

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
July 25, 2016**

The meeting convened at 3:59 pm at East Valley Fire Station 40. Those present were Commissioner Chairman Les Riel, Vice-Chairman Dan McNulty, Commissioner David Ramynke, and Temp District Secretary Jenifer Huitt. Others present were Bob Merritt and Lt Ryan Evers.

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

APPROVAL OF AGENDA

Chairman Riel added discussion of the District Secretary Position. 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 acknowledged Karen Miltenberger of Nicholson & Associates. She stated that the quote will be ready in a few weeks and she would like to be contacted directly if there are any questions regarding the quote when it is discussed by the Board. She will email all the documents to the Secretary. Chairman Riel continued the meeting.

DISCUSSION OF DISTRICT SECRETARY POSITION

Bob Merritt reviewed the job description, announcement, advertisement, and timeline with the Board at length. Vice-Chairman McNulty made a motion to move forward on the District Secretary hiring with the changes as proposed. Commissioner Ramynke seconded the motion and the motion carried. Chairman Riel continued the meeting.

APPROVAL OF PREVIOUS MINUTES

- a. July 5, 2016 Special Meeting – Approve or Deny
- b. July 11, 2016 Special Meeting – Approve or Deny

Vice-Chairman McNulty made a motion to approve the minutes as submitted from the July 5th and 11th 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 \$29,903.67 – Approve or Deny
- b. Claims Request EMS \$663.42 – Approve or Deny

Commissioner McNulty made a motion to approve the Claims Request in the amount of \$30,567.09. Commissioner Ramynke seconded the motion. The motion carried, thus approving the aforementioned claims request.

SECRETARY'S REPORT

Temp District Secretary Huitt provided a current fund balance to the Board. Chairman Riel continued the meeting.

CORRESPONDENCE

- a. Thank You to EVFD from the Bartlett Family for the Jaws of Life Demo at the MADD Walk.

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
July 25, 2016**

b. Department of Retirement Systems will be replacing their Web based Reporting System in 2018 which should increase accuracy, reduce corrections, and reduce reporting time.

c. Airlift NW is beginning a survey to enhance communication between organizations and make service improvements and would appreciate our participation. Each of the Lieutenants received a copy of the information for their shifts.

Chairman Riel Continued the meeting.

UNFINISHED BUSINESS

a. Review request for NTN timeline cutoff date and renewal of annual dues for \$500. With the date set at 8-31-2016 the interviews, testing, and hiring list could be final by 10-31-2016.

Chairman Riel would like more of an explanation from Lt Lenseigne at the next BOC meeting regarding the cutoff date.

b. Review Organizational Chart

The Board would like this tabled until we get further along with the strategic planning process.

c. District Needs Assessment and Possible Options – consider the free Response Capabilities Analysis through IAFF based on NFPA code.

Lt Lenseigne provided an example of the report to help with updating our strategic planning. He would provide the necessary YCFD4 2015 response reports from ERS to IAFF for their team to build the analysis. Chairman Riel stated it would be a good document to utilize during the strategic planning meetings. Commissioner Ramynke stated it looks like a useful data tool. The Board would like Lt Lenseigne to expound on the topic at the next meeting. Commissioner Ramynke would like to reconsider options available for the needs assessment and what we are looking for in a chief. The Board would like any other options presented at the next meeting. Chairman Riel continued the meeting.

NEW BUSINESS

a. Memorandum of Understanding between District 12 and District 4.

Chairman Riel expounded this is to utilize Chief Dave Leitch as an interim administrative position for us as needed through 09-30-2016. Commissioner Ramynke would like to speak with Chief Leitch for guidance or coaching on different options or resources available and the Board is in agreement with this. Chairman Riel continued the meeting.

COMMISSIONER'S REPORT

There being no commissioners report Chairman Riel continued the meeting.

ANNOUNCEMENTS

There being no announcements, Chairman Riel continued the meeting.

DEPARTMENT ACTIVITY REPORTS

Chairman Riel noted the department activity reports were done at the last meeting and continued the meeting.

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

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
July 25, 2016**

Temp District Secretary Huitt has an EFTPS quarterly report that needs to be signed which will be handled under signing of documents. Commissioner Ramynke confirmed that the maximum approved for hiring the secretary is \$3,000. The contract presented at the last meeting showed \$3,500. Temp District Secretary Huitt will let mHc associates know it needs to be changed to the approved amount so it can be signed. Chairman Riel continued the meeting.

SIGNING OF DISTRICT DOCUMENTS

The documents were presented to the Board for their signature.

NEXT REGULAR MEETING – Monday, August 8th, 2016 at 4:00pm

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 5:06 p.m.



Chairman Les Riel



Vice-Chairman Dan McNulty

Absent

Commissioner David Ramynke

ATTEST:



Temp District Secretary Jenifer S Huitt