

**YAKIMA COUNTY FIRE DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
April 11th, 2022**

The meeting convened at 4:00 pm at East Valley Fire Station 40. Those present at Station 40 were, Commissioner Ben St. Mary, Commissioner Les Riel, Fire Chief Dale Hille and District Secretary Katelynn Hogan; those present via zoom were Commissioner David Ramynke.

Commissioner St. Mary called the meeting to order at 1600.

PLEDGE OF ALLEGIANCE

Commissioners St. Mary lead the Pledge of Allegiance.

LIMITED OPEN PUBLIC INPUT for items NOT on the Agenda – Public comment for items that are on the agenda are allowed as the item comes up for discussion during the meeting.

Commissioner St. Mary noted there was no public input at this time.

APPROVAL OF AGENDA

Commissioner Riel made a motion to remove item b from you consent agenda and move it to later for approval due to his excused absence during that meeting. Commissioner Riel made a motion to approve the agenda as amended. Commissioner St. Mary seconded. Motion Carried unanimously.

CONSENT AGENDA

- a. **SECRETARY'S REPORT**
 - April 7th, 2022 Payroll
- b. **APPROVAL OF PREVIOUS MINUTES**
 - March 28th, 2022 Regular BOC Meeting Minutes
- c. **CLAIMS REQUESTS FOR APPROVAL**

Claims Requests Fire	\$ 30,783.83
Claims Requests EMS	\$ 4,774.05
Total Claims	\$ 35,557.88
- d. **CORRESPONDENCE**
 - Employment Security Department lowered 2022 Unemployment Insurance tax rate from 0.33% to 0.23%
- e. **CHIEF'S REPORT - Attached**

Commissioner Riel made a motion to approve the consent agenda items a,c,d and e as submitted. Commissioner St. Mary seconded; motion carried unanimously.

Commissioner Ramynke made a motion to approve item e as submitted. Commissioner St. Mary seconded; motion carried unanimously.

EXECUTIVE SESSION – RCW 42.30.110 (1) (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

Commissioner St. Mary called the Executive Session to order stating only the board and FC Hille to attend at 4:02 going to 4:17 and would let all else know if they needed more time. Commissioner St. Mary called DS Hogan in at 4:15 to 4:17 for further discussion. The Executive Session ended at 4:17 and the regular board of commissioners meeting reconvened at 4:20.

UNFINISHED BUSINESS

- Reader Board Policy

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FC Hille informed the board that our policy for the reader board is that we will allow fire and law use of the reader board but no one else including public agencies like schools due to causing issues and problems. The board was in agreeance.

NEW BUSINESS

Commissioner Riel noted that we have a firefighter leaving our district and stated the districts hiring list still has one person left on it; Zach Feist. Commissioner Riel made a motion to make a conditional offer to Zach Feist. Commissioner Ramynke seconded. Motion carried unanimously.

Commissioner Riel made a motion that FC Hille start the process of developing a new hiring list for firefighters in case we need to do emergency hires. Commissioner Ramynke seconded. Motion carried unanimously.

Review Drafted Policies

- DRAFT 04.06.01 Appendix #1 Disciplinary Action
- DRAFT 04.06.01 Appendix #2 Personnel Discipline Record
- DRAFT 04.06.01 Disciplinary Action
- DRAFT 04.06.02 Exit Interviews
- DRAFT 04.07.01 Leaves of Absence and Time Off
- DRAFT 04.07.02 Holidays
- DRAFT 04.07.03 Religious Holidays
- DRAFT 04.07.04 Appendix #1 Request for leave of absence form
- DRAFT 04.07.04 Appendix #1 Request for leave of absence form
- DRAFT 04.07.04 Military Leave
- DRAFT 04.07.05 Volunteer Leave of Absence
- DRAFT 04.07.06 Administrative Leave
- DRAFT 04.07.07 Administrative Furloughs Leave
- DRAFT 04.07.08 Jury Duty Leave
- DRAFT 04.08.01 Appendix #1 East Valley Fire EMS Organization chart
- DRAFT 08.01.01 Software Copy Protection
- DRAFT 08.02.01 Electronic Mail
- DRAFT 08.03.01 Department Computer Usage
- DRAFT 08.04.01 Social Media - Imagery

Commissioner Riel made a motion to approve drafted policies as submitted 04.06.01 through 08.04.01 as submitted. Commissioner Ramynke seconded. Motion carried unanimously.

COMMISSIONER'S REPORT

Commissioner Riel has an executive board meeting with the WFCA, Tuesday April 12th at 11:00 am via zoom to review the agenda for the state board meeting Saturday April 23rd, 2022 of which he will be attending in person.

Commissioner Riel noted that the May 19th, 2022 County Commissioner dinner is still looking for a guest speaker. FC Hille recommended reaching out to DNR to discuss all the new changes that have happened in our area. Commissioner Riel asked FC Hille if he could reach out to Miles Pollack or someone with the DNR to ask if they would be the guest speaker. FC Hille agreed.

Commissioner Ramynke noted that the communications committee did get their applications submitted for the \$100,000 DNR grant for the purchase of new microwaves. He also noted that the communications committee got signed up for the SAM process for future funds.

Commissioner Ramynke stated that after listening to a little radio traffic the new dispatch company sounds very professional and a lot more responsive.

ANNOUNCEMENTS

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FC Hille noted that there has been two DCO application packets sent out and only one received back so far. The job opening is set to close the end of April so there is still a few more weeks.

Commissioner Riel announced that he has sold his business and is officially retiring after 6 months for the transition.

GENERAL DISCUSSION - NONE

SIGNING OF DISTRICT DOCUMENTS

Due to most of the Commissioners attending in person the documents will be held for signature after the meeting adjourns as well as a later date for those not in attending in person.

NEXT REGULAR MEETING – Monday, April 25th, 2022 at 4:00 pm.

ADJOURNMENT

Commissioner St. Mary made a motion to adjourn. There being no other business Chairman St. Mary adjourned the meeting at 4:35 pm.



Chairman Ben St. Mary



Commissioner David Ramynke



Vice-Chairman Les Riel

Attest:



District Secretary Katelynn