

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
SPECIAL MEETING
June 20, 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, Bob Merritt, and Temp District Secretary Jenifer Huitt. Others present were Lt Keith Schrank, Lt Ryan Evers, Lt Tyler Brandt, FF Victor Nelson, FF Brian Ireton and FF DJ Goldsmith.

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

APPROVAL OF AGENDA

The agenda was approved and the meeting continued.

STAFF MEETING WITH BOC AND LEADERSHIP

A. Immediate Needs and Concerns

B. Operations Interim Plan Ideas

Lt Evers stated things are going as well as can be expected, the Chief has been on vacation/retired for 1.5 months now, and manpower is our immediate need so we have been using a lot of mutual aid, career callback, and part-time paid to come in. Lt Shrank said decisions will need to be made as something will come up internally, operationally, administratively and something will need to be done immediately before a new chief is hired. When only one employee is out on a call then we have a 10-15 minute window before another employee is brought in for district coverage. Chairman Riel said the Board is looking at hiring an Interim Fire Chief for a few hours each week and would be available by phone. We are looking at hiring a District Secretary, then a Chief, and whoever is next. Possibilities are Dave Leach and Jerry Davis but nothing has been finalized. We can possibly use auto response with the city. Commissioner Ramynke said we may need to contract with the city of Yakima for a certain period of time. Lt Brandt brought up possibly using BC Richard Woodall he is on our department and has shown some interest. Lt Shrank also mentioned the possibility of an Upper Valley Recruit School so all of the Districts share a pool of applicants instead of 5 or more training officers from each District training 2-3 recruits and the possibility of shutting down station(s) that are no longer necessary. Lt Evers said we also have volunteer applicants that we need direction on. Chairman Riel said the Lieutenants need to decide who will interview the applicants and then make a recommendation to the Board for hiring. Bob Merritt mentioned reclassifying part-time employees and paying them a stipend to work a shift up to 12 hours. Possibly phasing out the Paid-On-Call employee set up that we currently have. West Richland has a similar program. We need to give the taxpayers the best we can. Chairman Riel continued the meeting.

C. Committee Members for the District Secretary Hiring Process

- 2 Minimum Qualification Screeners / Subject Matter Experts
- 3-5 Selection / Interview Members

No members had been appointed so the Lieutenants will work on this. The Lieutenants will also get the Officers Meetings going again. Chairman Riel continued the meeting.

GENERAL DISCUSSION

Bob Merritt reported that part of the needs assessment is looking at our current standards, if we are meeting them, and if they need to be changed. What are our services? Are these services we want to provide and if not what other services do we need to look at? Lt Shrank said Survey and Rating will be here to review the Tender and Credit Rating soon. Bob worked on the District Secretary Job Description with Brian Snure and is almost finished and he meets with Mark on Friday to review it. It will be presented at the next meeting for approval along with an advertisement, chain of command, and timeline for filling the position. The Board spoke at length about moving forward with hiring a new chief and evaluating our district so we know what type of person we need for the chief's position. Our district members are encouraged to apply for any open positions. Bob will provide an estimate and a scope of work to the Board regarding the chief's position including a brochure, announcement, assessment lab, etc. Chairman Riel continued the meeting.

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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 4:44 pm.



Commissioner Chairman Les Riel

ATTEST:



Temp District Secretary Jenifer Huitt

Absent

Commissioner ~~Vice-Chairman Dan McNulty~~
David Ramynke

Dan McNulty

Commissioner ~~David Ramynke~~ Dan McNulty