

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
November 26, 2018**

The meeting convened at 4:00 pm at East Valley Fire Station 40. Those present were Commissioner Les Riel, Commissioner David Ramynke, Commissioner St. Mary, Fire Chief Mark Emery, and District Secretary Jenifer Huitt. Others present were SC Lenseigne, FF Erickson, and FF Stingley.

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**

Secretary Huitt noted the Winter Hi Vis Jackets need to be purchased with General Fire funds. The board agreed this expense would come out of the 2019 budget and it needs to be included in January's Budget Amendment.

**PREVIOUS MINUTES**

- a. October 22<sup>nd</sup>, 2018 Regular Meeting
- b. November 13<sup>th</sup>, 2018 Regular Meeting / Public Hearing

Vice Chair Ramynke made a motion to approve the meeting minutes as submitted. Seconded and carried.

**CLAIMS REQUEST APPROVAL**

- a. Claims Request Fire \$22,338.09 – Approved
- b. Claims Request EMS \$3,642.40 - Approved

Vice Chair Ramynke made a motion to approve the Claims Request in the amount of \$25,980.49. Seconded and carried.

**CORRESPONDENCE**

- a. WFCA commendation for effort and donation during the Fall Conference

Sec Huitt read the commendation aloud. Chairman Riel explained that \$275 was left after paying expenses from the Welcoming Session at the fall conference and it was donated to the Political Action Committee on behalf of Cascade Fire & Safety, Nicholson & Associates, and Yakima County Fire Commissioners Association.

- b. WFCA 2019 Fire Service Directory Update & Annual Dues

The board requested a few changes be made before submitting the documentation.

**UNFINISHED BUSINESS**

- a. Review response to SunComm and 2019-2020 Dispatch Agreement

Chairman Riel made a motion to approve the letter with the requested correction. Seconded and carried.

- b. Action Request 2018-14 Ward Diesel Filter No Smokes & Agreement

SC Lenseigne stated the apparatus list was reviewed and sales tax rate corrected. Chairman Riel made a motion to approve Action Request 2018-14 Ward Diesel Filter No Smokes & Agreement. Seconded and carried.

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**COMMISSIONER'S REPORT**

Chairman Riel noted the Education Committee will be in Olympia to set the Saturday Spring Seminar Series Topics and asked everyone to submit subject ideas. Anne Marvin attended the Yakima County Fire Commissioners Association Meeting last week and is available to come for information or training if needed.

**CHIEF'S BRIEF – Attached**

**EXECUTIVE SESSION** – 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.

Chairman Riel announced at 4:27 pm that the board and Secretary will go into Executive Session until 4:50 pm. At 4:50 pm Secretary Huitt announced Executive Session was extended to 5:00 pm. At 5:00 pm Secretary Huitt announced Executive Session was extended to 5:15 pm. At 5:15 pm Secretary Huitt announced Executive Session was extended to 5:30 pm. The meeting reconvened at 5:30 pm. No action was taken by the Board.

**NEW BUSINESS**

- a. Review drafted Shift Commander Job Description
- b. Review drafted Lieutenant Job Description
- c. Review drafted Assistant Fire Chief Job Description
- d. Review drafted Volunteer Pay
- e. Review Action/Decision Request 2018-15 Organizational Chart

Chairman Riel stated there will be no action taken on these items, they are under review and will be addressed at a future meeting.

**SIGNING OF DISTRICT DOCUMENTS**

The documents were presented to the Board for their signature.

**ANNOUNCEMENTS**

- Monday November 19<sup>th</sup>: Dodgeball Moxee PD & EVFD vs EVSD Highschool 7:30 pm.
- Saturday December 1<sup>st</sup>: IAFF Stair Climb Fundraiser at Bale Breaker noon to 9 pm.
- Thursday December 13<sup>th</sup>: Staff & Family Christmas Party 5 pm. Santa will arrive on the Lighted Parade at 6 pm.
- Saturday December 15<sup>th</sup>: Moxee Lighted Parade
- Tuesday December 18<sup>th</sup>: Annual EVFD & 5<sup>th</sup> Grade Hockey Game at 9:30 am.

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

SC Lenseigne stated the new engines will arrive in March. Loose equipment bids have been received and SeaWestern has the lowest bid with the loose equipment along with SCBA's. SCBA's are 75 days out and payment is on receipt of everything. An Action Request will be submitted before the end of December because there will be a 2-3% increase as of January 1<sup>st</sup>.

Chairman Riel requested the Lieutenants Promotional List Certification be tabled until the next meeting.

**NEXT REGULAR MEETING** – Monday, December 10<sup>th</sup>, 2018 at 4:00 pm.

Wednesday, December 26<sup>th</sup>, 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 5:38 pm.

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Chairman Les Riel

  
Vice-Chairman David Ramynke

  
Commissioner Ben St. Mary

Attest:

  
District Secretary Jenifer S Huitt

# FIRE CHIEF BRIEF

## ACTIVITY SNAPSHOT

Mid-October 2018

1. **AFG PACKAGE SUBMITTED:** Our 'Assistance to Firefighters Grant' package was submitted this morning. Our grant submittal package looks great!

**Congratulations**, you have successfully submitted your application to DHS. All references to this application should include the following application number: **EMW-2018-FO-01265**. Please print and keep a copy of your completed application for your records.

Those applicant organizations that are awarded a grant **must** satisfy all legal and regulatory requirements, as well as all programmatic requirements of the Assistance to Firefighters Grants Program, and are bound by their certifications and attestments, including but not limited to:

- I certify the DUNS number in this application is our only DUNS number and we have confirmed it is active in SAM.gov as the correct number
- As required per 2 CFR 201.25, I certify that prior to submission of this application I have checked the DUNS number listed in this application against the SAM.gov website and it is valid and active at time of submission
- I certify that the applicant organization has consulted the appropriate Notice of Funding Opportunity and that all requested activities are programmaticaly allowable, technically feasible and can be completed within the award's one (1) year Period of Performance (POP)
- I certify that the applicant organization is aware that this application period is open from 09/24 to 10/26/2018 and will close at 5 PM EST, further that the applicant organization is aware that once an application is submitted, even if the application period is still open, a submitted application cannot be changed or released back to the applicant for modification
- I certify that the applicant organization is aware that it is solely the applicant organization's responsibility to ensure that all activities funded by this award(s) comply with Federal Environmental planning and Historic Preservation (EHP) regulations, laws, and Executive Orders as applicable. The EHP Screening Form designed to initiate and facilitate the EHP Review is available at <http://www.fema.gov/emergency-preparedness-response-recovery>
- I certify that the applicant organization is aware that the applicant organization is ultimately responsible for the accuracy of all application information submitted. Regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by FEMA that include, but are not limited to: the submitted application not being considered for award, an existing award being locked pending investigation, or referral to the Office of the Inspector General.

### What's next ?

Once the application period ends, all applications will be scored according to the priorities established by DHS for the Assistance to Firefighters Grant Program. Once the initial scoring is complete, the applications that are within the competitive range will be sent to panels for evaluation. The panels will score the applications according to financial need and cost benefit criteria. Those applications that are recommended for award will then be sent to DHS for a final review. Grant awards will begin in the fall and continue until all funds are awarded. Please remember that this is a competitive grant program. Therefore, not all applicants may not be awarded a grant.

If you have submitted an email address to us, your award notification will be sent via email. If you have not submitted an email address to us and obtain an award in the next few months, please call the Helpdesk at 1-866-274-0960 to have your contact information updated. If we have no email address for you at the time of award, our correspondence will be through regular mail.

Visit the AFG Program website at [www.fema.gov/afg](http://www.fema.gov/afg) for updates, if you are successful and awarded, manage your grant via <https://portal.hhs.gov>

2. **LIEUTENANT TEST & ASSESSMENT CENTER FINALIZED:** The November 13/14 Lieutenant promotional process was finalized today. The test will be comprised of:  
**13 November:**
  - 1) Written exam. 130 test items; 40 questions from EVFD, 90 questions from Ergometrics (70% passing score)
  - 2) Incident Management Simulation Exercise (in-house, 70% passing score)**14 November:**
  - 3) In-Basket Exercise
  - 4) Presentation
  - 5) Video Supervision Scenarios(Overall assessment center passing score is 70%.)
3. **COLLECTIVE BARGAINING:** Next session 20 November.
4. **VOLUNTEER/PAID ON CALL INTERVIEWS:** Interviews this month for prospective Volunteer/Paid on Call personnel. Final interview 30 October.
5. **TRAINING OFFICER QUALIFICATIONS AND SELECTION PROCESS:** Will complete recommended qualifications, job description, and selection process this week.
6. **YFD RESERVE PERSONNEL:** Waiting for reply from Chief Reid at YFD. We have questions about lateral-transfer process, training documentation, individual capabilities, Certifications, etc. (Interesting timing with heads-rolling in YFD and YPD.)