

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
March 14, 2016**

The meeting convened at 4:00 p.m. at East Valley Fire Station 40. Those present were Commissioner Chairman Les Riel, Commissioner Vice-Chairman Dan McNulty, Commissioner David Ramynke, Chief Mike Riel, and Temp District Secretary Jenifer Huitt. Others present were Matthew Piske from Elwood Staffing, Angel Stevens and her Representative, Yakima Firefighters IAFF Local 469 Union President Jeremy Rodriguez, Firefighter Eric Love, Firefighter Victor Nelson, and Firefighter Tyler Abhold.

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

**APPROVAL OF AGENDA**

Chairman Riel went over the 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 that no one had signed up to speak.

**APPROVAL OF PREVIOUS MINUTES**

**a. February 22, 2016 Regular Meeting – approve or deny**

Vice-Chairman McNulty made a motion to approve the minutes from the February 22, 2016 regular meeting. Commissioner Ramynke seconded the motion. The Board was all in favor of the motion, thus and the minutes of the aforementioned minutes were approved.

**CLAIMS REQUEST APPROVAL**

**a. Claims Request \$45,301.60 – approve or deny**

Vice-Chair McNulty made a motion to approve the Claims Request in the amount of 45207.74 for \$45,301.60. Chairman Riel seconded the motion. The Board was all in favor of the motion, thus approving the aforementioned claims request.

**SECRETARY'S REPORT**

**a.** At this time Chairman Riel gave the floor to Temporary District Secretary Jenifer Huitt to introduce herself. Jenifer gave a brief description of her past fiscal experience and hopes to do an efficient job for the district.

**b.** Temporary District Secretary Huitt went over issues that had to be addressed and fixed. Department of Retirement Systems (DRS) contributions calculated incorrectly. QuickBooks issues: incorrect invoice numbers, duplicate warrants, incorrect amounts on warrants and hourly wages entered incorrectly. Deposits not taken to the treasurer's office in a timely manner, and AP filing was not done for the last 2 months.

There were no comments from the board on these issues and the meeting continued.

**CORRESPONDENCE**

There being no Correspondence, Chairman Riel continued the meeting.

**UNFINISHED BUSINESS**

There being no Unfinished Business, Chairman Riel continued the meeting.

**NEW BUSINESS**

**a. Resolution 2016-03 - Correcting clerical transfer error from the EMS Fund 602044 that should have been from FIRE Fund 602041 for payment to DRS. Approve or Deny**

Chairman Riel made a motion to approve the Resolution. Vice-Chairman McNulty seconded the motion. The Board was all in favor of the motion and it carried unanimously.

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**b. Review/Signing of the WFCOA Health Care Program Designation of Governmental Entity for Purpose of Certain Reporting Responsibilities (IRS Form 1095-B).**

Chairman Riel asked if this was an annual document. Chief Riel explained this was new but because we are under 50 employees there is no impact and the signing is a formality. The board approved and it will be added to the Signing of District Documents at the end of the meeting.

**c. Request for Boards Article for the April Newsletter.**

Commissioner Ramynke volunteered to take the lead and requested input via email from the other board members. The article will be submitted for approval at the next regular meeting.

There being no other new business, Chairman Riel continued the meeting.

**COMMISSIONER'S REPORT**

Chairman Riel reported there was a Board Meeting in April in Olympia, the last meeting went into an extended session with more resolutions, and he will keep everyone posted.

With no other reports the meeting continued.

**EXECUTIVE SESSION**

Chairman Riel announced at 4:07 pm that the board will now go into Executive Session and call in people as needed for RCW 42.30.110(G) to review the performance of a public employee and review RCW 42.30.110(1)(F) to reconvene in 45 minutes at 4:52 pm. Temporary District Secretary Huitt turned off the recorders. At 4:33 pm Chairman Riel extended the session for 30 more minutes to add RCW 42.30.110(1)(F) to the session and reconvene at 5:22 pm. At 5:20 pm Chairman Riel asked for 6 more minutes to reconvene at 5:26 pm. The meeting reconvened at 5:26 pm. Temporary District Secretary Huitt turned the recorders back on.

Chairman Riel called the meeting back to order and announced the board talked with Michael C. Bolasina of Summit Law Group and based on the complaints received an outside investigator will be hired to take a fair and neutral look into the matter. The investigator will be in contact with the people involved early next week after being hired and speaking with the board. Chairman Riel asked if there were any questions. Angel Stevens' asked if the packets she made were needed and Chairman Riel stated they would go directly to the investigator, Chairman Riel continued the meeting.

**ANNOUNCEMENTS**

There being no announcements, Chairman Riel continued the meeting.

**DEPARTMENT ACTIVITY REPORTS – Chief Mike Riel**

Vice-Chari McNulty made a motion to accept the Department Activity Reports as submitted. Commissioner Ramynke seconded the motion. The Board was all in favor of the motion and the Department Activity Reports were accepted.

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

Nothing was noted and Chairman Riel continued the meeting.

**SIGNING OF DISTRICT DOCUMENTS**

The documents were presented to the Board for their signature

**NEXT REGULAR MEETING – Monday, March 28, 2015 at 4:00pm**

Chairman Riel stated if there is a Special Meeting before the next Regular Meeting it will be posted 24 hours in advance.

**ADJOURNMENT**

There being no other business, Commissioner Riel made a motion to adjourn the meeting. Commissioner Ramynke seconded the motion and the meeting adjourned at 5:28 p.m.

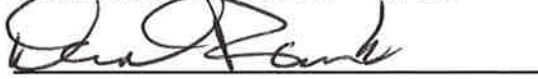
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Commissioner Chairman Les Riel

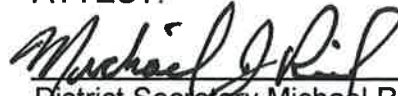


Commissioner Vice-Chairman Dan McNulty



Commissioner David Ramynke

ATTEST:



District Secretary Michael Riel

Prepared by Jennifer S. Huitt 