

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
September 10, 2018**

The meeting convened at 4:00 pm at East Valley Fire Station 40. Those present were Commissioner Les Riel, Commissioner David Ramynke, Fire Chief Emery and District Secretary Jenifer Huitt. Others present were BC Rick Woodall, SC Keith Schrank, FF Erickson, PFF Riley, and PFF Enger. Commissioner Ben St. Mary had an excused absence.

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

- a. KeyBank Signature Card Update
- b. September 10th Payroll
- c. July 31, 2018 Corrected Fund Balances
- d. August 30, 2018 Fund Balances

Secretary Huitt noted the new KeyBank Signature Card needs to be signed by all board members along with payroll forms and fund balances were also provided to the board.

PREVIOUS MINUTES - None

CLAIMS REQUEST APPROVAL

- a. Claims Request Fire \$6,216.08 – Approved
- b. Claims Request EMS \$2,452.23 - Approved

Vice Chair Ramynke made a motion to approve the Claims Request in the amount of \$8,668.31. Seconded and carried.

CORRESPONDENCE

- a. Board of Yakima County Commissioners 2019 Resolutions & Budget due Nov 20.
- b. Yakima County Elections – Signed certificate of election results.

Sec Huitt noted the county is ahead of schedule on getting their 2019 budget estimates out so we'll be ready for the budget retreat on October 5th at 8:00 am. The board remarked that the district is very fortunate to have the levy pass with the simple majority.

UNFINISHED BUSINESS

- a. ST42 Remodel Update

SC Schrank had a meeting with the county and Howard Moore on the proposed remodel plans from First Line Drafting. The county said they would support the remodel with a few minor changes. The board would like to know specifics about the direction we are heading for the district and station and have a logistics committee meeting to include room for an ambulance company, residents, beds, services, etc. A Code Revision will take effect on July 1, 2019 so it would be best to secure permits before that point. Chairman Riel would like to be on the logistics committee if we begin meetings in September or October.

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NEW BUSINESS

- a. Action Request 2018-11 Purchase 2 new Four Gas Meters \$1,605.16

FF Erickson stated our current meter has sensors that are failing and to replace all of the sensors is about \$100 less than buying a new unit. Operationally 2 units are being requested so there is a backup on the duty vehicle in the event one fails or there are 2 incidents that need the device. The board stated action is not needed as it we are within budget and it can be put under Firefighter Equipment.

COMMISSIONER'S REPORT – None

CHIEF'S BRIEF – Attached

Chief Emery gave the board information from Lt Goldsmith regarding a free dozer which would need a truck, trailer, training, CDL licensed drivers, etc. and asked if the board was interested. Chairman Riel asked to contact Chief of District 5 for his input as they already have a dozer. Vice Chairman Ramynke shared cost is not the concern at this point; it is lack of staffing, added risks involved, and agreed that joining with District 5's program to pool manpower, contracting, or a valley dozer program may be better options. The board encouraged staff to continue bringing ideas to the table. BC Woodall asked the board to revisit Lt Goldsmith's dozer presentation and follow his expertise on what piece of equipment is needed. The dozer will put out fire where we can't go and only needs one person. Vice Chairman Ramynke reiterated that we do not know enough about what's involved and California lost 2 dozer operators this year. It's high risk, high danger, more than 1 person, our resources are limited and I would like to stay with what we know best. BC Woodall suggested a we host a dozer academy. Chairman Riel stated we have a lot of projects going on right now and we do not have the resources to take on another project.

Chief Emery presented the drafts for the new Chief's challenge coin for the board to review. 300 of the district's standard challenge coins were purchased by the association and are available.

ANNOUNCEMENTS

- a. Resignation of FF Victor Nelson effective 9/6/2018

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 MEETING – Monday, September 14th, 2018 at 3:00 pm.

NEXT REGULAR MEETING – Monday, September 24th, 2018 at 4:00 pm.

ADJOURNMENT

Vice Chairman Ramynke made a motion to adjourn the meeting. Seconded and carried. There being no other business Chairman Riel adjourned the meeting at 4:53 pm.

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
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Chairman Les Riel



Vice-Chairman David Ramynke



Commissioner Ben St. Mary

Attest:


District Secretary Jenifer S Huitt

FIRE CHIEF BRIEF

10 September 2018

AUGUST INCIDENT DATA:

2018 (YTD)

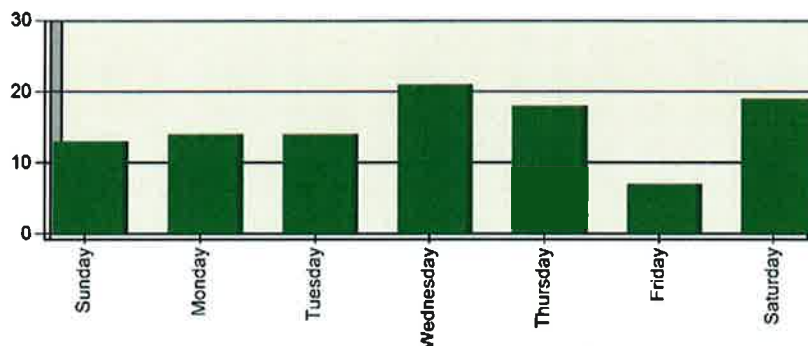
- ✓ INCIDENTS: 106
- ✓ EMS: 67
- ✓ FIRE: 39
- ✓ AVERAGE PER DAY: 3.4
- ✓ MUTUAL AID: 6 provided; 3 received
- ✓ OVERLAPPING: 15 (14.1%)
- ✓ AVE DISTRICT RESPONSE: 10m:32s
- ✓ AVE TIME ON-SCENE: 48m:58s
- ✓ AVE STA TURNOUT: 40=4:11; 41=11:08; 42=1:52
- ✓ AVE DISTRICT TURNOUT: 5m:43s
- ✓ RESPONSE BY AREA: 40=31; 41=27; 42=48
- ✓ RESPONSE BY STATION: 40=101; 41=1; 42=4
- ✓ TRAINING: 86.7 class hrs.; 303.6 personnel hrs.

2017 (YTD)

- ✓ INCIDENTS: 79
- ✓ EMS: 51
- ✓ FIRE: 28
- ✓ AVERAGE PER DAY: 2.5
- ✓ MUTUAL AID: 1 provided; 0 received
- ✓ OVERLAPPING: 8 (10.1%)
- ✓ AVE DISTRICT RESPONSE: 9m:33s
- ✓ AVE ON-SCENE TIME: 20m:13s
- ✓ AVE STA TURNOUT: 40=3:13; 41=3:17; 42=2:57
- ✓ AVE DISTRICT TURNOUT: 3m:09s
- ✓ RESPONSE BY AREA: 40=8; 41=27; 42=44
- ✓ RESPONSE BY STATION: 40=70; 41=2; 42=7
- ✓ TRAINING: 60.7 class hrs.; 331.3 personnel hrs.

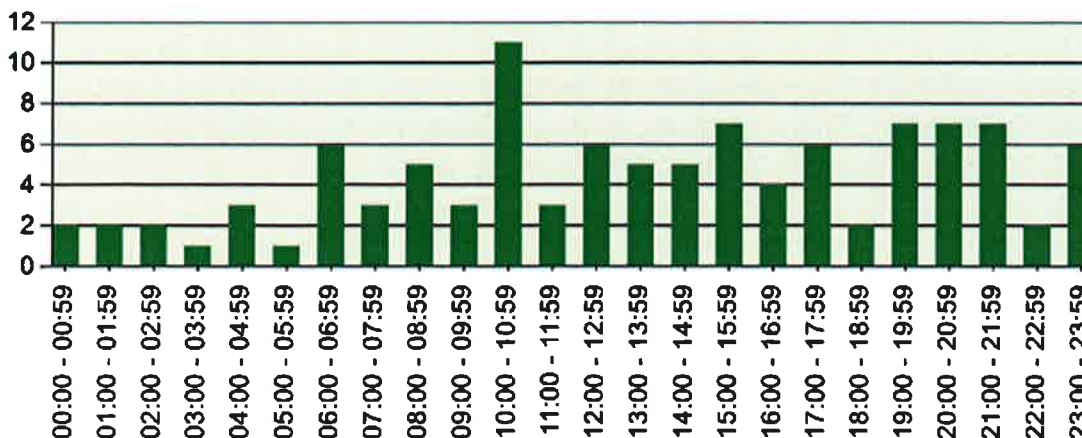
AUGUST 2018 INCIDENT DISTRIBUTION PROFILE

Incidents by Day of the Week for Date Range
Start Date: 08/01/2018 | End Date: 08/31/2018



Incidents by Hour for Date Range

Start Date: 08/01/2018 | End Date: 08/31/2018



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

FIRE CHIEF BRIEF

10 September 2018

AUGUST 2018 ACTIVITY SNAPSHOT

1. FF/ALT VICTOR NELSON: Victor's last shift was 06 September. He will join the Everett Fire Department.
2. COLLECTIVE BARGAINING: Next CBA session 26 September.
3. NEW CAREER FIREFIGHTERS: Two Probationary career Firefighters have joined EVFD; *PFF Lars Engen* is assigned to B-Shift, *PFF Parker Andrienas* is assigned to C-Shift. A third Firefighter, *Cole Neves*, will join A-Shift on 13 September (if his Medical Physical is thumbs-up).
4. SCBA GRANT: Staff is working on providing *FireGrantHelp* with EVFD information and details. They will use our information and data to finetune words and phrases, and draft a compelling AFG narrative. Our assigned *Grant Project Manager* knows how to craft a compelling package, including avoiding common errors and red-flag words and phrases.
5. NORTH BEND ACADEMY: *RFFs Tyler Ireton, Joanna Hoon, and Collyn Stafford* continue to do well.
6. EVFD EDUCATION & TRAINING STRATEGY: For your review, I have provided an updated EVFD regional strategy for optimal Education and Training. This is information only, let me know if you need clarification. Along with WAC 296-305, WSRB, NFPA, and EVFD training needs, the strategy will provide additional guidance to the Training Officer.
7. Honorable Leadership Template: This is what leadership will look like at EVFD. Along with assessing job description performance, the two documents (with the pyramid graphics) will be used to assess Leadership Performance.

ON THE HORIZON

1. DRAFT ORGANIZATION CHART: For BOFC consideration, please review and provide feedback.
2. TRAINING OFFICER: Preparing position qualifications, position description and expectations, application process, assessment center, office space, etc. Recommend on-board target date as February or March of 2019. We excited and have high expectations for the fortunate individual that EVFD appoints.
3. 2019 BUDGET PROCESS: Jenifer completed 2019 Draft Budget; preliminary Staff budget meeting completed Wednesday, 05 September; the BOFC budget workshop is Friday, 14 September.
4. LIEUTENANT ASSESSMENT CENTER: Preparation continues for Lieutenant promotional process (written exam, assessment center, and incident management exercise) on November 13 and 14, 2018.
5. 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 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

10 September 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 type="checkbox"/> On-Hold	<input checked="" 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 ILA	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Station 42 Medic Unit	<input checked="" type="checkbox"/> On-Hold	<input 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 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 (long-term organizational aspiration)	<input checked="" type="checkbox"/> On-Hold	<input 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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