

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
May 26, 2016**

The meeting convened at 3:00 pm at East Valley Fire Station 40. Those present were Commissioner Chairman Les Riel, Vice-Chairman Dan McNulty, Commissioner David Ramynke, Mark Rogstad, Bob Merritt, 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.

**REVIEW DISTRICT SECRETARY JOB DESCRIPTION (Minimum Qualifications, Salary Range)**

Mark Rogstad and Bob Merritt expounded on the salary range details with current industry information. Chairman Riel made a motion to set the salary consistent with FLSA salary test exemption (\$47,476) for the Secretary position. Commissioner Ramynke seconded the motion. Mark Rogstad and Bob Merritt discussed the job description, reporting requirements, minimum qualification, and chain of command details with the Board for the District Secretary and Chief positions. Bob Merritt will redraw the chain of command to draw in the BC below the Chief and draw in the District Secretary. The meeting continued.

**UPDATE ADMINISTRATIVE SOP 5.2 WITH APPROVED DISTRICT SECRETARY JOB DESCRIPTION**

No action taken on this. Mark Rogstad and Bob Merritt will work on the job description. The meeting continued.

**CHOOSE COMMITTEE MEMBERS, SCHEDULE A MEETING, SET TRAINING AGENDA**

No discussion or action taken on this item.

**SCHEDULE A MEETING TO MEASURE AND ANALYZE PERFORMANCE OF YCFD4 (Response time, Fire rating, Training, Staffing Levels)**

No discussion or action taken on this item.

**ORGANIZATIONAL AUDIT – Does both department and leadership structure meets needs of today and near future?**

No discussion or action taken on this item.

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

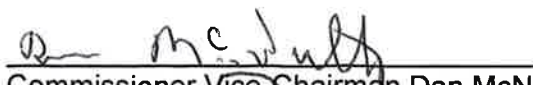
Commissioner Ramynke mentioned a possible interim plan. Chairman Riel would like to see the chief's position and interim discussed at the next meeting. Temp District Secretary brought up awards for terminated personnel. Bob Merritt mentioned writing a policy or resolution with awards for milestones so all employees are treated fairly.

**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 4:55 pm.



Commissioner Chairman Les Riel



Commissioner Vice-Chairman Dan McNulty



Commissioner David Ramynke

ATTEST:



Temp District Secretary Jenifer Huitt