

**YAKIMA COUNTY FIRE DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
July 27th, 2020**

The meeting convened at 4:00 pm at East Valley Fire Station 40. Those present were Commissioner David Ramynke, Admin Director Jenifer Huitt, and Admin Assistant Christy Olson. Others present via Zoom were Commissioner Les Riel, Commissioner Ben St. Mary, Outgoing Fire Chief Mark Emery, and future Fire Chief Dale Hille.

Chairman Ramynke called the meeting to order.

APPROVAL OF AGENDA

The agenda was approved as circulated and the meeting continued.

CONSENT AGENDA

- a. SECRETARY'S REPORT – None
- b. APPROVAL OF PREVIOUS MINUTES
 - July 13th, 2020 Regular Meeting Minutes
- c. CLAIMS REQUESTS FOR APPROVAL

| | |
|----------------------|---------------------|
| Claims Requests Fire | \$ 63,421.46 |
| Claims Requests EMS | <u>\$ 19,309.77</u> |
| Total Claims | \$ 82,731.23 |
- d. CORRESPONDENCE – None
- e. CHIEF'S BRIEF – Attached

Commissioner Riel made a motion to approve the consent agenda items a–e as submitted. Seconded and carried.

UNFINISHED BUSINESS

- a. Discuss Credit Check process and adding it to policy for Admin employees.

AD Huitt explained RCW 19.182.020 regarding limitations on when a credit report can be sought for employment purposes, and asked to add this to policy for all Admin employees (those with budgetary and expense authority). AD Huitt will draft the policy change and present it at the next meeting for review.

- b. Review Grandfathering of Pay Rate for PTP Policy 1645.5 Wages & Compensation

The board was in agreement with the addition as presented. AD Huitt will present the changes at the next board meeting for adoption.

NEW BUSINESS

- a. Training Request for Cpt Babcock, Hazardous Materials Operations, Sunnyside 9/26/2020
Est. \$194.75

Commissioner Riel made a motion to approve the Training Request in the amount of \$194.75. Seconded and carried.

COMMISSIONER'S REPORT

Commissioner Riel stated that the County Commissioner Meeting in August will likely not happen, as they can't do it virtually. Captain Evers had previously reported an issue regarding the Rattlesnake Repeater, so Commissioner Riel met with Brad at SunComm and the issue should be resolved now.

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GENERAL DISCUSSION – Limited to between the Board and Staff only – NO PUBLIC INPUT

- ST42 Change Order # 9: \$4,437.71 - Take out planter/fencing and add wall & crushed rock
 - ST42 Change Order #10: \$1,116.00 - Add Door Closures per Building Inspector
- New Contract Total of \$1,095,994.71

Commissioner Riel noted that some of the landscaping supplies was donated by a local vendor, and that the new custom table from The Shaker Craftsman was moved to Station 42.

ANNOUNCEMENTS – None

SIGNING OF DISTRICT DOCUMENTS

The documents were presented to the Board for their signature.

NEXT REGULAR MEETING – Monday, Aug 10th, 2020 at 4:00 pm.

ADJOURNMENT

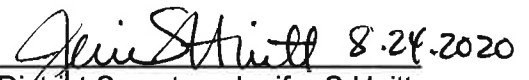
There being no other business Chairman Ramynke made a motion to adjourn. Seconded and carried. The meeting adjourned at 4:15 pm.

Chairman David Ramynke

Commissioner Les Riel

Attest:

Vice-Chairman Ben St. Mary


District Secretary Jenifer S Huitt

Approved unanimously on 8/24/2020
via Open Public Meeting on Zoom.
Signatures will be secured after
Proclamation 20-28 has been lifted.

FINAL CHIEF BRIEF

24 July 2020

JUNE INCIDENT DATA

2020

- ✓ INCIDENTS: 105
- ✓ EMS: 64 (61%)
- ✓ FIRE: 41 (39%)
- ✓ AVERAGE PER DAY: 3.5
- ✓ MUTUAL AID: 3 provided; 0 received
- ✓ **OVERLAPPING: 12 (11.4%)**
- ✓ AVE DISTRICT RESPONSE: 8m:45s
- ✓ AVE DISTRICT TURNOUT: 2m:0s
- ✓ AVE TIME ON-SCENE: 25:14s
- ✓ INCIDENTS BY ZONE: 40=33; 41=30; 42=42
- ✓ RESPONSES BY STATION: 40=102; 41=1; 42=2
- ✓ TRAINING: 47.5 class hrs.; 192.5 personnel hrs.

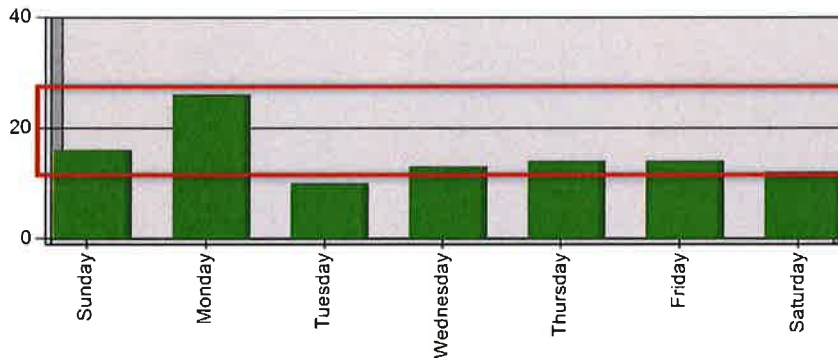
2019

- ✓ INCIDENTS: 107
- ✓ EMS: 76 (71%)
- ✓ FIRE: 31 (29%)
- ✓ AVERAGE PER DAY: 3.6
- ✓ MUTUAL AID: 4 provided; 0 received
- ✓ **OVERLAPPING: 23 (21.5%)**
- ✓ AVE DISTRICT RESPONSE: 8m:32s
- ✓ AVE DISTRICT TURNOUT: 2m:16s
- ✓ AVE ON-SCENE TIME: 27m:22s
- ✓ INCIDENTS BY ZONE: 40=21; 41=40; **42=46**
- ✓ RESPONSES BY STATION: 40=100; 41=4; 42=3
- ✓ TRAINING: 50.75 class hrs.; 360.5 personnel hrs.

JUNE INCIDENT DISTRIBUTION PROFILE

Incidents by Day of the Week for Date Range

Start Date: 06/01/2020 | End Date: 06/30/2020

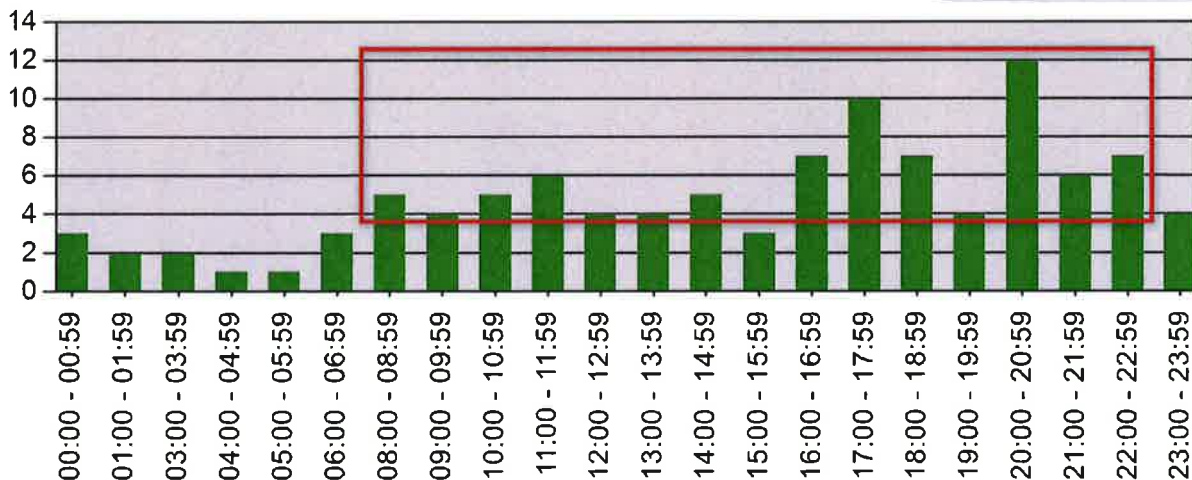


EVFD RESPONSE HX

| Year | Count | Percentage |
|------|-------|------------|
| 2020 | 634 | |
| 2019 | 1,219 | (1.3%) |
| 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% |

In

Start Date: 06/01/2020 | End Date: 06/30/2020



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

EVFD PERPETUAL PLANNING PROCESS

2020 **BIG FIVE** *Adopted Prioritization*

| | | | | |
|---|---|----------------------------------|---|--|
| 1 | CAPTIAL PROJECTS (3, 8, 16, 17, 23) | <input type="checkbox"/> On-Hold | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 2 | RESPONSE STANDARDS (2, 7, 8, 17, 20) | <input type="checkbox"/> On-Hold | <input type="checkbox"/> In-Progress | <input checked="" type="checkbox"/> Complete |
| 3 | WSRB CLASS 4 IN 2024 (1, 2, 7, 8, 20) | <input type="checkbox"/> On-Hold | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 4 | HONORABLE LEADERSHIP (1, 2, 9) | <input type="checkbox"/> On-Hold | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 5 | WAC & NFPA COMPLIANCE (1, 2, 4, 7, 17, 20, 22) | <input type="checkbox"/> On-Hold | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |

25 ASPIRATIONAL MEMBER GOALS *NOT Prioritized*

| | | | | |
|----|---|--|---|--|
| 1 | Rock Solid Fundamentals (role and responsibility RSF) | <input type="checkbox"/> Future | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 2 | Officer Development Program/Academy | <input checked="" type="checkbox"/> Future | <input type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 3 | Station 42 Remodel Project | <input type="checkbox"/> Future | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 4 | Command Competency (quarterly exercises) | <input checked="" type="checkbox"/> Future | <input type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 5 | Honorable Leadership (EVFD culture & legacy) | <input type="checkbox"/> Future | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 6 | Lexipol Implementation | <input type="checkbox"/> Future | <input type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 7 | Standardize Certifications (FF, EMT, Officer, Inst.) | <input type="checkbox"/> Future | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 8 | WAC 296-305 & NFPA Operational Compliance | <input type="checkbox"/> Future | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 9 | Succession Preparation (all levels) | <input type="checkbox"/> Future | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 10 | Pursue Grant opportunities (targeted) | <input type="checkbox"/> Future | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 11 | Functional consolidation (Training? Administration?) | <input checked="" type="checkbox"/> Future | <input type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 12 | State of the Art Radio and Dispatch System | <input type="checkbox"/> Future | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 13 | Reimagined EMS delivery system | <input type="checkbox"/> Future | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 14 | Medic Unit at Station 42 | <input checked="" type="checkbox"/> Future | <input type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 15 | Annual Regional Firefighter Academy | <input type="checkbox"/> Future | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 16 | Drill tower and burn facility | <input checked="" type="checkbox"/> Future | <input type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 17 | WSRB 'Class 4 in 24' | <input type="checkbox"/> Future | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 18 | EVFD Drone Program | <input checked="" type="checkbox"/> Future | <input type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 19 | EVFD Incident Support Team Program | <input checked="" type="checkbox"/> Future | <input type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 20 | Station 42 Staffing | <input type="checkbox"/> Future | <input checked="" type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 21 | Updated Strategic Plan | <input type="checkbox"/> Future | <input type="checkbox"/> In-Progress | <input checked="" type="checkbox"/> Complete |
| 22 | Incident Response Standards and Effective Force | <input type="checkbox"/> Future | <input type="checkbox"/> In-Progress | <input checked="" type="checkbox"/> Complete |
| 23 | Command Training Center (with partners?) | <input checked="" type="checkbox"/> Future | <input type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 24 | EVFD Fire Investigator? | <input checked="" type="checkbox"/> Future | <input type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |
| 25 | Company Inspections during Pre-Incident Surveys | <input checked="" type="checkbox"/> Future | <input type="checkbox"/> In-Progress | <input type="checkbox"/> Complete |

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

FINAL REPORT

I was asked to generate a list of short-term and long-term recommendations and priorities for the Fire District and for the new Fire Chief.

I believe this 'list' already exists:

- ✓ The 2020-2021 BIG FIVE Plan.
- ✓ The 2020-2021 Standards of Response.

One parallel recommendation is to ensure that East Valley Fire is a 'standards-based' Fire Department. Ensure compliance with RCW, WAC, WSRB, and NFPA (with is cited by RCW as a performance reference).

As the years roll by, and people come and go, this will be the baseline for planning, for promotion, for administration, for emergency operations, for health and safety, for budgeting, and for measuring performance.

Finally, I encourage the Executive Team, members, and Board of Fire Commissioners to continue to incorporate the principles *Honorable Leadership* into the culture of East Valley Fire. These principles could be shared with East Valley School District, the YV Tech fire program, and elsewhere in the valley.

In addition to Honorable Leadership, integrate the *Mission, Vision, and Values* into the EVFD culture and ensure that the East Valley Community is aware. Paint/decal the mission on the sides of apparatus (a simple 'Peach of Mind', not the entire statement). Place the statement on the back of business cards, posters in the fire station, in internal and external newsletters.

Reinforce that each member knows that *Trust* is EVFD's most important *asset*. (Members are EVFD's most important *resource*.)

Finally, should the need arise, it would be an honor to provide training, assist with promotional testing, and assist with other projects in the future.

Thank you and take care.

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

Thank you

EAST VALLEY FIRE DEPARTMENT
for the opportunity to serve three
rewarding years as your Fire Chief.

Great people do make a Fire Department great!

It has been a sincere honor and a pleasure
to serve with each of you.

1 August 2017 to 31 July 2020

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

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