

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
May 9, 2016**

The meeting convened at 4:04 pm at East Valley Fire Station 40. Those present were Commissioner Chairman Les Riel, Commissioner David Ramynke, Chief Mike Riel, Temp District Secretary Jenifer Huitt. Commissioner Vice-Chairman Dan McNulty had an approved absence. Others present were Mark Rogstad, Robert Merritt, Karen Miltenberger, Lt Lenseigne, FF Abhold, and FF McDonald.

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

APPROVAL OF AGENDA

Chairman Riel added Hiring of mHc Associates with the help of Mark Rogstad under New Business. Chairman Riel added there is no need for an Executive Session so it will be removed from the agenda, and continued the meeting.

NEW BUSINESS

- a. Hiring of mHc Associates with the help of Mark Rogstad

Commissioner Ramynke made a motion to hire mHc Associates with the help of Mark Rogstad to recruit and fill the District Secretary position with a maximum of \$3000.00 for the fee. Chairman Riel seconded the motion. The Board was all in favor of the motion and it carried unanimously. Chairman Riel continued the meeting.

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 gave the floor to Karen Miltenberger of Nicholson & Associates Insurance LLC. Karen introduced herself and gave her condolences for Joe Gendron's passing. Karen invited YCFD4 to participate in a Risk Management Group for Insurance and has a deadline of June 30, 2016. The Risk Management group runs November 1 through October 31 with a 3 year rate guarantee. The group meets September 22nd, 2016 with dinner from 5-6:30 pm in Chehalis. The final decision needs to be made by October 26th, 2016. No further public input was noted and Chairman Riel continued the meeting.

APPROVAL OF PREVIOUS MINUTES

- a. April 18, 2016 Regular Meeting – Approve or Deny
b. April 25, 2016 Regular Meeting – Approve or Deny
c. May 2, 2016 Special Meeting – Approve or Deny

Commissioner Ramynke made a motion to approve the minutes as submitted from the April 11, April 25, and May 2 meetings. Chairman Riel seconded the motion. The motion carried and the minutes of the aforementioned meetings were approved.

CLAIMS REQUEST APPROVAL

- a. Claims Request Fire \$14,477.49 – Approve or Deny
b. Claims Request EMS \$1,123.07 – Approve or Deny

Commissioner Ramynke made a motion to approve the Claims Request in the amount of \$15,600.56. Chairman Riel seconded the motion. The motion carried, thus approving the aforementioned claims request.

SECRETARY'S REPORT

- a. State Board for Volunteer Firefighters \$145.50 credit.

Temp Secretary Huitt stated we have a credit for 2015 that needs to be signed by the Board to receive the refund.

- b. Voluntary Resignation of Recruit EMS/Support Bryan M Rich.

Temp Secretary Huitt stated Rich is finished and his termination paperwork needs to be signed.

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- c. Payroll Summary – informational only
- d. BIAS Accounting System

Temp Secretary Huitt stated set up costs are approximately \$20,000 and yearly maintenance costs are approximately \$2,000 per year. QuickBooks costs us about the same amount annually. Timecards, Federal /State/County Forms, Quarterly and Annual Reports, Purchase Orders, BARS, Security, Training, Support and Reports are all part of the purchase. BIAS updates and maintains the server and software themselves and data is housed on the Cloud. All full-time employees would have access to BIAS for timecard and purchase order entry. All POC employees enter their time into ERS which then would be imported directly into BIAS. The biggest savings would be in time as there would be no more document manipulation needed to get Budgeting, Reporting, Timecards, and Warrant Batches completed. Chairman Riel would like final numbers reviewed and discussed more at the next meeting. There were no further comments from the Board and the meeting continued.

COMMISSIONER'S REPORT

- Yakima County Fire Commissioners Association Meeting 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.

CORRESPONDENCE

There being no Correspondence Chairman Riel continued the meeting.

ANNOUNCEMENTS

There being no announcements, Chairman Riel continued the meeting.

UNFINISHED BUSINESS

- a. Early Retirement Agreement for Chief Riel.

Commissioner Ramynke requested 2 copies of the current agreement be printed. Commissioner Ramynke made a motion to approve the early retirement separation agreement for Michael Riel. Chairman Riel seconded the motion. All were in favor of the motion and it carried unanimously. The documents were presented to the Board and Chief Riel for signatures. Chief Riel stated he would be on vacation through the end of the month and his last day will be May 31, 2016. Chairman Riel stated if we have an emergency that the Chief needs to come back in for duty and paid accordingly and also thanked him for his many years of service and everything he has given to the department. We wish him the best and a well deserved retirement. There being no further Unfinished Business, Chairman Riel continued the meeting.

DEPARTMENT ACTIVITY REPORTS

The April activity reports will be submitted for the next meeting. 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 23th, 2016 at 4:00pm

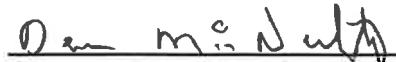
ADJOURNMENT

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There being no other business, Commissioner Ramynke made a motion to adjourn the meeting. Chairman Riel seconded the motion and the meeting adjourned at 4:37 p.m.



Commissioner Chairman Les Riel



Commissioner Vice-Chairman Dan McNulty



Commissioner David Ramynke

ATTEST:

Absent

District Secretary Michael Riel

Prepared by Jenifer S. Huitt

