

YAKIMA COUNTY FIRE DISTRICT 4
BOARD OF COMMISSIONERS
Regular **SPECIAL MEETING**
November 22nd, 2021

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

Chairman Ramynke called the meeting to order at 1600.

APPROVAL OF AGENDA

Commissioner Riel made a motion to amend the agenda, to included Resolution 2021-13 In the matter of approving a \$70.00 monthly stipend for Chief cell phone usage, Chairman Ramynke seconded. Motion Carried unanimously.

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.

Chairman Ramynke opened up discussion for public attending the meeting. Chairman Ramynke noted that FF Riley and LT. Erickson were attending via zoom. They had no public input at this time.

CONSENT AGENDA

- a. **SECRETARY'S REPORT**
 - November 03, 2021 Payroll
 - WFCR Health Care Renewal – Employer Application
- b. **APPROVAL OF PREVIOUS MINUTES**
 - November 2nd, 2021 BOC Special Meeting Minutes
- c. **CLAIMS REQUESTS FOR APPROVAL**

Claims Requests Fire	\$	56,759.56
Claims Requests EMS	\$	<u>3,143.53</u>
Total Claims	\$	59,903.09
- d. **CORRESPONDENCE**
 - ESO No price change for 2020
 - Thank You Card from EVFD Citizen Bill Wheeler
 - PFML rate increase to 0.6% as of January 01, 2022
 - Heights Church Thank You Cards
- e. **CHIEF'S REPORT – Attached (Training Report)**

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

UNFINISHED BUSINESS

- YCFD5 Dispatch Contract

FC Hille noted that the target date is April 1st to move dispatch to the lower valley at this time depending on training and some other things. FC Hille stated we just need signatures. Commissioner Riel made a motion to approve the Fire communications Service Contact between Yakima County Fire District 5 municipal corporation & Yakima County Fire District 4. Commissioner St. Mary seconded; motion carried unanimously.

- District Secretary Contract Katelynn M. Hogan

FC Hille stated that DS Hogan contract is just up for signatures. Chairman Ramynke asked for clarification if this was the first the district has had a contract for Admin. FC Hille stated that AD

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Huitt had a contract but it was never signed. Commissioner Riel clarified that it was an employment agreement not a contract. DS Hogan confirmed it was an Employment agreement not a contract.

- CBA

FC Hille stated the CBA is out for vote still and was hoping that the district would have it for this meeting, but we do not. Once the Union gets back the FC Stated Lt. Erickson and himself will go through it to make sure all the changes are complete and ready for signatures. FC Hille asked Lt. Erickson if the district can anticipate having the CBA no latter than the December 13th Regular BOC meeting. Lieutenant Erickson confirmed and stated that December 27th is the close date and himself and the FC Hille can meet up after its closed to discuss.

- Volterra Mitigation Agreement

FC Hille stated that the district has come to an agreement with the attorney Jon Sitkin for the Volterra Agreement. FC Hille stated that we are waiting for an original document from their people that we will sign so we are signing the originals. FC Hille stated that in the agreement it states that they will sprinkle all buildings with in the development, not just the ones that are required by code, but all residential buildings as well. Commissioner Riel asked about maintenance buildings and FC Hille informed that it's written that the home owners have to maintain the buildings on an annual basis. FC Hille also informed the board that there is a clause in the contract that states if our district ever has to have The City of Yakima Fire Department come with their ariel device that they will reimburse us for the cost due to the ILA our district has with the City of Yakima Fire Department. FC Hille stated that Jon Sitkin advised we should settle due to the fact that the district didn't negotiate any impact fees with the University Parkway apartment development. Commissioner St. Mary stated there needs to be a precedence set at some point now; just because we were lacking the foresight then. Commissioner Riel agreed. Chairman Ramynke clarified that the dollar amount may not be important at this point but rather something else so we can set up a precedence for the future. FC Hille mentioned that Jon Sitkin didn't come across like we had a good position om this issue. However, this is definitely a win for the district. FC Hille mentioned there will be no exceptions to any county codes on this development especially for private roads. Chairman Ramynke asked about the grade, FC Hille responded that whatever the county code is for the grade there will be no acceptations.

NEW BUSINESS

- Action Decision Request #2021-06 Brush 42 2021 Ram 5500 Chassis

FC Hille stated that this would be for the new brush truck build, which is available right now. The district has a letter of intent with the privier for \$59,491.43, this is just a 2020 cab and chassis. Commissioner Riel made a motion to approve Action Decision request 2021-06 Brush 42 2021 Ram 5500 Chassis for the amount \$59,491.43. Commissioner St. Mary Seconded, motion carried unanimously.

- Interlocal Agreement Brush Truck Build

FC Hille stated that the apparatus committee is working on a piggy back bid arrangement for the brush truck build. The first step in that is the district has to have an ILA with the organization that did the original bid process. FC Hille spoke with Lt. Erickson; in light of recent events with the Auditor FC Hille was unsure if our district can do a piggy back bid if there are differences with the build but would like to get the ILA signed just in case. Chairman Ramynke asked to clarify who the ILA was with. FC Hille informed with Skagit County Fire District #2. Commissioner St. Mary

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made a motion that the district enter into an interlocal agreement for the brush truck build with Skagit County Fire District #2, Commissioner Riel seconded, motion carried unanimously.

- Internet Upgrades

FC Hille stated that all of our modems and firewalls in all three stations are out dated. Station 42 has gone out already and has a firewall loner from county IT. They also gave us a list of recommended equipment the district should buy to upgrade all three stations for security purposes. The amount for all the equipment is around \$5,000, he stated the District does have money on the EMS side because there was \$10,000 for use of the ladder truck which wasn't used, so money could be moved around from line items for this. FC Hille clarified according to policy anything over \$1,000 requires permission from the board. Chairman Ramynke asked if District #5 has offered IT servicers, should the district wait until IT services has moved to upgrade? FC Hille stated that this is County IT and they take care of our inhouse/internet tech services. The other side is external for example, towers and radio's which is what we would move services for potentially. Lieutenant Erickson clarified that is correct. Chairman Ramynke stated it might be good idea to call District 5 and clarify with them that this is correct. FC Hille agreed to make the call to confirm.

- Chief Cell Phone

FC Hille stated there is nothing in policy and according to AD Huitt there has always just been an agreement that the district would pay up to \$70.00 for cell phone usage and to confirm the cost only a billing statement is necessary as documentation. The other option is to carry a second phone which FC Hille stated he didn't want to do. The auditor recommended to approve this action by resolution. Commissioner Ramynke clarified this is only for the FC. FC Hille confirmed; yes this is for the FC only because DS Hogan choose not to be included. However, other exempt employees if the district ever brings on a deputy chief will be included. Commissioner Riel made a motion to approve Resolution 2021-13 \$70.00 monthly stipend for Chief Cell Phone Usage. Commissioner Ramynke seconded, and the motion carried unanimously.

REVIEW DRAFTED POLICIES

- 06.01.01 General Facilities Use
- 06.01.01 Appendix #1 Facility / Equipment Use Agreement
- 06.01.02 Housekeeping
- 06.01.03 Property and Equipment Care
- 07.01.01 Bidding Procurement
- 07.01.02 Disposal of Equipment
- 07.01.03 Sale of Surplus Equipment
- 07.01.04 Inventory and Control of District Property
- 07.01.05 Capital & Small / Attractive Assets Policy
- 07.01.05 Appendix #1 Affidavit of Asset Disposition
- 07.01.05 Appendix #2 Asset Addition / Disposition
- 07.02.01 Equipment and Apparatus Maintenance
- 07.02.01 Appendix #1 Maintenance Ticket
- 07.02.02 Official use of District Vehicles
- 07.02.03 Fueling Procedures
- 07.02.03 Appendix #1 Driver's Fueling Procedure Agreement Form

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- 07.02.04 Motor Vehicle Records Check

FC Hille stated that after the audit is over DS Hogan and his self are going to spend some time to figure out where in the policy update process to continue, due to the changing of hands with administration. DS Hogan will be updating ERS with the latest policies once the Audit has come to a close and there is more time to do so. However, these policies are all ready for approval per FC Hille. Commissioner Riel made a motion to approve revisions to policies 06.01.01 through 07.02.04 as submitted. Commissioner St. Mary seconded and the motion carries unanimously.

COMMISSIONER'S REPORT

Commissioner Riel stated there was nothing new to report. FC Hille asked DS Hogan to send District #5 a thank you note on the district's behalf, the Commissioner's agreed. Commissioner Riel stated the next meeting is in Naches Heights.

ANNOUNCEMENTS

FC Hille stated Friday November 26th the office will be closed both DS Hogan and himself will be gone.

GENERAL DISCUSSION

FC Hille stated he's been working on the training vacancy, and plans to have a presentation on his thoughts for the direction he thinks the district should head with that and quickly because Captain Babcock moves to the line the first of the year. FC Hille informed the board that the district should move forwards with a deputy Chief position and combine some of the jobs together to create that position. Also, someone will be moving to Lieutenant's position which is another process that is coming up soon. FC Hille stated we are making a list of 6 career candidates and the top 2 will be hired. The recommendation to the board to hire will be made at the December 13th BOC Meeting.

FC Hille stated the district is really going to miss FF Garrett Riley and asked everyone to congratulate him on his new job. The district has not received an official notice yet but will notify once he has his termination date.

SIGNING OF DISTRICT DOCUMENTS

Due to all the Commissioners attending in person the documents will be held for signature after the meeting adjourns.

NEXT REGULAR MEETING – Monday, December 13th, 2021 at 3:30 pm.

ADJOURNMENT

Commissioner Ramynke made a motion to adjourn. There being no other business Chairman Ramynke adjourned the meeting at 4:37 pm.


Chairman David Ramynke


Commissioner Les Riel

Attest:


Vice-Chairman Ben St. Mary


District Secretary Katelynn M Hogan