

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
August 8, 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 (via phone conference), and District Secretary Jenifer Huitt. Others present were Lt Trevor Lenseigne and Lt Keith Schrank.

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

APPROVAL OF AGENDA

Secretary Huitt asked for item 10 A to be removed as no documentation was presented. 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 no one stood to speak and the meeting continued.

APPROVAL OF PREVIOUS MINUTES

- a. July 11, 2016 Regular Meeting – Approve or Deny
- b. July 25, 2016 Special Meeting – Approve or Deny

Vice-Chairman McNulty made a motion to approve the minutes as submitted from the July 11th and 25th 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 \$15,132.63 – Approve or Deny
- b. Claims Request EMS \$ 2,255.52 – Approve or Deny

Commissioner McNulty made a motion to approve the Claims Request in the amount of \$17,388.15. Commissioner Ramynke seconded the motion. The motion carried, thus approving the aforementioned claims request.

SECRETARY'S REPORT

- a. Review Profit/Loss Budget vs. Actual Reports

Secretary Huitt provided current Profit/Loss Budget vs. Actual Reports for the Fire and EMS funds. Overall we are below budget. Recommended we look at updating interior carpet and paint. The Board would like the Lieutenants to get suggestions from all personnel, prioritize needed repairs and get bids to keep the Station in good repair.

- b. Articles to prepare Fall Newsletter due by September 20th

Chairman Riel suggested we push the newsletter out 1 month and have FF CJ Erickson ask all teams for suggestions and be sure to include a Thank You to the community for their support during fire season as well as info on Chief Riel's retirement. Chairman Riel continued the meeting.

CORRESPONDENCE

- a. Yakima County Fire Commissioners next meeting 8/18/2016 at Highlands new station.

Chairman Riel has already sent an RSVP. Secretary Huitt will send an RSVP for the other board members who can attend.

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b. 2017 WFCA health care premiums

WFCA has announced that there are no increases in premiums for the Self-Funded Medical Plans, Dental Plans, and Life Insurance for 2017. Chairman Riel noted it is too early to know if we will have a premium holiday. Chairman Riel Continued the meeting.

UNFINISHED BUSINESS

a. Review request for NTN timeline cutoff date

Lt Lenseigne stated we need an 8/31/16 cut-off date for the following reasons:

- Firefighters do not need to spend \$120 to apply for a closed position.
- There are no more applicants left from our previous list.
- We only get a 2 week notice and it takes 2 months to hire another firefighter.
- We are already understaffed.

Chairman Riel made a motion to approve the 8/31/2016 cut-off date for NTN to move forward with building a new hiring list for firefighters. Vice-Chairman McNulty seconded the motion. The motion carried and the NTN cut-off date was approved.

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

Lt Lenseigne said the assessment would be a good first step to the community needs assessment to provide information on our district. Chairman Riel suggested checking with the Chiefs and Commissioners Associations to see if they have something similar available. The Board was in agreement and approves moving forward with the Analysis through IAFF. If there is a cost it will need to be approved.

c. Review the District Secretary Job Announcement/Advertisement/Timeline/ Application/Testing

Chairman Riel announced that Jenifer Huitt has earned and is qualified for the position. The Board was in agreement. Chairman Riel offered the position of District Secretary to Jenifer Huitt and she accepted. Chairman Riel made a motion to hire Jenifer Huitt as District Secretary. Vice-Chair McNulty seconded the motion. The motion carried. Chairman Riel would like the Job Description incorporated into policy and all of the regular hiring testing to be done. Chairman Riel continued the meeting.

NEW BUSINESS

a. Action Request 2016-05 District Phone System Replacement

Secretary Huitt stated the voice mail data card stopped working on 8/1/2016. Since a replacement card is estimated to cost \$2500 and the system is 13 years old 3 bids were secured for the phone system to be replaced. After reviewing the bids presented Chairman Riel made a motion to approve Action Request 2016-05 to have FutureLink install the Mitel phone system in the amount of \$5,592 plus tax. Commissioner Ramynke seconded the motion and it was carried.

b. Review Community Thank You Advertisement for the Yakima Herald Republic.

Lt Lenseigne said the community response was very generous. The Board agreed the advertisement looked good and approved the ad to be placed in the Yakima Herald Republic the following weekend. Chairman Riel continued the meeting.

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COMMISSIONER'S REPORT

The Board would like to remind all employees to fill out Training Request Forms for the upcoming WFCA Annual Conference in Yakima October 26-29th at the Convention Center and noted that Secretary Huitt and Mark Rogstad may be interested in attending the Snure Seminar. Chairman Riel continued the meeting.

ANNOUNCEMENTS

There will be a Special Meeting on August 22nd at 3 pm with Chief Dave Leitch. Chairman Riel continued the meeting.

DEPARTMENT ACTIVITY REPORTS

Chairman Riel would like only the summaries printed on these reports in the future. The Board all agreed. Chairman Riel made a motion to approve the July reports as submitted. Vice-Chairman McNulty seconded the motion. The motion was carried. Chairman Riel continued the meeting.

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

- a. Discuss use of meeting or training rooms.

After discussion the Board agreed that the meeting and training rooms can be used with Board approval and if any damages are incurred the responsible party will be billed and the Board will be notified. Secretary Huitt will update the policy to reflect the requested changes by the Board.

- b. Discuss presentation of Axe Plaque for Retired Chief.

The Board requests all POC and Career Lieutenants to get a plan together regarding presentation of flowers, certificates, plaques and present it to the Board for consideration. Chairman Riel continued the meeting.

- c. Discuss Boundary / No Man's Land past milepost 20

Chairman Riel would like to look into this and tabled until spring for discussion.

- d. State MOBE's

Lt Lenseigne stated since we do not have the manpower if someone from our district wants to go are they covered by insurance or are they on their own? The Board agreed that if the fire is not sanctioned by the district then the employee or volunteer would not be covered under our liability insurance. Chairman Riel continued the meeting.

SIGNING OF DISTRICT DOCUMENTS

The documents were presented to the Board for their signature.

NEXT REGULAR MEETING – Monday, August 22th, 2016 at 4:00pm

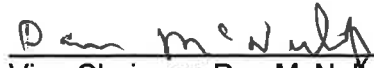
ADJOURNMENT

There being no other business, Chairman Riel made a motion to adjourn the meeting. Vice-Chairman McNulty seconded the motion and the meeting adjourned at 5:02 p.m.

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Chairman Les Riel



Vice-Chairman Dan McNulty



Commissioner David Ramynke

ATTEST:


Temp District Secretary Jenifer S Huitt