

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
April 11, 2016**

The meeting convened at 4:00 pm at East Valley Fire Station 40. Those present were Commissioner Chairman Les Riel, Commissioner Vice-Chairman Dan McNulty, Commissioner David Ramynke, Chief Mike Riel, Temp District Secretary Jenifer Huitt, and Yakima Firefighters IAFF Local 469 Union President Jeremy Rodriguez.

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

**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 AGENDA**

Chairman Riel and Commissioner Ramynke went over the agenda and changed item 12 Executive Session to include RCW 42.30.110(1)(g). There being no other changes, the agenda was approved and the meeting continued.

**APPROVAL OF PREVIOUS MINUTES**

**a. March 28, 2016 Regular Meeting – Approve or Deny**

Vice-Chairman McNulty made a motion to approve the minutes as submitted from the March 28, 2016 regular meeting. Commissioner Ramynke seconded the motion. The Board was all in favor of the motion and the minutes of the aforementioned meetings were approved.

**CLAIMS REQUEST APPROVAL**

**a. Claims Request Fire \$36,397.22 – Approve or Deny**

**b. Claims Request EMS \$15,539.98 – Approve or Deny**

Vice-Chair McNulty made a motion to approve the Claims Request in the amount of \$51,937.20. Chairman Riel seconded the motion. The Board was all in favor of the motion, thus approving the aforementioned claims request.

**SECRETARY'S REPORT**

**a.** Insurance quote for Property, Crime, Portable Equipment, Auto, and General/Management/Excess Liability Insurance requested by Nicholson & Associates. Current Liability Insurance Membership Roster and Beneficiary Designation forms through VFIS.

Commissioner Ramynke suggested we look at including other brokers and carriers. Chairman Riel decided after discussion with the Board information will be gathered and submitted for this quote in August 2016.

**b.** Records Request regarding text messages and emails between Chief Riel, Barbara Riel, and Angel Stevens.

Secretary Huitt stated Chief Riel brought in his department cell phone on April 1, 2016 and had already printed out the messages. According to Jason Riel with Steadfast Technologies the phone had been wiped a few days prior and there were no messages to download and print for the records request. Commissioner Ramynke brought up the Board made a specific request for the text messages from Chief Riel's department cell phone so the records request was incomplete. There are also transparency concerns regarding Jason Riel & Chief Riel being involved. After discussion, Chairman Riel suggested the Secretary go through our current carrier to get the text messages which was satisfactory to the Board. Chairman Riel also requested the Secretary to send a letter to both Angel Stevens and Michelle Rosen to stop contacting him directly via personal phone and personal email as they can both contact the district office if the need arises.

**c.** YCFD4 yearly invoice voucher for fire protection coverage for 2016/2017 for Yakima Sportsman's State Park is due and needs the Board's signature for processing.

There were no further comments from the Board and the meeting continued.

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**CORRESPONDENCE**

- a. Billing rate changes for the Washington State Auditor's Office.

At 4:20 pm Chairman Riel stopped the meeting to speak with Mike Bolasina, Investigator via telephone. Meeting resumed at 4:22 pm. Temp Secretary Huitt stated travel billing rates have been cut in half and the rate will be retroactive to 10/1/2015.

- b. Emergency Management & Response – Information Sharing & Analysis Center regarding Zika Virus

Chief Riel stated the County brought it to our attention at the last Infectious Disease Control class. There were no further comments from the Board and the meeting continued.

**UNFINISHED BUSINESS**

- a. Unemployment Hearing scheduled for 4/15/2016 was cancelled due to Michelle Rosen withdrawing her appeal.

Chairman Riel stated this is informational only. There being no further Unfinished Business, Chairman Riel continued the meeting.

**NEW BUSINESS**

- a. Resolution 2016-05 – Authorizing the appointment of Auditing Officers and Alternates. Adding Commissioner Ramynke as a Financial Transaction Signatory. – Approve or Deny

Vice-Chair McNulty made a motion to adopt the resolution authorizing auditing officers and alternates. Commissioner Ramynke seconded the motion. The Board was all in favor of the motion and it carried unanimously.

- b. Action Request 2016-02 – Server room ventilation system. – Approve or Deny

Chief Riel stated 2 inexpensive solutions have been tried and did not work. Vice-Chair McNulty made a motion to accept the action request. Commissioner Ramynke seconded the motion. The Board was all in favor of the motion and it carried unanimously. There being no other new business, Chairman Riel continued the meeting.

**COMMISSIONER'S REPORT**

- a. Upcoming Conferences

- WFCM Saturday Seminar June 4, 2016 in Chelan.
- WFCM Fall Conference October 26<sup>th</sup> at the Yakima Convention Center.
- 35<sup>th</sup> Annual Civil Service Conference

Chairman Riel stated all the Commissioners and Secretary need to be registered for the Chelan Conference and have hotel reservations. The Secretary will schedule registration in August for the Fall Conference. The NW Leadership Conference is something we will look at attending next year. Chairman Riel continued the meeting.

**EXECUTIVE SESSION - RCW 42.30.110(1)(g) To review the performance of a public employee.**

Chairman Riel announced at 4:30 pm that the Board will now go into Executive Session and reconvene at 4:40 pm. Temp Secretary Huitt turned off the recorders. The meeting reconvened at 4:40 pm. Chairman Riel continued the meeting.

**ANNOUNCEMENTS**

There being no announcements, Chairman Riel continued the meeting.

**DEPARTMENT ACTIVITY REPORTS**

Vice-Chair 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. Chairman Riel continued the meeting.

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

Chief Riel presented a survey that came out from the Washington Fire Commissioners today and a generic organizational chart. Chairman Riel stated he will be attending a WFCA Board Meeting in Olympia on Saturday 4/16/2016 and will report back at the next regular meeting.

**SIGNING OF DISTRICT DOCUMENTS**

The documents were presented to the Board for their signature

**NEXT REGULAR MEETING – Monday, April 25, 2015 at 4:00pm**

**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 4:47 p.m.

ATTEST:


\_\_\_\_\_  
Commissioner Chairman Les Riel

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District Secretary Michael Riel  
Prepared by Jenifer S. Huitt \_\_\_\_\_

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Commissioner Vice-Chairman Dan McNulty

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Commissioner David Ramynke

These meeting minutes were amended on 8/23/2018 for a time correction on the Executive Session by District Secretary Huitt at the board's request.

  
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Chairman Les Riel

  
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Vice-Chairman David Ramynke

  
\_\_\_\_\_  
Commissioner Ben St. Mary

Attest:

  
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District Secretary Jenifer S Huitt