

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
SPECIAL MEETING
March 21, 2016**

The meeting convened at 3:00 p.m. at East Valley Fire Station 40. Those present were Chairman Les Riel, Vice-Chairman Dan McNulty, Commissioner David Ramynke, Chief Mike Riel, and Temporary District Secretary Jenifer Huitt. Others present: Lt Trevor Lenseigne, FF Victor Nelson, FF Charles Erickson, and FF Nick Henle.

Vice-Chair Riel called the meeting to order and conducted the Pledge of Allegiance.

ACTION ITEMS

- a. Retain an outside investigator, Kathy Weber with Inslee Best. Ms Weber is an attorney who performs neutral employment investigations.**

Chairman Riel stated there will be a conference call with Ms Weber during the Executive Session to talk about the final terms of the contract. Vice-Chairman McNulty made a motion to accept the action. Commissioner Ramynke seconded the motion. The motion carried unanimously.

- b. Retain Attorney Mike Bolasina with Summit Law Group to compile all information pertaining to the investigation and make a recommendation to the board of Commissioners.**

Vice-Chairman McNulty made a motion to accept the action. Commissioner Ramynke seconded the motion. The motion carried unanimously.

- c. Approval of letters from the Board Chairman to be given to Angel Stevens, Michelle Rosen and Chief Mike Riel.**

Chairman Riel states the letters to all involved were written by the attorneys and signed by the Chairman of the Board. All letters were sent to the Board to be reviewed with no previous action taken. Vice-Chairman McNulty made a motion to accept the action. Commissioner Ramynke seconded the motion. The motion carried unanimously. Letter given directly to Chief Mike Riel. Other letters given to Temp District Secretary Jenifer Huitt to distribute to Angel Stevens and Michelle Rosen directly or via certified mail as needed.

- d. Public records request – Steadfast Technology to compile request.**

Chairman Riel reviewed with the attorney and the attorney suggested using current IT personnel which is Jason w/Steadfast Technology to compile phone records and text messages on the cell phones in question. To make sure we are being impartial Temp District Secretary Jenifer Huitt will work with Jason directly at Station 40 to complete the records request. The Board was all in favor of the motion, thus approving the aforementioned action.

NEW BUSINESS

- a. Review and decide how payment of Healthcare is to be handled when it has not been taken out of an employee's paycheck properly. Total due by the employee is \$1002.31.**

So as not to create a hardship on the employee the Board has decided that no less than \$100.00 per month be taken out of the employees paycheck to recover the funds due. Temp District Secretary Jenifer Huitt will discuss the issue with the employee involved and report back to the Board at the next scheduled regular meeting. No further comments were noted by the Board and Chairman Riel continued the meeting.

COMMISSIONER'S REPORT

Commissioner Riel reported that he attended the WFOA education committee meeting and noted that the spring seminar series would be held on February 27 in Spokane and on March 19 in Ocean Shores. In addition, the Chelan conference would be held June 4. Commissioner Riel also provided an overview of the most recent Fire Commissioners Association dinner meeting.

EXECUTIVE SESSION – RCW 42.30.110(1)(f) To receive and evaluate complaints or charges brought against a public officer or employee.

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Chairman Riel announced at 3:12 pm that the board will now go into Executive Session and have a conference call with Attorney Weber for approximately 30 minutes to get dates and times for the investigation and to reconvene at 3:40 pm. Chief Riel left the meeting at this time. Temporary District Secretary Huitt turned off the recorders. The meeting reconvened at 3:40 pm. Temporary District Secretary Huitt turned the recorders back on.

Chairman Riel stated the conference call was completed and the investigator will be contacting the parties involved in the investigation and will be in contact with the Board on how to proceed early next week.

DISCUSSION – Limited between Board and Staff – NO PUBLIC INPUT

No further discussion was noted and Chairman Riel continued the meeting.

ANNOUNCEMENTS

There being no announcements Chairman Riel continued the meeting.

SIGNING OF DISTRICT DOCUMENTS

The document was presented to the Board for their signatures.

NEXT REGULAR MEETING – Monday, March 28, 2016 at 4:00pm

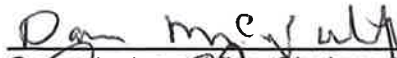
Commissioner Ramynke would like the District Secretary position, Administrative Secretary position, and Battalion Chief added to the Organization Chart along with the hiring process and job descriptions added for discussion to the next meeting.

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 3:44 pm.



Commissioner Chairman Les Riel




Commissioner Vice-Chairman Dan McNulty



Commissioner David Ramynke

ATTEST:



District Secretary Michael Riel
Prepared by Jennifer S. Huitt 