

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
December 12, 2016**

The meeting convened at 4:07 pm at East Valley Fire Station 40. Those present were Commissioner Chairman Les Riel, Vice-Chairman Dan McNulty, Commissioner David Ramynke, and District Secretary Jenifer Huitt. Others present were BC Woodall, Lt Keith Schrank, and Liaison Dave Leitch

Chairman Riel called the meeting to order.

APPROVAL OF AGENDA

The agenda was approved 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.

APPROVAL OF PREVIOUS MINUTES

a. November 28, 2016 Special Meeting – Approved

Vice-Chairman McNulty made a motion to approve the minutes as submitted from the October 24th meeting. Commissioner Ramynke seconded the motion. The motion carried and the minutes of the aforementioned meetings were approved. Chairman Riel continued the meeting.

CLAIMS REQUEST APPROVAL

a. Claims Request Fire \$6,422.14 – Approved

b. Claims Request EMS \$43,124.13 - Approved

Vice-Chairman McNulty made a motion to approve the Claims Request in the amount of \$49,546.27. Commissioner Ramynke seconded the motion. The motion carried, thus approving the aforementioned claims request. Chairman Riel continued the meeting.

SECRETARY'S REPORT

Secretary Huitt reported:

- November 30, 2016 Fund Balances to the Board along with December's payroll
- The new BIAS accounting system is set up on the back end and the next batch of warrants will be tested in system to work out any glitches that might pop up. Payroll processing in BIAS will most likely start in February because we are working to consolidate all YCFD4 accounts into one, get a low minimum balance and economical ACH processing. When it's all finished there will only be 2 bank accounts; one that county warrants get processed out of and one for everything else.
- 2016 Tax forms have been ordered.
- Asbestos Abatement will finish tomorrow at Station 42.
- All but 1 wish list item has been ordered and paid.

CORRESPONDENCE

A. Confirmation of 2017 Property Tax Levy of \$1,640,107.34 change of 1% from Board of Yakima County Commissioners.

B. Voter Validation Figures for 2017 from Yakima County Auditor.

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BRIEF FROM LIAISON LEITCH REGARDING HIS ACTIVITIES WITH THE DISTRICT

Liaison Leitch spoke with leadership regarding the hiring process of new firefighters via phone calls and emails. They seem to have a good handle on everything and they are keeping me up to date on anything that goes astray. BC Woodall reported that the ice on the road caused response issues to the fire over the weekend. The fire was defensive from the start. Yakima, Glead, Naches, Selah, and The Firing Center were all able to come out and help. It was on a private road the county came out and sanded because of the ice and risks involved. Chairman Riel continued the meeting.

UNFINISHED BUSINESS

- a.** Discuss BC Woodall's position with the district.

Liaison Leitch and BC Woodall thoroughly discussed this with the Board and the following items were agreed on:

- It is the new chief's job to write up the BC position description .
- \$21 per hour for the temporary, part-time, un-benefitted additional BC duties.
- \$14 per hour for the continued FF/EMS calls, training, drills, standby etc.

In regard to POC FF DJ Goldsmith Lt Schrank would like to see all of the POC officers assigned to the district and not an individual station. BC Woodall mentioned promoting DJ from acting officer to Lieutenant. Liaison Leitch mentioned that all of the full-time Lieutenants are in agreement that Goldsmith needs to be promoted and the Board was all in agreement. Chairman Riel made a motion to approve the Temporary BC assignment at \$21 per hour which the new chief would continue or terminate at their discretion. Commissioner Ramynke seconded the motion and it carried. The Board requested the temporary position be put into policy.

- b.** Discussion and decision on Hiring Firm for Fire Chief position

Chairman Riel asked for a volunteer to call references. Commissioner Ramynke will make the phone calls and we will have a special meeting at 3 pm on 12/19/2016 to review and decide which firm to use.

NEW BUSINESS

- a.** Resolution 2016-19 Authorizing Investment of YCFD4 Monies into Investment Pool for 2017

Vice-Chairman McNulty made a motion to accept Resolution 2016-19 Authorizing Investment of YCFD4 Monies into Investment Pool for 2017. Commissioner Ramynke seconded the motion and it carried.

- b.** Resolution 2016-20 Appointing District Secretary/Auditing

Chairman Riel made a motion to accept Resolution 2016-20 Appointing District Secretary/Auditing for 2017. Vice-Chairman McNulty seconded the motion and it carried.

- c.** Resolution 2016-21 Interlocal Agreement to Participate in 2017 WFCJA Joint Self Insurance Program

Commissioner Ramynke made a motion to adopt Resolution 2016-21 Interlocal Agreement to Participate in 2017 WFCJA Joint Self Insurance Program. Vice-Chairman McNulty seconded the motion and it carried. Chairman Riel continued the meeting.

COMMISSIONER'S REPORT

No Commissioners had information to report and Chairman Riel continued the meeting.

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ANNOUNCEMENTS

a. Candidate Ranking List to fill Vacant or New Career Firefighter Positions
Lt Schrank reviewed the process with the Board and said all 5 on the list are good candidates. Chairman Riel continued the meeting.

DEPARTMENT ACTIVITY REPORTS

The B shift Lieutenant submitted October & November reports. The A and C Lieutenants submitted November reports. Chairman Riel made a motion to accept the reports as submitted. Vice-Chairman McNulty seconded the motion and the motion carried, thus approving the aforementioned activity reports. Chairman Riel continued the meeting.

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

Lt Schrank brought up the Annual Banquet and needs to know how it's going to be handled so it can be planned. Chairman Riel noted that in the last discussion the staff thought about separating the POC awards and Annual Banquet. BC Woodall would like to see it all celebrated together with awards and catered as the POC staff greatly looks forward to it each year. Chairman Riel stated YCFD4 policy can reimburse up to \$25 per plate per employee. Spouses and Retiree's will need to be paid by the Employees or Association. Commissioner Ramynke thinks it is a good idea to bring everyone together to celebrate. Lt Schrank would like to see awards given out only if they are earned so they mean more. BC Woodall will discuss with the POC staff and the Association what they would like to do and get back with Lt Schrank to start planning and ordering awards. Lt Schrank will make the reservation for the site.

BC Woodall mentioned FF Feeney's education reimbursement. Sec Huitt stated the career Lieutenants are working on a policy for this so everyone is treated the same. Chairman Riel continued the meeting.

SIGNING OF DISTRICT DOCUMENTS

The documents were presented to the Board for their signature.

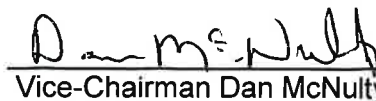
NEXT REGULAR MEETING – Monday, December 26th, 2016 at 5:16 pm.

ADJOURNMENT

Commissioner Ramynke made a motion to adjourn. Vice-Chairman McNulty seconded the motion. There being no other business the meeting was adjourned at 5:16 pm.



Chairman Les Riel




Vice-Chairman Dan McNulty



Commissioner David Ramynke

ATTEST:



District Secretary Jenifer S Huitt