

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
April 25, 2016**

The meeting convened at 4:00 pm at East Valley Fire Station 40. Those present were Commissioner Chairman Les Riel, Commissioner Vice-Chairman Dan McNulty, Commissioner David Ramynke, Chief Mike Riel, Temp District Secretary Jenifer Huitt. Others present were Lt Evers, FF Love, FF Nelson and FF Goldsmith.

Chairman Riel called the meeting to order and conducted the Pledge of Allegiance.

**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 that no one had signed up to speak.

**APPROVAL OF AGENDA**

The agenda was approved and the meeting continued.

**APPROVAL OF PREVIOUS MINUTES**

**a. April 11, 2016 Regular Meeting – Approve or Deny**

Vice-Chairman McNulty made a motion to approve the minutes as submitted from the April 11, 2016 regular meeting. Commissioner Ramynke seconded the motion. The Board was all in favor of the motion and the minutes of the aforementioned meetings were approved.

**CLAIMS REQUEST APPROVAL**

**a. Claims Request Fire \$10,047.31 – Approve or Deny**

**b. Claims Request EMS \$417.50 – Approve or Deny**

Chairman Riel made a motion to approve the Claims Request in the amount of \$10,464.81. Chairman Riel seconded the motion. The Board was all in favor of the motion, thus approving the aforementioned claims request.

**SECRETARY'S REPORT**

**a. Overpayment of Wages on 4/8/2016 payroll.**

Temp Secretary Huitt explained that \$783.37 is due from one employee that has resigned effective 5/13/2016 for health care premiums and an overpayment of wages. The employee proposed making payments after he resigned to YCFD4 by the 10<sup>th</sup> of each month. There is no precedence for paying the district back after termination of employment. After discussion and consideration of the proposal the Board all agreed to deny the proposal and agreed that the remaining balance needs to be paid back to the fire district by his last paycheck and sincerely apologized for any inconvenience this caused to the employee.

**b. Hotel rooms and registrations have been secured for the WFCMA Chelan conference on 6/4/2016.**

Chairman Riel noted all 3 Commissioners and the Secretary are attending. There were no further comments from the Board and the meeting continued.

**CORRESPONDENCE**

There being no Correspondence Chairman Riel continued the meeting.

**UNFINISHED BUSINESS**

**a. Organizational Chart, Hiring Process, Exit Interview Questionnaire, Secretary, and Battalion Chief Positions.**

Chairman Riel spoke with local consultant Robert Merritt regarding a proposal on Hiring for Battalion Chief and Secretary Positions. Commissioner David Ramynke spoke with a local HR person at YVCC that would help us with our hiring process at no charge. Chief Riel stated there should be more specific detail in regards to programs and skills in the District Secretary position description and

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locally Express Employment Professionals does direct hiring. The Board decided they want the consultants to do a proposal at the next meeting. Commissioner Ramynke asked what the duties are for the Day Shift Firefighter. Chief Riel stated the Day Shift is primarily assigned to augment the shift crews during the day time, taking vehicles to repair and helping out where needed. The Battalion Chief is to help with some of the load in administration, learn payroll and budget work, go on all major calls, and help teach others to move up the chain of command. Chairman Riel explained the POC Volunteers are not normally available during the day as they have other jobs. Chairman Riel made a motion to approve the document for the Exit Interview Questionnaire. Commissioner Ramynke seconded the motion. All were in favor of the motion and it carried unanimously. There being no further Unfinished Business, Chairman Riel continued the meeting.

**NEW BUSINESS**

a. Transfer Day Shift Probationary FF to B Shift and offer Day Shift position to candidate. Chief Riel stated there are 2 candidates available and would like to end the current Day Shift FF on 4/29/2016 and move them to B Shift on 5/4/2016. Commissioner Ramynke made a motion to make a job offer to the 5<sup>th</sup> candidate and move to the 6<sup>th</sup> candidate if needed and transfer the Day Shift FF to B Shift. Vice-Chair McNulty seconded the motion. The Board was all in favor of the motion and it carried unanimously. Chairman Riel continued the meeting.

**COMMISSIONER'S REPORT**

• Yakima County Fire Commissioners Dinner Meeting on May 19, 2016  
Chairman Riel stated Executive Secretary Roger Ferris is the guest speaker and there is a BBQ dinner at Naches Heights. Commissioner Ramynke and McNulty are unable to attend. Chairman Riel continued the meeting.

**EXECUTIVE SESSION - RCW 42.30.110(1)(f)** To receive and evaluate complaints or charges brought against a public officer or employee.

Chairman Riel announced at 4:36 pm that the Board will now go into Executive Session and reconvene at 5:06 pm. Temp Secretary Huitt turned off the recorders. At 5:00 pm Chairman Riel requested 20 additional minutes. The meeting reconvened at 5:20 pm. Chairman Riel stated they discussed the continuing investigation regarding Ms Stevens, Ms Rosen, and Chief Riel. Letters will go out to Ms Rosen and Ms Stevens regarding the investigation being concluded and appropriate action will be taken by the Board. A copy of the report was given to Chief Riel. Commissioner Ramynke and Chief Riel will meet tomorrow and discuss the findings. Chairman Riel continued the meeting.

**ANNOUNCEMENTS**

There being no announcements, Chairman Riel continued the meeting.

**DEPARTMENT ACTIVITY REPORTS**

There were no activity reports. Chairman Riel continued the meeting.

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

None. Chairman Riel continued the meeting.

**SIGNING OF DISTRICT DOCUMENTS**

The documents were presented to the Board for their signature.

**NEXT REGULAR MEETING – Monday, May 9th, 2016 at 4:00pm**

**ADJOURNMENT**

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There being no other business, Commissioner McNulty made a motion to adjourn the meeting. Commissioner Ramynke seconded the motion and the meeting adjourned at 5:23 p.m.

  
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Commissioner Chairman Les Riel

*Absent*  
\_\_\_\_\_  
Commissioner Vice-Chairman Dan McNulty

  
\_\_\_\_\_  
Commissioner David Ramynke

ATTEST:

*Absent*  
\_\_\_\_\_  
District Secretary Michael Riel  
Prepared by Jenifer S. Huitt 