

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
May 23, 2016**

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

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

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 that no one had signed up to speak.

APPROVAL OF PREVIOUS MINUTES

- a. May 9, 2016 Special Meeting – Approve or Deny
- b. May 9, 2016 Regular Meeting – Approve or Deny

Commissioner Ramynke made a motion to approve the minutes as submitted from the May 9th meetings. Vice-Chairman McNulty seconded the motion. The motion carried and the minutes of the aforementioned meetings were approved.

CLAIMS REQUEST APPROVAL

- a. Claims Request Fire \$33,402.28 – Approve or Deny
- b. Claims Request EMS \$390.38 – Approve or Deny

Commissioner McNulty made a motion to approve the Claims Request in the amount of \$33,792.66. Commissioner Ramynke seconded the motion. The motion carried, thus approving the aforementioned claims request.

SECRETARY'S REPORT

- a. Newsletter in the mail this week

CORRESPONDENCE

- b. EMS Tax Revenue estimate for 2017 is \$245,970

Temp Secretary Huitt stated the Fire estimate will not arrive until September to start the 2017 budget. Chairman Riel stated this is up from last year. 2016 EMS Budget was \$241,650 and 2017 is increased by 1.8%.

UNFINISHED BUSINESS

- a. BIAS Accounting System: Financial, Payroll, Timesheets, PO, Cash Receipting

Temp Secretary Huitt recommended that the Cash Receipting not be purchased as we have no need for it at this time which would make the total purchase price \$24,550. There would be a savings of 3% if paid in full or we can pay on a 5 year plan with no interest added. Locally YCFD5 uses BIAS and their main reasons for switching from using the county for payroll was cost saving, ease of use, faster bill entry, reports made easy, tech support, time saving, and all needed info is in the BIAS system. Lt Shrank stated BIAS is working on getting ERS to import into BIAS for the POC employee timecards and the Career employee timecards are already a part of the BIAS system. Chairman Riel suggested tabling the decision until after the secretary position is filled so we don't have to train additional employees. The entire Board was in agreement.

- b. Update on District Secretary Position

Mark Rogstad requested a meeting to review Job and Needs Analysis, position description, salary review, search plan, testing, screeners and selection committee members, training for committee members, and expounded on the details. Chairman Riel stated the necessary expenditures for the

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search would be in addition to the fee being paid to mHc Associates and wants a background check done after the last few candidates are selected. Commissioner Ramynke asked for timelines to keep the process moving as quickly as possible. Special Meeting on Thursday May 26th, 2016 at 3:00 pm agreed to by the Board. The Board agreed the selection committee should consist of at least one career, one POC, and one other member. There was no further unfinished business and the meeting continued.

NEW BUSINESS

a. New Shirts for Commissioners

Commissioner Ramynke would like to see what is available thru Go USA. Chairman Riel stated the district has paid for shirts in the past and NW Embroidery has been used also.

b. Identification

Commissioner Ramynke would like credentials printed. Chairman Riel noted badges can also be ordered and paid for personally. Chairman Riel continued the meeting.

COMMISSIONER'S REPORT

- Yakima County Fire Commissioners Association Meeting Dinner Meeting on May 19, 2016

Chairman Riel attended last Thursday. The Fall Conference is getting set up by the host committee. Invocation, Bag Pipes, Color Guard, Memorial Service, Welcome Address speaker and response are set and the committee will meet again in a couple of weeks. If there are any responses or thoughts on the Strategic plan for the EMS office please send them to Chairman Riel or Tony Miller with EMS. Chairman Riel continued the meeting.

ANNOUNCEMENTS

POC FF Feeney was approved for Haz Mat training by Lt Evers for June 11th & 12th at the WSP Academy. Chairman Riel continued the meeting.

DEPARTMENT ACTIVITY REPORTS

The Board appreciates the time involved in filling out the reports and takes the time to read them. Chairman Riel continued the meeting.

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

- a. Current and future needs of YCFD4**
- b. Performance Measures**
- c. Organizational Audit**

Commissioner Ramynke added these to make sure we discuss our future and evaluate our needs to make sure we are moving in the right direction. Are we meeting the specific measures and goals that are listed? Can we improve our fire rating? Since we have a chief retiring now would be a good time to review all of this and position ourselves to meet the needs of the district. The Board requested to pull our district's information and compare it to the current plan. Mark Rogstad mentioned Tim Morris PhD might be a good resource for organizational development. A date will be set at the next meeting on June 13, 2016.

- d. Schedule meeting with current leadership and BOC to discuss immediate needs.**

Chairman Riel asked that this be added to the Special Meeting on May 26th, 2016.

- e. Chief Riel's retirement letter.**

Chief Riel handed out copies of his retirement letter to the Board. Chairman Riel continued the meeting.

SIGNING OF DISTRICT DOCUMENTS

The documents were presented to the Board for their signature.

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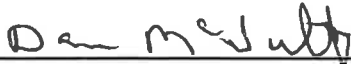
NEXT REGULAR MEETING – Special Meeting on Thursday May 26th, 2016 at 3:00 pm. Regular Meeting on Monday, June 13th, 2016 at 4:00 pm.

ADJOURNMENT

There being no other business, Vice-Chair McNulty made a motion to adjourn the meeting. Commissioner Ramynke seconded the motion and the meeting adjourned at 5:12 pm.



Commissioner Chairman Les Riel

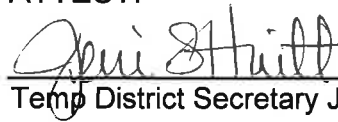


Commissioner Vice-Chairman Dan McNulty

Absent

Commissioner David Ramynke

ATTEST:



Temp District Secretary Jenifer S Huitt