

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
February 25, 2019**

The meeting convened at 4:00 pm at East Valley Fire Station 40. Those present were Commissioner Les Riel, Commissioner David Ramynke, Commissioner Ben St. Mary, Fire Chief Mark Emery, and District Secretary Jenifer Huitt. Others present were SC Keith Schrank, FF CJ Erickson, PFF Garrett Riley, and PFF Lars Enger.

Chairman Riel called the meeting to order and conducted the pledge of allegiance.

APPROVAL OF AGENDA

The agenda was approved as circulated 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.

Chairman Riel noted no one stood to speak and the meeting continued.

SECRETARY'S REPORT

Secretary Huitt provided fund balances as of January 31, 2019 and February's payroll reports. The district's part time Administrative Assistant Alexis Clausing began on February 18th and IT is working on getting her connected. PTP Pulido voluntarily resigned as of January 29, 2019 and his final paperwork will be mailed out tomorrow via certified mail.

PREVIOUS MINUTES

- a. January 28, 2019 Regular Meeting Minutes
- b. February 11, 2019 Regular Meeting Minutes

Vice Chairman Ramynke made a motion to approve the meeting minutes as submitted. Chairman Riel abstained from voting on the January 28th meeting minutes as he did not attend the meeting. Seconded and carried.

CLAIMS REQUEST APPROVAL

- a. Claims Request Fire \$62,154.91 – Approved
- b. Claims Request EMS \$5,880.41 - Approved

Vice Chairman Ramynke made a motion to approve the Claims Request in the amount of \$68,035.32. Seconded and carried.

CORRESPONDENCE

- A. 2019 Fire Service Directories Received

UNFINISHED BUSINESS

- A. Action Request 2019-02 EVFD Organizational Chart

Chairman Riel made a motion to approve Action Request 2019-02 with requested change of adding Rank of Captain to Shift Commanders. Seconded and carried.

- B. Action Request 2019-05 Director of Training & Compliance Job Description

Vice Chairman Ramynke made a motion to approve Action Request 2019-05. Seconded and carried.

- C. Review 2019 Budget with final Fire Revenue of \$2,425,875.67

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Secretary Huitt explained this is about \$15,000 more than projected and marked the extra funds to be moved into Capital Projects as previously discussed. There were no objections.

D. Review Policy 4.1.4 Recruit Member Requirements
Chairman Riel made a motion to approve Policy 4.1.4. Seconded and carried.

NEW BUSINESS

a. Secretary Huitt's 2018 Evaluation and Salary Comparisons

After discussion Vice Chairman Ramynke made a motion to approve the salary increase to \$69,602 annually. Seconded and carried.

b. EVFF Assoc request Annual Awards Banquet Funds Increase from \$35 to \$50 per plate

After discussion the board agreed the banquet would be limited to adults only and denied the request to increase the reimbursement per plate. The district has always paid for the current members and the association pays for the retired members so the amount per plate will not be increased as the district is covering about 75% of the food/incidental costs.

COMMISSIONER'S REPORT

There was discussion at the YCFCA meeting that countywide the communications system needs updating as the City, Sheriff's Office, WSP, and Fire Districts will all be involved and it will likely be a \$10 million project.

CHIEF'S BRIEF - Attached

ANNOUNCEMENTS

a. Promotions: Recruit Tyler Ireton and Recruit Collyn Stafford were both moved to Probationary Firefighter as of November 4, 2019.

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

- Training requested by PFF Garrett Riley to attend Fire Instructor 1 classes in October

Vice Chairman Ramynke made a motion to approve Policy 4.1.4. Seconded and carried.

EXECUTIVE SESSION – Tabled

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.

SIGNING OF DISTRICT DOCUMENTS

The documents were presented to the Board for their signature.

NEXT REGULAR MEETING – Monday, March 11th, 2018 at 4:00 pm.

ADJOURNMENT

There being no other business Chairman Riel adjourned the meeting at 5:43 pm.

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Chairman Les Riel



Vice-Chairman David Ramynke



Commissioner Ben St. Mary

Attest:

 3.25.19
District Secretary Jenifer S Huitt

FIRE CHIEF BRIEF

ACTIVITY SNAPSHOT

21 February 2019

MONTHLY EVFD MATTERS

First of monthly EVFD operational status reports for all personnel. Report emailed to all Operations personnel and also distributed at a Tuesday night drill. Members are also encouraged to review BOFC meeting minutes and associated documents posted on the EVFD website.

STATION 42 UPDATE

Howard met with structural engineer, plumbing, and electrical consultants on 20 February.

DIRECTOR OF TRAINING

Seven resumes received, six from Washington, one from Florida (recruitment ends 15 March).

COLLECTIVE BARGAINING

Drug testing language still being reviewed and edited; no meeting date scheduled. Should be the last contested issue.

YFD REQUEST TO EXPLORE TRAINING PARTNERSHIP OPTIONS

YFD requested to explore and discuss training partnership possibilities. Could result in station 40 cover during training. Partnership would provide WSRB credit for training tower (until ours is constructed), automatic aid Ladder Truck, and station cover to release EVFD crew for training at tower and in city.

YFD RECRUIT ACADEMY

One EVFD member would like to attend. The 480-hour Academy is Monday through Friday for 12-weeks (01 May through 30 July, graduation ceremony 31 July). Academy includes IFSAC testing for Firefighter I, Firefighter II, and HazMat Operations. I recommend we compensate for attendance: 12-weeks x 40-hours a week x \$12/hour = \$5,760.00. YFD will not charge a registration fee or require a dedicated academy instructor.

FOR BOFC ACTION/DECISION

- 1) DRAFT EVFD *Organizational* Chart
- 2) DRAFT EVFD *Functional Responsibility* Charts
- 3) DRAFT *Director of Training & Compliance* (Captain) Job Description

JOB DESCRIPTION ACTION/DECISION NEXT MEETING

- 1) DRAFT Shift Commander (Captain)
- 2) DRAFT Lieutenant
- 3) DRAFT Assistant Fire Chief (low priority)

It's what you learn after you know it all that's important.