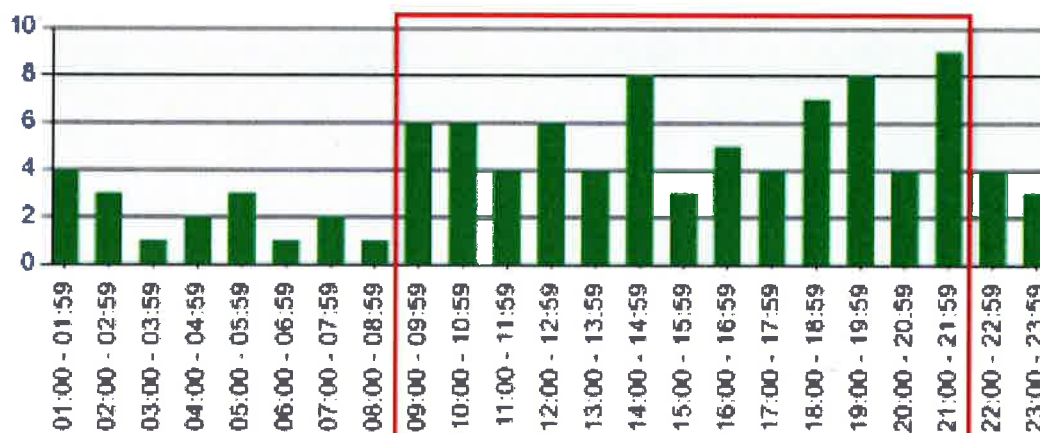
OCTOBER INCIDENT DISTRIBUTION PROFILE

Incidents by Day of the Week for Date Range
Start Date: 10/01/2019 | End Date: 10/31/2019



EVFD RESPONSE HX		
2019	1,018	(%)
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: 10/01/2019 | End Date: 10/31/2019



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

STATUS REPORT

- 1) STATION 42: Bid opening at 1510 on Monday, 02 December; bid review Tuesday and Wednesday; bid award at 1500 on Thursday, 05 December.
- 2) RESPONSE TIME MATTERS!: Just before noon, on 29 October, B-Shift responded to a Code 99 (cardiac arrest) adjacent to the hop fields on Birchfield (just North of Mieras). A 55 year old male arrested while driving a tractor which uncontrolled crossed Birchfield and struck a house on the west side of the road. Bystanders initiated CPR which was continued and augmented by EVFD and ambulance personnel. The patient awoke two days later at hospital and is out of intensive care.
- 3) STRATEGIC PLAN TEAM UPDATE: Myself and Captain Babcock met with PTP and shift members to present the Team's proposed *Mission-Vision-Values* and to capture their thoughts and ideas using the *SWOT* model (Strengths, Weaknesses, Opportunities, Threats). Once compiled these thoughts and ideas will be shared with the BOFC and integrated into the Strategic Plan process. Representing PTP members, FF Monty Stingley has volunteered to serve on the committee.
Next Meeting: 05 December
- 4) RESPONSE STANDARDS TEAM UPDATE: The Team will use a standards-based approach, which will ensure that EVFD Response Standards align with RCW, WAC, WSRB, and NFPA. The Team is comprised of Commissioner St. Mary, myself, Captain Lenseigne, Lt. McDonald, and FF Stingley. Purpose, goals, and timelines will be established during the second meeting.
Next Meeting: 25th
Monday
2pm?
- 5) DECEMBER EVFD MATTERS: To be distributed after Thanksgiving; PDF to all members; paper copies will be available in classroom.
- 6) PTP MEMBER RESIGNATION: Amy Lee submitted her resignation on 05 November.

ON THE HORIZON

- 1) EVFD PTP FIREFIGHTER ACADEMY: Captain Babcock has been busy preparing for our 2020 PTP Firefighter Academy, which will begin mid-January and finish during May. Ten EVFD members have expressed interest in attending. IFSAC Certification testing will be offered at some time soon after the Academy concludes.

Rather than two evening classroom sessions each week, students will use our *Target Solutions* subscription for the cognitive portion of the Academy (including post-session quizzing to verify learning transfer). Saturdays will be used for manipulative skill instruction and drills.

To comply with WSRB, the Academy will be at least 244-hours. If approved, the *Fire.Test* license subscription will be used for creating milestone exams (mid-term, final). WSP IFSAC skill test forms will be incorporated into the Academy. Both the *Fire.Test* exams in tandem with the WSP SkillTest forms will prepare our members for IFSAC Certification testing.

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BOFC DISTRICT GOALS

2020 Budget	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Standards of Response Coverage	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Update Mission, Vision, Values, Leadership Model	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Strategic Plan Update ('Perpetual Planning')	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Yakima County Fire Marshall Investigation Performance	<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
Lexipol Implementation & Policy Updates	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Risk Management Plan: Organizational & Operational	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Beaudry-Wendt Bridge 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 checked="" type="checkbox"/> Complete
Policy Updates: high risk/low frequency priority.	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Training Director On board, Orientation, initial Guidance.	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Collective Bargaining Agreement	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Update Organizational Chart	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Annual Performance Evaluations (PTP and career)	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
SCBA Grant	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Two New Engine(s)	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
2019 DNR/BLM Agreements	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
WSRB: Retain Class 5	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
August Levy Education Strategy	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete

ADDITIONAL DISTRICT PROJECTS

Director of Training & Compliance; position mentoring	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Solid, Realistic, Ongoing, Verifiable Training (SROVT)	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Staffing and Deployment Plan	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Member IFSAC Certifications (Career and PTP)	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Officer Development Task Books (ALT and ACAPT)	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Improve to WSRB Class 4	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
EVFD Incident Support Teams	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Response Boss Task Book (PPT and Career)	<input checked="" type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Training Tower and Burn Building	<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
Seasonal Response Crew/Exercise Hydrants	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
April & October: PTP member applications & selection	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete

MEMBER PRIORITIES *Italics = EVFD Culture priority*

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

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East Valley Fire Department

2003 Beaudry Road, Yakima WA 98901-8012

Yakima County Fire District #4

Phone: (509) 457-8615 Fax: (509)457-0373

05 November 2019

TO: Board of Fire Commissioners

FR: Chief Emery

RE: Retirement Announcement

Honorable Fire Commissioners,

After weeks of personal reflection and family consultation, I have decided to retire at the end of my three-year employment agreement. My final work day will be Thursday, 31 July 2020.

My fire service journey began as a volunteer in 1981 and as a career Firefighter in 1982. I can honestly say that I have thoroughly enjoyed every single year of that journey. My fire service indoctrination began as a child riding my bike to visit my Dad at fire station 10 and later fire station 22 in Long Beach, CA. Even then I appreciated the 'vibe' and camaraderie of a fire station. I was even allowed to ride on Engine-22 a few of times. I was hooked.

Please accept my sincere thanks for your trust and support of the men and women of the East Valley Fire Department. Also, thank you and all EVFD members for making me feel welcome and appreciated, which is 100% reciprocal.

It has been an honor to serve the Board, all EVFD members, and the East Valley community. It is my hope that the *Honorable Leadership* culture and the pursuit of *Honorable Success* will continue to gain traction as a cultural identity that manifests as trust and peace of mind, which are vital assets for sustained leadership, long-term adaptability, stability, and growth.

The East Valley Fire Department has been a wonderful place to finish my career and the Yakima Valley will continue to be a wonderful place to live.

If invited, it would be an honor to serve as a Part-Time-Paid instructor, mentor, or manager of a special project.

Respectfully submitted,

Mark Emery

Mark Emery

Fire Chief

Accepted by BOFC 11-12-2019 jsh.

you
call **9-1-1** we
come