

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
August 22, 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, YCFD12 Chief Dave Leitch and District Secretary Jenifer Huitt. Others present were Lt Ryan Evers, FF Victor Nelson, and FF Eric Love.

Chairman Riel called the meeting to order.

**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. August 8, 2016 Regular Meeting – Approved

Vice-Chairman McNulty made a motion to approve the minutes as submitted from the August 8<sup>th</sup> meeting. Commissioner Ramynke seconded the motion. The motion carried and the minutes of the aforementioned meetings were approved. Chairman Riel continued the meeting.

**CLAIMS REQUEST APPROVAL**

- a. Claims Request Fire \$23,471.49 – Approved  
b. Claims Request EMS \$ 197.79 – Approved

Commissioner McNulty made a motion to approve the Claims Request in the amount of \$23,669.28. Commissioner Ramynke seconded the motion. The motion carried, thus approving the aforementioned claims request. Chairman Riel continued the meeting.

**SECRETARY'S REPORT**

- a. July Fund Balances

Secretary Huitt provided July fund balances and had nothing further to report. Chairman Riel continued the meeting.

**CORRESPONDENCE**

- a. Thank you! To Lt Lenseigne & YCFD4 from Douglas Johnson, Incident Commander on the Range 12 Fire.

Secretary Huitt put a copy in Lt Lenseigne's personnel file.

- b. Yakima County Treasurers Office requesting an update on Key Bank's signature card.

Secretary Huitt has added herself and Commissioner Ramynke and removed Michael Riel, Joe Gendron, and Michelle Rosen as signers to the forms. The Board will sign this at the end of the meeting. Chairman Riel continued the meeting.

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**UNFINISHED BUSINESS**

- a. Review BIAS Software and look at possible training and implementation timeline  
– Approved

Chairman Riel stated the Board has reviewed this. We are currently using QuickBooks Pro and the Board agrees to move forward on this. Chief Leitch and his staff enjoy using the software. Chairman Riel made a motion to approve the purchase of BIAS Software as discussed to be paid in full. Commissioner Ramynke seconded the motion. The motion carried and the purchase of the BIAS Software was approved.

- b. Review Amended Resolution 2016-03 Fund Transfer of \$8,309.12 - Approved

Secretary Huitt stated this resolution was to correct a clerical error in February where the payment to DRS was pulled from the EMS fund instead of the Fire fund. The original resolution had the amount wrong and the transfer from EMS to Fire which would have compounded the error, but it was never sent to the Auditor's office so the amended resolution with all the correct information will take care of the issue. Vice-Chairman McNulty made a motion to adopt the 2016-03 Resolution fund transfer for \$8,309.12. Commissioner Ramynke seconded the motion. The motion carried and the fund transfer of \$8,309.12 from Fire to EMS was adopted. Chairman Riel continued the meeting.

**NEW BUSINESS**

- a. Review of Health Insurance and Hiring Packet for the District Secretary. -  
Approved

Secretary Huitt stated the only paperwork we are waiting on is the Notary Certificate from the State of Washington and then the stamp can be ordered. Is the Secretary required to be up-to-date on immunizations? The Board agreed that the Secretary needs to keep these up to date because of required response to first aid and CPR. After discussion Chairman Riel made a motion to approve up to \$1300 per month in Health Care costs for the District Secretary. Vice-Chairman McNulty seconded the motion. The motion carried and Health Care costs were approved.

- b. Review Policy 5.2 District Secretary Revision - Approved

Commissioner Ramynke made a motion to approve Policy 5.2 as submitted. Vice-Chairman McNulty seconded the motion. The motion carried and the Policy Revision was approved. The document will be signed at the end of the meeting.

- c. Review Resolution 2016-10 Appointment of District Secretary. – Approved

Chairman Riel read the resolution aloud. Vice-Chairman McNulty made a motion to adopt Resolution 2016-10 Appointment of the District Secretary as submitted. Commissioner Ramynke seconded the motion. The motion carried and Resolution 2016-10 was adopted. Secretary Huitt swore the Oath of Office and will submit the paperwork to the County Auditor this week.

- d. Review Resolution 2016-11 Appointment of Investment Officers. – Approved

After discussion the Board agreed that Secretary Huitt and Chairman Riel will be investment officers for YCFD4. Chairman Riel made a motion to adopt Resolution 2016-11 Appointment of Investment Officers as submitted. Vice-Chairman McNulty seconded the motion. The motion carried and Resolution 2016-11 was adopted.

- e. Review Resolution 2016-12 Appointment of Auditing Officers - Approved

The Board agreed that Secretary Huitt and Chairman Riel will be auditing officers for YCFD4. Vice-Chairman McNulty made a motion to accept Resolution 2016-12 Appointment of

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Auditing Officers as submitted. Commissioner Ramynke seconded the motion. The motion carried and Resolution 2016-11 was adopted.

**f. Discussion of the 2017 Budget Process**

Chairman Riel noted this was discussed in today's special meeting. Special Budget Meeting will be held on Friday October 21<sup>st</sup> and the final review and public hearing will be on will be Monday October 24<sup>th</sup>.

**g. Review SunComm 2 year contract for 1/2017 – 12/2018 - Approved**

After discussion Commissioner Ramynke made a motion to accept the SunComm 2 year contract for 2017 and 2018. Vice-Chairman McNulty seconded the motion. The motion carried and the SunComm contract was approved.

**h. Review Training Request**

Secretary Huitt requested to attend the Labor & Industries training on September 26<sup>th</sup>, it is local and no costs will be incurred by the district. The Board agreed and the training is approved. Chairman Riel continued the meeting.

**COMMISSIONER'S REPORT**

There was a YCFC meeting on Thursday August 19<sup>th</sup>. Five attendees did not pay for the BBQ. It was a good meeting and discussion. Chairman Riel continued the meeting.

**ANNOUNCEMENTS**

There were no announcements and Chairman Riel continued the meeting.

**DEPARTMENT ACTIVITY REPORTS**

July's reports were submitted at the last meeting and Chairman Riel continued the meeting.

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

There were no comments and Chairman Riel continued the meeting.

**SIGNING OF DISTRICT DOCUMENTS**

**a. Letter of Appreciation to Bob Merrit**

The Board agreed the letter was appropriate and the documents were presented to the Board for their signature.

**NEXT REGULAR MEETING** – Monday, September 12<sup>th</sup>, 2016 at 4:00 pm. Special Meeting at 3:00 pm with Chief Leitch on the same day.

**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 4:41 p.m.



Chairman Les Riel

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Vice-Chairman Dan McNulty

  
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Commissioner David Ramynke

ATTEST:

  
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District Secretary Jenifer S Huitt