

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
December 23, 2015**

The meeting convened at 4:00 p.m. at East Valley Fire Station 40. Those present were Commissioner Dan McNulty, Commissioner Les Riel, Fire Chief Michael Riel, and Temp Secretary Angel Stevens. Commissioner Vice Chair Riel called the meeting to order and conducted the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Commissioner McNulty noted a change to the amount of the claims request to **\$8,702.88**. There being no other changes, 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.**

Commissioner Riel noted that no one had signed up to speak.

\*At this time Commissioner McNulty stated that he would like to motion that we move items A and B from New Business down after the executive session. Commissioner Riel seconds the motion. The motion carried unanimously.

**APPROVAL OF PREVIOUS MINUTES**

**a. December 23, 2015 Regular Meeting – approve or deny**

Commissioner McNulty made a motion to approve the minutes from the December 23, 2015 Regular meeting. Commissioner Riel seconded the motion. The Board was in favor of the motion and the minutes of the aforementioned meeting were approved.

**CLAIMS REQUEST APPROVAL**

**a. Claims Request: \$8,702.88 – approve or deny**

**b. Cash Voucher - \$0.00 – approve or deny**

Commissioner McNulty made a motion to approve the Claims Request in the amount of \$8,702.88 and the cash voucher in the amount of \$0.00. Commissioner Riel seconded the motion. The Board was all in favor of the motion, thus approving the aforementioned claims request and cash voucher.

**SECRETARY'S REPORT**

Commissioner Riel reported at this time he would like to take a moment on the passing of a dear friend Chairman Joseph Gendron. Next Commissioner Riel asked to add to the agenda for discussion of a replacement of the vacancy at the January meeting. Commissioner Riel also reported that station 40 has a temp secretary Angel Stevens for the replacement on Michelle Rosen resignation December 23, 2015 @ 4:00pm, It is now 4:10pm and we would like to thank Rosen for her services. Commissioner Riel also would like to thank Angel for coming aboard. Commissioner Riel asked if there is anything from the secretary. Chief Riel stated that the secretary does have a submission for the executive session which will be reviewed under RCW.42.30.110 (G) on the exit of District Secretary Michelle Rosen.

**CORRESPONDENCE**

Commissioner Riel noted that a Thank you note had been received from Mrs. Champoux, for the help with her husband Gerald Champoux funeral, the recognition of his services with the Fire Department, and his name honored on ST40 reader board. The Board recognized her thanks and thanked him for his service.

## UNFINISHED BUSINESS

Commissioner Riel stated there is not any unfinished business.

## NEW BUSINESS

### A. Review the performance of a public employee.

Item A is to be moved to the Executive Session.

(As stated as side note \* just before the approval of the minutes.)

### B. Signing of Chief Riels 2016 -2018 Agreement.

Item B is to be moved to the Executive Session.

(As stated as side note \* just before the approval of the minutes.)

### C. Commissioner's recognition of Secretary Rosen resignation submission.

District Secretary Michelle Rosen resignation will take effective 12/23/2015, following after the regular meeting. Commissioner Riel read the resignation letter Rosen submitted. Commissioner Riel motions the recognition for approval of Rosen resignation letter. Commissioner McNulty seconds the motion. The motion carried unanimously.

Chief Riel at the time asked that the board sign off on Rosen's time card due to the fact she had in typed spreadsheet format and then with pencil changed the hours and did not initial and Rosen walked off the job and did not discuss with the Chief Riel the hours. Rosen verbally told the temp secretary Angel Stevens that she was leaving and these were her hours. Commissioner Riel and Commissioner McNulty both agreed they would sign Rosen's Time card and pay her for the penciled in hours she had wrote and assured Stevens these were her hours.

### D. Recognition of services provided by Elwood Staffing. Temp Position Angel Stevens.

Angel Stevens was appointed the temp position and will stay until the full time position is filled. The board accepts unanimously.

### E. Resolution 2015-12 In the matter of appointing an auditing officer and alternates

This resolution was pulled from the agenda. It was noted that auditing officers and alternates were previously appointed through 2016. Commissioner Riel motioned that we remove Michelle Rosen from resolution 2015-12 and Commissioner McNulty second the motion. Motion carried unanimously.

### F. Resolution 2015-13 In the matter of appointing a District Secretary, Auditing, Finance, and Investment Officer for 2016.

Commissioner Riel made a motion to approve Resolution 2015-13. Commissioner McNulty seconded the motion. The motion carried unanimously.

### G. Resolution 2015-16 Approve a new Auditing, and Investment Officer.

Commissioner Riel will be the temporary Auditing, and Investment Officer until the full time Secretary position is filled. Commissioner McNulty motions to adopt this resolution. Riel seconds the adoption. Board was in favor and approves the adoption, and will address once the full time position for District Secretary is appointed.

### H. Motion to return to the regular Board of Commissioners Meeting Scheduled of 2<sup>nd</sup> & 4<sup>th</sup> Mondays of the month.

Commissioner Riel motions to go back to regular scheduled board meetings. Commissioner McNulty second the motion. Motion carries unanimously. Chief Riel stated that we must put notice in the Yakima Herald for the public notice of the changes. Commissioner Riel said that he would try to get the change done, but he has been very busy but he will try to find time to make the change.

### I. Recognition of Station 40 Office Hour Change.

Commissioner Riel reported that the Office will now be open 8-5pm Monday – Friday, and Secretary will take a one hour lunch daily so that no over time accrues.

## COMMISSIONER'S REPORT

Commissioner Riel reported that he will be going to the WFCA Board meeting in Olympia and he may or may not stay depending on the roads and time. Chairman Riel continued the meeting.

**EXECUTIVE SESSION: RCW 42.30.110 (G)**

- A. To review the performance of a public employee
- B. Contract Negotiations Review

Commissioner Riel Announced the board at this time will re-adjourn to the meeting after the board is done with Executive Session RCW 42.30.110 (G).to review the performance of a public employee, and Agreement Negotiations Review. Commissioner Riel requested at 4:34pm to have 15 minutes for the executive session and will re-adjourn to the public meeting at 4:45pm This session also is to address the Items in under New Business A & B that Commissioner McNulty motion in the beginning of meeting to be moved and covered with RCW 42.30.110 (G). At 4:44pm Commissioner Riel asked for an additional 15 minutes for the Executive Session. Temp Secretary Angel Stevens states at 4:44pm that, Chairman Riel requested additional 15 minutes. Commissioner Riel announced the time 4:52pm the general meeting will now resume.

**ANNOUNCEMENTS**

There being no announcements, Chairman Riel continued the meeting. Chairman Riel announced the approval of Chief Riel’s 2016-2018 Employment Agreement. Vice Chairman McNulty made the motion that Chief Riel Employment Agreement for 2016 -2018 for approval. Chairman Riel seconds the motion. Motion is Approved and carried unanimously.

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

Commissioner Riel stated due to the passing of Chairman Gendron, that Commissioner McNulty will move up to Vice Chairman, and he, Commissioner Riel will move up to Chairman. This will stand until another board member is selected. Which that process will start in January on the next meeting. Chief Riel was on vacation for the next few weeks but would be checking in and completing task as needed.

**SIGNING OF DISTRICT DOCUMENTS**

The documents were presented to the Board for their signatures. At this time is when Commissioner Riel stated that Angel Stevens Sign under the Secretary line because Michelle is no longer here. The broad at this time also signed Chief Riel's 2016-2018 Employment Agreement.

**NEXT REGULAR MEETING – Monday, January 11, 2016 at 4:00pm**

**ADJOURNMENT**

There being no other business, Commissioner Chairman Riel made a motion to adjourn the meeting. Commissioner McNulty seconded the motion and the meeting adjourned at 5:14 p.m.

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

\_\_\_\_\_  
Temporary District Secretary  
Angel Stevens

\_\_\_\_\_  
Vice Chairman / Commissioner Dan McNulty

\_\_\_\_\_  
Commissioner (Vacant)

\_\_\_\_\_  
Fire Chief Michael J Riel