

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
June 27, 2016**

The meeting convened at 4:04 pm at East Valley Fire Station 40. Those present were Commissioner Chairman Les Riel, Vice-Chairman Dan McNulty, Commissioner David Ramynke (via conference), and Temp District Secretary Jenifer Huitt. Others present were Lt Keith Schrank and FF Tyler Abhold.

Chairman Riel called the meeting to order.

**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.**

Lt Keith Schrank updated the password information on the LED sign out front and all of the lieutenants and the secretary have access to update the sign as needed. Chairman Riel continued the meeting.

**APPROVAL OF PREVIOUS MINUTES**

- a. June 13, 2016 Regular Meeting – Approve or Deny
- b. June 20, 2016 Special Meeting – Approve or Deny

Vice-Chairman McNulty made a motion to approve the minutes as submitted from the June 13<sup>th</sup> and 20<sup>th</sup> meetings. Commissioner Ramynke seconded the motion. The motion carried and the minutes of the aforementioned meetings were approved.

**CLAIMS REQUEST APPROVAL**

- a. Claims Request Fire \$6,260.14 – Approve or Deny
- b. Claims Request EMS \$1,849.25 – Approve or Deny

Commissioner McNulty made a motion to approve the Claims Request in the amount of \$8,109.39. Commissioner Ramynke seconded the motion. The motion carried, thus approving the aforementioned claims request.

**SECRETARY'S REPORT**

Temp District Secretary Jenifer Huitt updated Yakima County forms and wrote a letter to Banner Bank that the Board will sign making the secretary the primary contact and Lt Trevor Lenseigne and Chairman Les Riel the secondary contacts in the event issues arise. The Board is all in agreement. Yakima County Notice of Termination of Employment form was changed to YCFD4 Notice of Separation of Employment at the Boards request. Chairman Riel continued the meeting.

**CORRESPONDENCE**

There being no correspondence, Chairman Riel continued the meeting.

**UNFINISHED BUSINESS**

- a. Resolution 2016-06 Authorizing Recognition and Service Awards
- b. Policy 4.6 Awards and Commendations

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Vice-Chairman McNulty made a motion to approve Resolution 2016-06 Authorizing Recognition and Service Awards. Commissioner Ramynke seconded the motion. The motion carried and was approved by the Board. Chairman Riel made a motion to adopt Policy 4.6 Awards and Commendations. Vice-Chairman McNulty seconded the motion. The motion carried and was approved by the Board.

c. Resolution 2016-09 Updating Mileage Rates, Authorizing Meal Rates, and Authorizing Lodging Rates for Officers and Employees.

d. Policy 3.19 Expense Reimbursement

The Board discussed these at length and tabled them until the next meeting to review current policy. Chairman Riel continued the meeting.

**NEW BUSINESS**

a. Discuss Window Replacement Bids

Lt Schrank received 3 bids on the 8 window panes that have broken seals and recommends Central Valley Glass to make the repair as they had the lowest bid at \$1,267.95. Vice-Chairman McNulty made a motion to accept the lowest bid for Central Valley Glass to repair the windows. Commissioner Ramynke seconded the motion. Chairman Riel abstained from the vote. The motion carried and was approved by the Board. Lt Schrank will sign the approval for the bid and get the repair scheduled. Chairman Riel continued the meeting.

b. Chief's Interim Position

Chairman Riel has spoken with the Commissioners of West Valley Fire Department and Chief Leitch and they recommended we continue to use mutual aid, second alert, and command response as needed. We can use the chief to oversee staff meetings and call him as needed when operational issues arise. Chairman Riel made a motion to enter into an agreement with West Valley to include the expense of his current hourly wages as stated by West Valley Fire Department. Temp Dist Sec Huitt will send a letter of appreciation to Chief Leitch with a request for a written agreement.

c. Request for Promotion from Recruit to Firefighter for a Paid-On-Call position.

Chairman Riel made a motion to follow procedure per our policies and recommended that all 3 lieutenants need to be in agreement and sign off on the promotion and then present the promotion to the Board for final approval. Vice-Chairman McNulty seconded the motion. The motion carried and was approved by the Board. Chairman Riel continued the meeting.

**COMMISSIONER'S REPORT**

Chairman Riel met in Olympia with the education committee and we have a great lineup for the Fall Conference in Yakima. Not all of the speakers have been selected yet. A grant writing class will be conducted. Saturday morning's presentation is based on the Oso Mudslide. The Board was in agreement that all department personnel request to go to as many of the presentations as possible and fill out training requests. Chairman Riel continued the meeting.

**ANNOUNCEMENTS**

There being no announcements, Chairman Riel continued the meeting.

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**DEPARTMENT ACTIVITY REPORTS** – at the next regular meeting  
Chairman Riel continued the meeting.

**GENERAL DISCUSSION – Limited between Board and Staff – NO PUBLIC INPUT**  
Chairman Riel and Vice-Chairman are up for 15 & 20 year WFCFA service awards.

**SIGNING OF DISTRICT DOCUMENTS**  
The documents were presented to the Board for their signature.

**NEXT REGULAR MEETING** – Monday, July 11<sup>th</sup>, 2016 at 4:00pm  
**NEXT SPECIAL MEETING** – Monday, July 5<sup>th</sup> 2016 at 3:00 pm

**ADJOURNMENT**  
There being no other business, Vice-Chairman McNulty made a motion to adjourn the meeting. Commissioner Ramynke seconded the motion and the meeting adjourned at 4:56 p.m.



Chairman Les Riel



Vice-Chairman Dan McNulty



Commissioner David Ramynke

ATTEST:



Temp District Secretary Jenifer S Huitt