

**YAKIMA COUNTY FIRE DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
September 14<sup>th</sup>, 2020**

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

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**

- Lexipol Notice of Termination
- September 4<sup>th</sup> Payroll
- Extension of OPMA restrictions through September 30, 2020

**b. PREVIOUS MINUTES**

- February 10<sup>th</sup>, 2020 Special Meeting Minutes
- May 11<sup>th</sup> 2020 Special Meeting Minutes
- June 9<sup>th</sup>, 2020 Special Meeting Minutes
- August 24<sup>th</sup>, 2020 Regular Meeting Minutes

**c. CLAIMS REQUESTS**

FIRE	\$ 23,993.81
EMS	\$ <u>4,403.26</u>
<b>Total</b>	<b>\$ 28,397.07</b>

**d. CORRESPONDENCE**

- DRS announced that effective Sept 1, 2020 the Pers Plan 2 rate would increase from 0.1286 to 0.1297 which will cost the district additional \$77 per year.
- Yakima Training Center sent a thank you to EVFD for helping extinguish their wildland fire August 16<sup>th</sup> – 20<sup>th</sup>.

Commissioner Riel made a motion to approve the consent agenda items a–d as submitted. Seconded and carried.

**UNFINISHED BUSINESS**

**a. Discuss restarting Recruit Firefighter Academy**

Chief Hille proposed the district restart the academy as soon as possible. After discussion the board was all in agreement with Chief Hille.

**b. Discuss ST42 Staffing Option**

The management team and Chief Hille met last week and discussed the top 3 staffing options. Chief did not want to split up the regular shift between the 2 stations, however all the Captains were in agreement that they would like to see a firefighter and lieutenant at Station 42, leaving a firefighter and captain at Station 40 along with the training captain, which gives us 24-hour staffing at both stations. Cpt Babcock would then help out more with day-to-day incident response while he is on duty. Looking at this starting on October 2<sup>nd</sup>.

**c. Discuss Hiring a Day Shift Career Firefighter**

After discussing the need for an assistant chief or deputy chief with the captains it was decided that everyone would like to hire a day shift career firefighter instead for better coverage. The board would like to see how the volunteer staffing goes over the next few months and modify if needed. Chief Hille will send out a letter to the volunteer staff to remind them about what is available and their requirements. Chairman Ramynke would like to see succession planning continue so we are ready when Chief Hille is ready to retire. Chief Hille stated a lot of officer classes are on hold due to Covid-19, so as soon as things start moving again he will get the officers back on track for succession planning. Commissioner Riel asked if there would be an MOU needed with the Union regarding the Day Shift position. AD Huitt stated both day and 48/96 shifts are listed in the current CBA. FC Hille stated that he has the authority to move the

**YAKIMA COUNTY FIRE DISTRICT 4**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING**  
**September 14<sup>th</sup>, 2020**

firefighters around where needed and it is management prerogative to do so. AD Huitt requested approval to pull the NTN lists to begin the hiring process. FC Hille said there was some confusion on the applicants' part in that they did not understand it was 1 position open, but it could be day shift or 48/96 shift. The board would like an Action Request on the position with fiscal impact.

**d. Discuss Policy 1645.7 PTP/VOL Steps/Minimum requirements to get off of probation**

FC Hille is concerned that requiring EMT & IFSAC FF1 for new recruits in the first 2 years will likely be too much for volunteers and may push some of them away. He would like the EMT certification removed as a requirement and offer it to those interested after the Firefighter Recruit Academy. The board was in agreement and encouraged the chief to present a draft to the board.

**e. Discuss Administrative Assistant Position**

The management team discussed the last several temps we have had and the consensus was that we may get a better-quality candidate if we hire directly instead of going thru a temp hire agency. The board agreed and wants us to make sure we hire the right candidate and vet them.

**NEW BUSINESS**

**a. Summer/Fall Newsletter**

AD Huitt received the edits from Commissioner Riel and Chairman Ramynke, and will put in the new photo of the chief.

**b. Resignation of Recruit Firefighter Trevor Fink effective November 15, 2020**

Chairman Ramynke suggested discussing the possible policy 1645 changes with Volunteer Fink to see if that may change his mind. Cpt Babcock stated he was unsure if he would be able to keep up with the minimum requirements.

**c. Snure Seminar/Zoom Webinar October 21<sup>st</sup>, 2020 6-9 pm on Legislation, Court Decisions & Regulatory Developments \$40 per person**

FC Hille and AD Huitt and Chairman Ramynke would like to attend.

**d. WFCA HealthCare Virtual Workshop September 22<sup>nd</sup> at 1 pm Free**

FC Hille and AD Huitt will attend.

**e. Change Supervisor for Recruit and Probationary firefighters**

FC Hille would like all of them supervised by Training Cpt Babcock until they are done with probation. This way they are all trained to the same standards then be assigned to shift supervisors. All the board agreed.

**COMMISSIONER'S REPORT – None**

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

**a. Mutual Aid / Automatic Aid – offering an Engine for emergency reserve to Yakima City FD**

FC Hille detailed there was a windstorm this last week and Cpt Evers sent a volunteer crew on a brush truck which was reported on the morning news even though we were not dispatched. We would like to build our relationship back up with the City of Yakima. Chief Craig from West Valley also asked us to put a crew together for State MOBE and although we were not able to do it this time, we would like to be prepared for it in the future. We don't have as many staff members as Yakima, but if we are able we would like to help out our neighbors. Possibly offer Yakima City FD a backup Engine if they need it. The board suggested checking with insurance and legal regarding liability.

**b. Automatic Aid – offer trade of paying Costs for Ladder Truck response to Yakima City FD**

FC Hille would like to discuss this with FC Markham for any 3 story or large facility fires so we have what we need for response and WSRB, or ask them what they would like in return. It's not likely that we would need this often in looking at past incidents, but it would provide peace of mind to have the agreement in place.

**c. Drafted Resident Manual**

**YAKIMA COUNTY FIRE DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
September 14<sup>th</sup>, 2020**

FC Hille provided this information to the commissioners and captains. This is only a talking point at this time.

**d. Surplus Cell Phones**

We received 2 new cell phones for the captain and lieutenant duty phones along with a discounted plan from Sprint which is about half of what we were paying. Normally we donate the old cell phones to Goodwill for emergency use after wiping them, but Cpt Babcock would like to purchase the old phones from the district for cost. We paid 99 cents for each of the phones. The board agreed it was ok to sell the phones to Cpt. Babcock for \$1 each.

**ANNOUNCEMENTS – None**

**SIGNING OF DISTRICT DOCUMENTS**

The documents were held for the Board to be signed at a later date due to COVID19 and the remote meeting format.

**NEXT REGULAR MEETING – Monday, September 28<sup>th</sup>, 2020 at 4:00 pm.**

**ADJOURNMENT**


There being no other business Commissioner Riel made a motion to adjourn. Seconded and carried. The meeting was adjourned at 5:02 pm.

  
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Chairman David Ramynke

  
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Commissioner Les Riel

  
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Vice-Chairman Ben St. Mary

ATTEST:

  
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District Secretary Jenifer S Huitt