

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
August 13, 2018**

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, Fire Chief Emery and District Secretary Jenifer Huitt. Others present were SC Evers, FF Henle, FF Nelson, FF Stingley, and PFF Rosa.

Commissioner Ramynke 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**

- a. August 10<sup>th</sup>, 2018 Payroll Packet
- b. July 31, 2018 Fund Balances
- c. Budget position at July 31, 2018
- d. ST40 Fire Alarm System OOS on 8/7/18 repair estimate \$9,480 + tax
- e. Audit Update

Secretary Huitt noted 1 EFT error and 1 pay error which will both be corrected on 8/16/18. Fund balances were provided to the board and we are on budget this year for Fire and EMS at 58%. Capital Projects and Apparatus expenditures are at \$1,377,082 so far this year with the purchase of 2 command vehicles, 2 engines, Reroofing Station 41 & 42, and Remodeling the Kitchen at Station 40. Station 40's fire alarm system is no longer working and will need to be replaced. The board approved moving the money from Capital Projects to cover the cost of the new Fire Alarm System. The auditor let us know we have 5 minor items that need to be or have already been addressed:

- 1. Executive Session times in the meeting minutes were documented incorrectly in 2015-2016. The board agrees that these should be corrected.
- 2. Review our Expense Reimbursement Policy which is addressed in this meeting under Unfinished Business.
- 3. The Annual Report needs to be filed on time which will be much less time consuming now that BIAS has been fully implemented.
- 4. Bank Reconciliations need to be done monthly. This was not started until 2017 as previous Administration did not think it necessary.
- 5. Monthly Payroll Review by the Shift Commanders to eliminate possible errors. Secretary Huitt will train them this year on how to review payroll.

**APPROVAL OF PREVIOUS MINUTES - None**

**CLAIMS REQUEST APPROVAL**

- a. Claims Request Fire \$5,324.86 – Approved
- b. Claims Request EMS \$4,494.75 - Approved

Vice Chairman Ramynke made a motion to approve the Claims Request in the amount of \$9,819.61. Seconded and carried.

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**CORRESPONDENCE**

- a. WFCFA Fall Conference  
Sec Huitt will register everyone so please make sure it is on your calendars for October 24-27, 2018.

**UNFINISHED BUSINESS**

- a. Policy 3.20 Expense Reimbursement
- b. Resolution 2018-06 Updating Mileage, Meal, & Lodging Rates  
The board tabled policy 3.20 and Resolution 2018-06 for further information and an exception added when conferences that have set rates and suggested reviewing it with the auditor or MRSC.
- c. Review suggested changes to CBA Article 40 Sick Leave  
Secretary reviewed L&I requirements for Kept on Salary and the CBA wording for on-the-job injuries. The board suggested signing an MOU with the union to keep the employee on salary and keep from paying time loss so the district's rates do not go up for the next 5 years. Secretary Huitt will write up the MOU and give it to SC Lenseigne to review with the union. The board will consider a change with the Sick Leave Policy in adding a possible voluntary donation pool during CBA negotiations and it will not be changed at this time.

**NEW BUSINESS**

- a. Action Request 2018-09 Surplus of CM-40 & CM-240 2009 Ford Expeditions
- b. Resolution 2018-07 Declaring 2 2008 Ford Expeditions Surplus  
The board requested Action Request 2018-09 and Resolution 2018-07 be tabled and reviewed further by the Shift Commanders as the apparatus may still be needed. If the costs outweigh the use it will be reconsidered.
- c. Policy 1.5 Procedure: Issuance of Warrants  
Chairman Riel made a motion to adopt Policy 1.5 Procedure: Issuance of Warrants. Seconded and carried.

**COMMISSIONER'S REPORT**

All the commissioners will attend Yakima County Fire Commissioners Meeting on Thursday the 16<sup>th</sup> at the new Nile Fire Station. DNR will be speaking.

**CHIEF'S BRIEF - Attached**

**ANNOUNCEMENTS**

- Pinning of New Probationary Firefighter Leo Rosa

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

**SIGNING OF DISTRICT DOCUMENTS**

The documents were presented to the Board for their signature.

**NEXT SPECIAL & REGULAR MEETING – Monday, August 27<sup>th</sup>, 2018 at 3:00 & 4:00 pm.**

**ADJOURNMENT**

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
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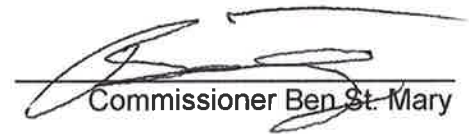
Vice Chairman Ramynke made a motion to adjourn the meeting. Seconded and carried. There being no other business Chairman Riel adjourned the meeting at 4:25 pm.



Chairman Les Riel



Vice-Chairman David Ramynke



Commissioner Ben St. Mary

Attest:



District Secretary Jenifer S Huitt

# JULY INCIDENT DATA:

## 2018 (YTD 738)

- ✓ INCIDENTS: 121
- ✓ EMS: 63
- ✓ FIRE: 58
- ✓ AVERAGE PER DAY: 3.9
- ✓ MUTUAL AID: 0 provided; 9 received
- ✓ OVERLAPPING: 29 (23.97%)
- ✓ AVE DISTRICT RESPONSE: 10m: 10s
- ✓ AVE TIME ON-SCENE: 44m:46s
- ✓ AVE STA TURNOUT: 40=4:21; 41=2:57; 42=2:54
- ✓ AVE DISTRICT TURNOUT: 3m:24s
- ✓ RESPONSE BY AREA: 40=26; 41=45; 42=50
- ✓ RESPONSE BY STATION: 40=117; 41=1; 42=3
- ✓ TRAINING: 72.2 class hrs.; 307.2 personnel hrs.

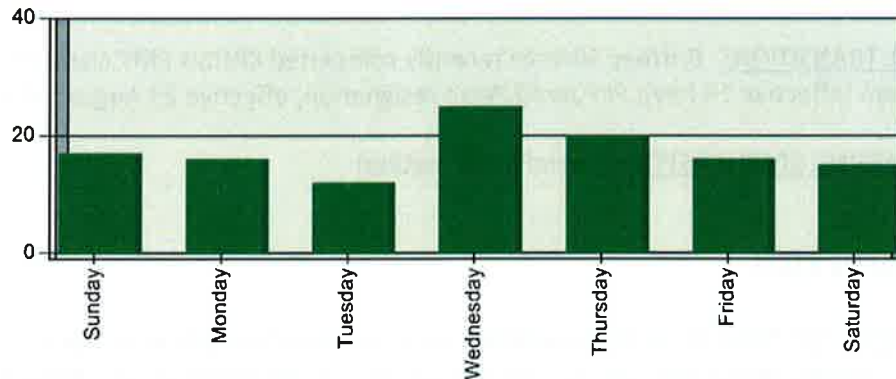
## 2017 (YTD 742)

- ✓ INCIDENTS: 141
- ✓ EMS: 82
- ✓ FIRE: 59
- ✓ AVERAGE PER DAY:
- ✓ MUTUAL AID: 8 provided; 3 received
- ✓ OVERLAPPING: 59 (41.84%)
- ✓ AVE DISTRICT RESPONSE: 12m:05s
- ✓ AVE ON-SCENE TIME: 123m:50s
- ✓ AVE STA TURNOUT: 40=5:46; 41=7:47; 42=3:48
- ✓ AVE DISTRICT TURNOUT: 5m:47s
- ✓ RESPONSE BY AREA: 40=34; 41=43; 42=64
- ✓ RESPONSE BY STATION: 40=124; 41=9; 42=8
- ✓ TRAINING: 36.7 class hrs.; 172.2 personnel hrs.

## JULY 2018 INCIDENT DISTRIBUTION PROFILE

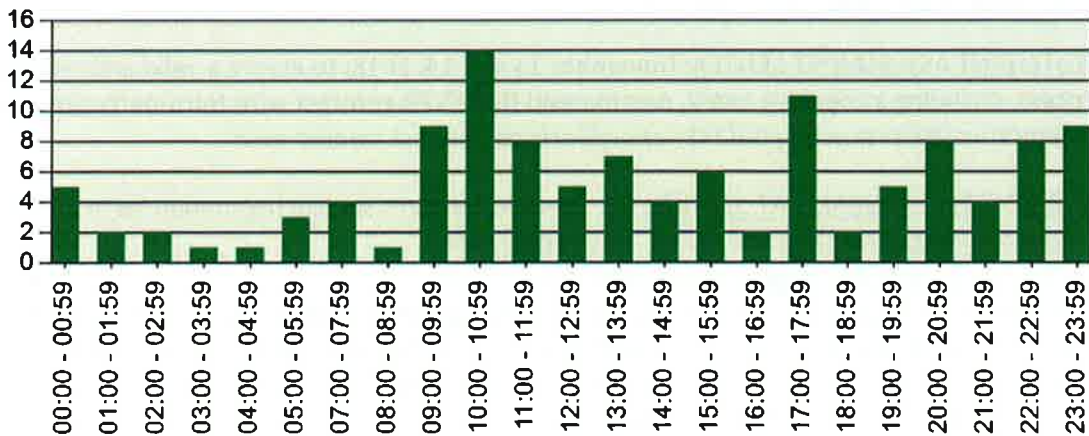
**Incidents by Day of the Week for Date Range**

Start Date: 07/01/2018 | End Date: 07/31/2018



**Incidents by Hour for Date Range**

Start Date: 07/01/2018 | End Date: 07/31/2018



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

# FIRE CHIEF BRIEF

11 August 2018

## JULY 2018 ACTIVITY SNAPSHOT

1. FIRE LEVY PASSED, NOW WHAT?: Plan for Lieutenant promotional process in November (already in progress). Plan for Training Officer selection process (job description, advertise, assessment center, etc.) The individual hired will likely need to provide a month or two notice to their current employer. Staff is exploring deployment options.
2. AMR MEDIC-5 STATUS: AMR pulled the Medic Unit and paused the program. They were short three Medics during July. I met with Dave Lynn he believes the program will be resurrected and is the likely model in the future.
3. COLLECTIVE BARGAINING: Third session held 25 July, next session 22 August. Still focusing on Article and Section language. It will likely be September before wages and benefits are discussed.
4. CAREER FIREFIGHTER TESTING: Tested eight candidates on Friday (interviews, firefighter skills, EMT skills) and Saturday (combat challenge physical ability testing). We have an excellent process that is efficient, effective, and I believe, valid and reliable. The physical testing on Saturday netted seven solid candidates. We anticipate hiring two in early September.
5. SCBA GRANT: Working on *American Fire Grant* (AFG) for replacing SCBA. Will work with American Fire Grants Help for guidance.
6. PERSONNEL TRANSITIONS: *Brittney Silvestri* recently completed Kittitas EMT class, promoted to EMS Support Team (effective 26 July); *PFF Jared Petro* resignation, effective 23 August (Kennewick-FD).  
*North Shore*
7. CAREER STAFFING STATUS REPORT: (brief presentation)

## ON THE HORIZON

1. TRAINING OFFICER: Preparing position qualifications, position description and expectations, application process, assessment center, office space, etc. Recommend on-board target date as January 2019.
2. 2019 BUDGET PROCESS: Will begin soon.
3. LIEUTENANT ASSESSMENT CENTER: November 13 and 14, 2018; to assure a valid and reliable process, including a cognitive exam, recommend that EVFD contract with third-party provider (Ergometrics Webx meeting 08/29) *Action/Decision Request coming soon.*
4. EVFD HOSTED PROGRAMS AT STATION 40: (Modest non-EVFD student registration fee to off-set cost.)
  - ✓ Grant Writing Workshop: cancelled, zero registrations.
  - ✓ Effective Supervision Practices: postponed until 2019..
  - ✓ YODA (Yakima Valley Officer Development Academy): Tentatively scheduled to begin in March. Program designed for career and volunteer personnel (schedule designed to accommodate volunteer schedules); two-year, eight weekend Academy; instructed by subject area experts. Provides WAC, NFPA, and WSRB compliance.

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# FIRE CHIEF BRIEF

11 August 2018

## BOFC DISTRICT GOALS

SCBA Grant	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Order New Engine(s)	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
DNR/BLM Agreements	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" 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 & Policy Updates	<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
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
WSRB: Retain Class 5	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" 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 Negotiations	<input type="checkbox"/> On-Hold	<input checked="" 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: Organizational & Operational	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
2019 Budget	<input checked="" type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Annual Performance Evaluations	<input checked="" type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input 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

NEW: Levy Implementation 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
Seasonal Firefighter/Hydrant Maintenance IIA	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Station 42 Medic Unit	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input checked="" 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
EVFD Command Support Team	<input checked="" type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
EVFD Water Supply Group/Team	<input checked="" type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Add 5 to 6 Volunteer Personnel	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" 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
WSRB Ladder Truck Credit	<input checked="" type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Staffing and Deployment Plan	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
CFAI Accreditation (organizational aspiration)	<input checked="" type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete

## MEMBER PRIORITIES

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

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