

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
August 12<sup>th</sup>, 2019**

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 Mark Emery, Admin Director Huitt, Captain Keith Schrank, Lieutenant Nick Henle, Lieutenant CJ Erickson, Firefighter Garrett Riley, and Probationary Firefighter Lars Enger.

Chairman Riel called the meeting to order and conducted the pledge of allegiance.

**PINNING CEREMONY**

Chief Emery opened with a summary of the promotional process for the lieutenants and reminded everyone that trust and people are our most valuable resources.

- Captain Keith Schrank joined in 1986 as a volunteer, became a career firefighter in 2001, lieutenant in 2006, officially promoted to Captain January 1, 2019, and was pinned by his son Kaleb.
- Lieutenant Nick Henle joined in 1998 as a volunteer, became a career firefighter in 2012, officially promoted to Lieutenant January 1, 2019, and was pinned by three family members.
- Lieutenant CJ Erickson started in Snohomish County as a volunteer in 2010, became a career firefighter with us in 2016, officially promoted to Lieutenant January 1, 2019, and was pinned by his father Craig.

**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 public was present and the meeting continued.

**SECRETARY'S REPORT**

Secretary Huitt submitted the retro paychecks for the newly signed CBA, August 9<sup>th</sup> Payroll, Quarterly Taxes, and July 31<sup>st</sup> fund balances to the board. The summer EVFD newsletter was sent out in the mail last week.

**PREVIOUS MINUTES – None**

**CLAIMS REQUEST APPROVAL**

- a. Claims Request Fire \$6,168.29 – Approved
- b. Claims Request EMS \$19,651.42 – Approved

Vice Chairman Ramynke made a motion to approve the Claims Request in the amount of \$25,819.71. Seconded and carried.

**CORRESPONDENCE**

- a. WFCA Health Care Program 2020 Rate Increase is 0% for all District approved plans
- b. Suncomm Dispatch Services rate \$54.84 is increasing 2.35% = \$56.13 plus \$1.75 Equipment Fee = \$57.88 per alarm for 2020.
- c. Registration is open for the WFCA Annual Conference for October 24-26

AD Huitt asked the board to fill out their registration forms for the conference. All hotel reservations have been made.

**UNFINISHED BUSINESS - None**

**NEW BUSINESS**

- a. Resolution 2019-04 Dissolution of dormant Banner Bank Account #1600167017

AD Huitt informed the board that the account was opened to process the Fire fund direct deposit payroll with Quickbooks. It has been unused for the last year since transitioning to BIAS and using a zero balance KeyBank account for direct deposit. AD Huitt is requesting the account be closed and the funds returned to the County Fire Cash Account. Vice Chairman Ramynke made a motion to adopt

# JULY INCIDENT DATA:

08 August 2019

## 2019

- ✓ INCIDENTS: 90
- ✓ EMS: 56
- ✓ FIRE: 34
- ✓ AVERAGE PER DAY: 3.0
- ✓ MUTUAL AID: 0 provided; 0 received
- ✓ **OVERLAPPING: 15 (17%)**
- ✓ AVE DISTRICT RESPONSE: 8m:53s
- ✓ AVE DISTRICT TURNOUT: 5m:22s (Sta. 40 2m:24s)
- ✓ AVE TIME ON-SCENE: **19m:50s**
- ✓ INCIDENTS BY ZONE: 40=87; 41=02; 42=01
- ✓ RESPONSES BY STATION: 40=99; 41=4; 42=3
- ✓ TRAINING: 17 class hrs.; 174 personnel hrs.

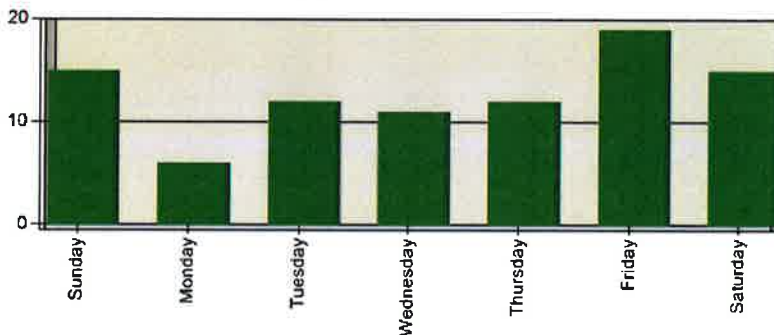
## 2018

- ✓ INCIDENTS: 123
- ✓ EMS: 63
- ✓ FIRE: 60
- ✓ AVERAGE PER DAY: 3.9
- ✓ MUTUAL AID: 9 provided; 1 received
- ✓ **OVERLAPPING: 31 (25%)**
- ✓ AVE DISTRICT RESPONSE: 10m:30s
- ✓ AVE DISTRICT TURNOUT: 3m:32s
- ✓ AVE ON-SCENE TIME: 52m:41s
- ✓ INCIDENTS BY ZONE: 40=27; 41=46; 42=50
- ✓ RESPONSES BY STATION: 40=84; 41=0; 42=3
- ✓ TRAINING: 88 class hrs.; 333 personnel hrs.

## JULY INCIDENT DISTRIBUTION PROFILE

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

Start Date: 07/01/2019 | End Date: 07/31/2019

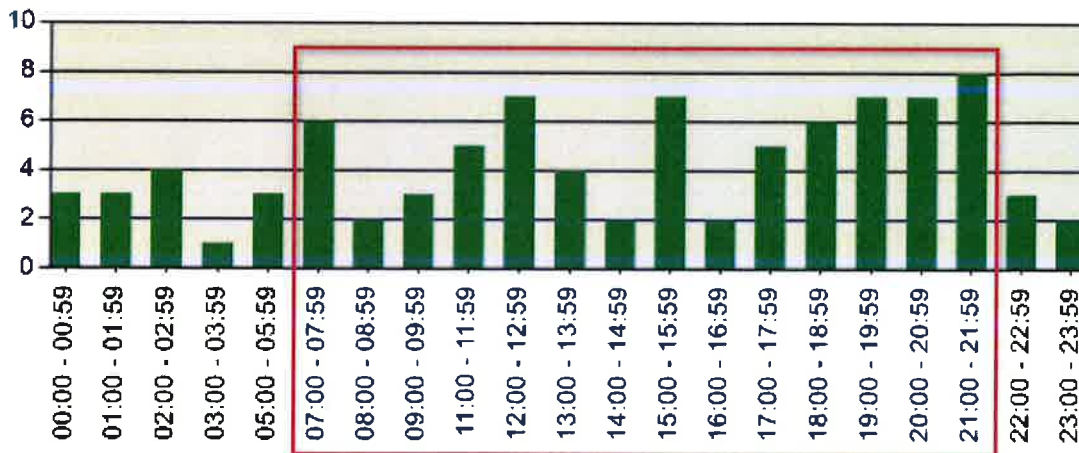


**EVFD RESPONSE HX**

2019	0,726	( %)
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%

**Incidents by Hour for Date Range**

Start Date: 07/01/2019 | End Date: 07/31/2019



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

# EVFD STATUS REPORT

MOXEE HOP FEST: Great EVFD presence at parade and part-time-paid personnel providing medical cover along with an ALS Ambulance crew.

DIRECTOR OF TRAINING: Accepted position, gave Lower Valley notice, and starts work as a member of the EVFD family on Monday, 02 September.

CAR SEAT INSTALLATION TECHNICIAN: EVFD has a new *Child Passenger Safety* technician; Director of Administration Jenifer Huitt was Certified after attending a five-day *National Child Passenger Safety Certification Training Program*. Thank you Jenifer!

TERRACE HEIGHTS NIGHT OUT: Tuesday, 06 August, 1730 to 1830, at the Community Park. EVFD was well represented: PTP members Abhold, Cruz, Feeney, McDowell, T. Ireton, Schlotfeldt, Simons, Smith, Stingley, Taylor, B-shift, and myself.

NEW ENGINES UPDATE: Should be in-service by end of month. The Engines are well designed, well-engineered, user friendly, and great looking. Thank you Captain Lenseigne and Lieutenants Erikson and McDonald for their time, effort, and expertise.

STATION 42: Request for permits submitted and paid for; construction should begin mid-summer or early fall. The remodel should be complete in time for Pancake Breakfast #45.

## ACTION/DECISION

DRAFT POLICY: Incident Hazard Control Zones: Draft issued at 02 July meeting. Policy assures EVFD compliance with WAC 296-305-05000 (07), (a) through (g) and NFPA 1500, A.8.4.2.1, A.8.4.3. (Reference citations at end of policy.) Reviewed by Shift Captains without additions or changes.

## ON THE HORIZON

- 1) Amtrak Derailment MCI presentation by DuPont Fire Department Assistant Fire Chief Larry Creekmore. Chief Creekmore was the incident commander. The final NTSB report was release late May. See flyer or information. The venue will be the PNWU auditorium.
- 2) *Response Boss* Task Book final draft completed, being reviewed by Shift Captains. Training will begin when completed. Currently have three interested candidates. With slight modifications, the *Response Boss* concept will be implemented for Step 3 career Firefighters.
- 3) Additional Task Books will begin soon: Acting *Lieutenant*, Acting *Shift Captain*, and (future) *Fire Chief*. All task-books linked to WAC 296-305, applicable NFPA standards, EVFD Policy, and Job Description criteria.
- 4) *Strategic Plan* update, including revisiting EVFD mission, vision, and values.
- 5) *Standard of Response Cover* update, to include addressing applicable NFPA, RCW, and WAC criteria.

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## BOFC DISTRICT GOALS

Succession Preparation: Lt, Capt, Admin Dir, Fire Chief	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Job Description Updates: Career and Volunteer	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Collective Bargaining Agreement	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Station 42 Remodel Project	<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
Lexipol Implementation & Policy Updates	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input checked="" 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 checked="" type="checkbox"/> Complete
Risk Management: Organizational & Operational	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Policy Updates: PTP positions, PTP pay, & more	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Update Mission, Vision, Values, Leadership Model	<input checked="" type="checkbox"/> On-Hold	<input 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
Yakima County Fire Marshall Performance	<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 (vol. 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
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
WSRB- Retain Class 5	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
2019 Budget	<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
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 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
Solid, Realistic, Ongoing, Verifiable Training (SROVT)	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
EVFD Incident Support Teams	<input type="checkbox"/> On-Hold	<input checked="" 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
Seasonal Crew/Exercise Hydrants	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Response Boss Task Book (PPT and Career)	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
April & October: PTP members applications & selection	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete

## MEMBER PRIORITIES *Italics = EVFD Culture*

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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