

**YAKIMA COUNTY FIRE DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
March 8th, 2021**

The meeting convened at 4:00 pm at East Valley Fire Station 40. Those present via Zoom were Commissioner David Ramynke, Commissioner Les Riel, Commissioner Ben St. Mary, Station 40 were Chief Dale Hille, Captain Babcock, Probationary Firefighter Rooks, Admin Director Jenifer Huitt, and Admin Assistant Katelynn Hogan.

Chairman Ramynke called the meeting to order.

APPROVAL OF AGENDA

The agenda was approved as amended and the meeting continued.

CONSENT AGENDA

a. **SECRETARY'S REPORT**

- BVFF Invoice Voucher / Refund Request for 2019 Pension Fees \$420.00
- March 5, 2021 Payroll

b. **APPROVAL OF PREVIOUS MINUTES**

- February 22, 2021 Regular Meeting Minutes

c. **CLAIMS REQUESTS FOR APPROVAL**

Claims Requests Fire	\$ 19,367.42
Claims Requests EMS	\$ <u>302.40</u>
Total Claims	\$ 19,669.82

d. **CORRESPONDENCE**- Moved to new business

e. **CHIEF'S REPORT** – Attached

Commissioner Riel made a motion to approve the consent agenda items a-c and e as submitted. Seconded and carried.

UNFINISHED BUSINESS

- Review revision of Policy Chapter 1
 - 01.01.02 Definitions
 - 01.01.03 Prevailing Directives
 - 01.01.04 Access to Public Records
 - 01.01.04 Appendix #1 Access to Public Records
 - 01.01.04 Appendix #2 Access to Public Records Exemption Log
 - 01.02.01 Fire Commissioners Compensation
 - 01.02.02 Commissioners Meeting Agenda Requests
 - 01.02.03 Authority of Board of Fire Commissioners
 - 01.02.04 Authority of the Chairman of the Fire Board
 - 01.02.05 Election of Chairman of Board of Commissioner
 - 01.02.06 Appendix Litigation- Defense Steps to take
 - 01.02.06 Litigation – Defense
 - 01.02.07 #1 Appendix Employee Quick Reference Sheet
 - 01.02.07 #2 Appendix HIPPA
 - 01.02.07 #3 Appendix YCFD4 Medical Received Privacy Notice
 - 01.02.07 #4 Appendix Patient Authorization
 - 01.02.07 #5 Appendix Other – Revocation
 - 01.02.07 #6 Appendix - Documenting and Accounting
 - 01.02.07 #7 Appendix Other - Deceased Medical Records Request
 - 01.02.07 #8 Appendix Other - Patient Medical Records Request

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01.02.07 Privacy Policy HIPAA

01.02.08 #1 Appendix Request to Correct or Amend Health Information

01.02.08 Correction or Amendment Health Information

Chairman Ramynke made a motion to approve all Policy Chapter 1 as submitted. Commissioner St. Mary seconded, carried and Adopted.

NEW BUSINESS

- Mandatory Covid-19 Vaccination Policy Guidance from Summit Law Group

AD Huitt clarified that the Covid-19 Vaccination is not mandatory based on Federal and state guidelines but it is strongly encouraged by the district. There are no more exemptions, everyone now has to wait their turn through the regular process and schedule an appointment like the public. If our employees decide to receive the vaccine, we should allow them to do so on company time. There is no common practice in the fire service/first responders for mandatory or regular vaccines. Commissioner Riel stated we need a New Employee offer of Covid Vaccine at time of hire. When the Covid-19 vaccine was first offered to the fire service Chief Hille sent out a mass E-mail/text message to all employees about the exemption offer for vaccination. Of which 10 employees received the vaccine. All Commissioners agreed and a drafted form will be presented at the next meeting for the vaccination during hiring.

COMMISSIONER'S REPORT

Chairman Ramynke reported very little progress has been made by the communication committee secretary and the next communications committee meeting is May 6th. Commissioner Riel spoke with WFCB executive board and they may be willing to match the 50/50 grant. He will follow up with financial statements with the secretary. Chairman Ramynke stated the communications committee has some bylaws clean up to sort out.

ANNOUNCEMENTS

- Resignation Recruit Volunteer FF Chris Foster 3/2/2021

Captain Babcock informed the board that Recruit Foster originally was interested in EMS support so he needed to finish his EMS support task book and EMT which he didn't want to do, nor was he meeting his weekly drill attendance, or completing the firefighter academy any further.

- Lateral Hire Probationary Volunteer FF/EMT Matthew Strunk 3/3/2021

Captain Babcock spoke on Lateral Hire Matthew Strunk; previous experience with City of Yakima, search & rescue experience, and has active EMT certification. Matthew Strunk will make a good addition to YCFD4 Volunteer program. Commissioner Riel made a motion to hire Volunteer FF Matthew Strunk, Chairman Ramynke seconded the motion to hire as of March 3rd. Motion carried.

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

- a. Friday March 12th Second Snure seminar is at 9:00 am to noon on Hiring Practices.
- b. Fire Chief Hille let the board know the executive team meeting approved the idea to bring on someone for summer maintenance position and will offer it to our volunteers after writing up a complete job description. The board was in agreement.
- c. Chief Hille spoke with David Lynd from AMR, they have not been awarded the ambulance contract yet due to it being hung up with legal at county because people were contesting it.
- d. Chief Hille has delegated duties to firefighters for secession planning. It's their responsibility to look at the budget for their designated areas but all purchases still go through Chief Hille and Shift Captains will oversee if necessary.
- e. The federal and state legislators have started talking about the radio system project. The next meeting is next week with the committee there's hope to get a package of information on mobile units to the legislators if someone bids on it.
- f. IFSAC evaluator class is at ST40 Thursday the 18th as well as Grant County Fire District 3 via zoom. Almost 50 people are signed up. A cap wasn't thought of because of the need for this class.

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- g. June 18th or 19th a chaplain training will be offered to anyone in the county who is interested at ST40. The class cost \$200 per attendee, advertising hasn't begun yet but will be soon. Scholarships will be available if there happens to be someone who cannot afford to attend but is interested. Our Chaplin Greg Spurgin and Foster from the Presbyterian church also seems interested.

SIGNING OF DISTRICT DOCUMENTS


The documents will be held for signature at a later date due to OPMA restrictions.

NEXT REGULAR MEETING – Monday, March, 22nd 2021 at 4:00 pm.

ADJOURNMENT

Commissioner Riel made a motion to adjourn the meeting. There being no other business Chairman Ramynke adjourned the meeting at 4:30 pm


Chairman David Ramynke


Commissioner Les Riel

Attest:


Vice-Chairman Ben St. Mary


District Secretary Jenifer S Huitt



YAKIMA COUNTY FIRE DISTRICT #4

CHIEF REPORT

March 8, 2021

GENERAL INFORMATION:

I feel very blessed to work with a group of people that work through every day issues and remain focused on the primary mission of the EVFD. It amazes me the responsibility that every member takes in their job and the pride they have in the organization. No, life is never perfect, and yes, improvements can always be made. I do believe though that the heart of this organization is in the service attitude of the members, both to each other and the community they serve.

OPERATIONAL INFORMATION:

All three shifts and the volunteer firefighters had an opportunity to train with the newly added Rescue 42 stabilization system that was purchased the beginning of this year. Training was provided to the shifts by a factory representative as well as an extrication instructor, which was part of the sales agreement. Yakima Fire's truck companies trained with our shift personnel, again building the operational relationship that is so necessary for our area. Unfortunately, the night the training was scheduled for the volunteers there was a structure fire, so that training was accomplished the following week with A Shift assisting Captain Babcock with much of the instruction.

Concerns over protecting our Knox Box keys, or any other property access keys we have from potential theft, a combination key box was installed in each vehicle that has access keys in them.

I have not heard anything new on the sole-source ambulance contract status. I have a call into David Lynde from AMR to get the latest, and again, push for a bus to be stationed in the East Valley area. More to come.

There has been some positive movement in the area of radio communications lately as there is interest from both state and federal representatives to potentially gain funding for the system. This is a very dynamic time in those talks, and I am providing information as requested to assist in the process. Again, more to come.

Probationary FF Rooks has been moved to Station 42 as planned. He is a great asset to EVFD and doing extremely well in his probationary duties and education.

ADMINISTRATIVE ITEMS:

I have begun the process of having different job responsibilities delegated to a single source of contact among the career staff. I felt that over time many jobs have been taken on by the

Captains that could be given to junior officers and firefighters, lessening the job load on the Captains (i.e. PPE, uniforms and clothing, equipment maintenance, facility maintenance, tools and equipment, etc.) I am working with the Executive Team to not only give responsibilities to the others, but also have a backup person in each shift that will be informed and able to help. In my opinion this will not only give responsibility and ownership of areas within the department, but it also helps us in our quest to have depth for succession planning. It will give them the ability to monitor budget line items as well as work within the purchase order system.

I am going to have an inventory update done this year to verify we are in compliance with auditor requirements. There is a current inventory, but it needs to be revisited and updated.

Captain Schrank is working to schedule the moving of the container from Station 42 to Station 40. Once completed we will look at painting it this summer.

I will be running IFSAC testing for Hazmat Operations, Firefighter 1 and Firefighter 2 on weekends in March. This testing is for both our people, and eligible candidates from the County. We are hosting a BETA test of a Zoom IFSAC evaluator class March 11. We have 23 evaluator candidates scheduled to take this class. Having a database of certified evaluators will greatly enhance the testing efforts within the County.

I have met with Bill Lotz from Chaplain Services to work towards hosting a chaplain training for the County. The hope is to develop a network of Chaplains within both the upper and lower valley to support our firefighters and those in need we encounter.

ONGOING EFFORTS...

- Policy & Procedure Book Revision
- Reviewing and updating the YCFD4 strategic plan
- Budget review and monitoring
- Daily matters

Thank you for the opportunity to serve the East Valley.

Dale E. Hille



Fire Chief