

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
September 12, 2016**

The meeting convened at 4:01 pm at East Valley Fire Station 40. Those present were Commissioner Chairman Les Riel, Vice-Chairman Dan McNulty, Commissioner David Ramynke, Interim Chief Dave Leitch and District Secretary Jenifer Huitt. Others present were BC Rick Woodall, Lt Trevor Lenseigne, FF Tyler Abhold, and FF Sean McDonald.

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.

Chairman Riel noted no one stood to speak and the meeting continued.

APPROVAL OF PREVIOUS MINUTES

- a. August 22, 2016 Regular Meeting – Approved
- b. August 22, 2016 Special Meeting – Approved

Vice-Chairman McNulty made a motion to approve the minutes as submitted from the August 22nd meetings. 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 \$14,706.64 – Approved
- b. Claims Request EMS \$2,712.58 – Approved

Commissioner McNulty made a motion to approve the Claims Request in the amount of \$17,419.22. Commissioner Ramynke seconded the motion. The motion carried, thus approving the aforementioned claims request. Chairman Riel continued the meeting.

SECRETARY'S REPORT

Secretary Huitt provided August fund balances and September Payroll Summaries to the Board. The new phone system has been installed and is working as expected. Clarity is better on this new system and we have all-way speakers that are built into the phones so we can hear everyone at all times on calls. I have updated my immunizations and proof will be added to my personnel file as soon as it is received. The Notary certificate, stamp, and book have all been received and there is no charge if anyone needs documents notarized. Information is still being gathered for the Liability and Accidental Death and Dismemberment quotes and all of the information will be reviewed at the next regular meeting. The secretary's uniforms have been ordered. We have had the discovery meeting with BIAS on how we want the accounting system set up. The next step is for me to get them our Chart of Accounts, Employee, and Vendor Lists so they can start building our system. If all goes as planned our first BIAS Accounts Payable batch will be done in December and the first Payroll in January so any issues that arise can be worked through separately. We will not be billed by BIAS until we are fully operational. Chairman Riel continued the meeting.

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CORRESPONDENCE

- a. Banner Bank requesting update for signature cards.

Chairman Riel stated this was discussed at the last meeting and will be signed at the end of the meeting.

- b. Invitation from WSRMG to attend Annual Meeting on 9/22/2016, RSVP needed. All of the Commissioners have engagements and cannot attend.

- c. Invitation from YVCOG to attend the General Membership Meeting, RSVP needed.

All of the Commissioners have engagements and cannot attend. Chairman Riel continued the meeting.

UNFINISHED BUSINESS

There being no unfinished business to review Chairman Riel continued the meeting.

NEW BUSINESS

- a. Discuss Replacement timeline and costs for Engine 40

Lt. Lenseigne states this takes 12-18 months to bid and build. We are due for a new engine in 2018 so we need to start the process. We pay for the chassis up front so we own title on the vehicle and then have the rest built to specifications. Engine 40 has 130,000 miles, is from 2004, and will be a reserve apparatus after the new engine is built. The Board is in agreement and would like Lt. Lenseigne to move forward with the bid process.

- b. Discuss promotion of Probationary Firefighter Steve Lewis to POC FF.

Lt. Lenseigne states Cpt. DiTommaso and FF Tyler Abhold have both written letters of recommendation and Lewis has done a great job for the district, has met the requirements, completed the probationary book, and met all the tasks that both the Career and POC staff have put on him. Chairman Riel made a motion to promote Probationary Firefighter Steve Lewis to Paid-On-Call Firefighter. Vice-Chair McNulty seconded the motion. The motion carried and as of September 13, 2016 Steven Lewis is a POC FF for YCFD4. Chairman Riel continued the meeting.

COMMISSIONER'S REPORT

Chairman Riel is looking forward to the WFCA Fall Conference registration is open. He, BC Woodall, and Chief Leitch attended the Range 12 Fire debriefing and many were in attendance. No-man's-land was brought up again and he is working on getting Representative David Taylor, Senator Curtis King, Chandler Huntingford, State Fire Marshal Chuck Duffy, District 5, WFCA Roger Ferris and Ryan Speller our Lobbyist together to work on a fix for the issue. If there are any claims or property losses from the Range 12 Fire they can be directed to 253-477-1877 JBLM. There are 14 State MOBE's so far this year. There is no official cause for the fire yet. BC Woodall would like to know if we are going to bill for our response. Chairman Riel suggested getting everyone together to talk about the issue. Chief Leitch will bring up the issue at the District 5 meeting next week to see if anything already being done. Chairman Riel continued the meeting.

ANNOUNCEMENTS

There were no announcements and Chairman Riel continued the meeting.

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EXECUTIVE SESSION

At 4:25 pm Chairman Riel dismissed the Board into executive session under **RCW 42.30.110(1)(g)** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee and **RCW 42.30.110(f)** To receive and evaluate complaints or charges brought against a public officer or employee for 15 minutes to reconvene at 4:40 pm and invited Chief Leitch and BC Woodall to attend.

At 4:40 pm Chairman Riel called the meeting back to order and reported that no action is needed at this time as Chief Leitch is already working on the issue. Chairman Riel noted he would like the budget to go to Chief Leitch before it is finalized and continued the meeting.

DEPARTMENT ACTIVITY REPORTS

Chairman Riel made a motion to approve the Activity Reports as submitted. Vice-Chairman McNulty seconded the motion. The motion carried and Chairman Riel continued the meeting.

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

Chief Leitch would like permission from the Board in regards to taking action if a staff member is not meeting the standards of the district. Chairman Riel would like a recommendation from Chief Leitch for any terminations and our policy states the Board will take final action on hiring and terminations. Chairman Riel continued the meeting.

SIGNING OF DISTRICT DOCUMENTS

The documents were presented to the Board for their signature.

NEXT REGULAR MEETING – Monday, September 26th, 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. Commissioner Ramynke seconded the motion and the meeting adjourned at 4:47 p.m.



Chairman Les Riel



Vice-Chairman Dan McNulty



Commissioner David Ramynke

ATTEST:



District Secretary Jenifer S Huitt