

**YAKIMA COUNTY FIRE DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING / BUDGET HEARING  
December 14th, 2020**

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

Chairman Ramynke called the meeting to order.

**APPROVAL OF AGENDA**

The agenda was approved as circulated and the meeting continued.

**CONSENT AGENDA**

**a. SECRETARY'S REPORT**

- 2019 BVFF Pension Participation Certification Form
- Yakima County Treasurer's Office Financial Transaction Signatories form for 2021
- December 7, 2020 Payroll
- OPMA restriction extended through January 19, 2021
- 25% Occupancy maximum in Training Rooms/Meetings is 19
- Lost Receipt Affidavit \$29.13

**b. APPROVAL OF PREVIOUS MINUTES – None**

**c. CLAIMS REQUESTS FOR APPROVAL**

Claims Requests Fire	\$ 8,790.08
Claims Requests EMS	<u>\$ 9,024.93</u>
<b>Total Claims</b>	<b>\$17,815.01</b>

**d. CORRESPONDENCE**

- Certified preliminary 2021 Property Tax Levy for \$2,850,000 from Board of Yakima County Commissioners
- Total Voter Validation for YCFD4 is 9,304 for bond or levy passage in 2021 from the Yakima County Auditor

**e. CHIEF'S REPORT – Attached**

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

**UNFINISHED BUSINESS**

**a. Review Policy 1645**

All board agreed this was a 'working document' no further questions. Vice-Chair St. Mary noted we need to look for ways to motivate the Volunteers. Commissioner Riel made a motion to adopt Policy 1645 as submitted. Seconded and carried. Cpt Lenseigne voiced concerns about removing pay incentives for certifications. AD Huitt mentioned that the stipends for getting their EMT & IFSAC FF1 certifications still remain in the policy and those with their certifications get an advantage when requesting shifts.

At 4:14 pm the internet went down. AD Huitt reset the modem and it was restored at 4:19 pm and the meeting continued.

Chairman Ramynke asked about our EMS levels and right now it is advanced first aid and EMT. There is a week-long class that would fit between those however, Yakima County EMS does not offer the class at this time. FC Hille will send out a clean version of Policy 1645 to everyone so it can be considered for approval at the next meeting.

**NEW BUSINESS**

**a. Resolution 2020-16 Transferring \$132,468.18 from the General Expense Fund to the Capital Project Fund**

Commissioner Riel made a motion to adopt Resolution 2020-16 Transferring \$132,468.18 from the General Expense Fund to the Capital Project Fund. Seconded and carried.

**b. Action Decision Request 2020-09 NFA Financial Management Training FC Hille Est. \$846.62**

Vice-Chairman St. Mary made a motion to approve Action Decision Request 2020-09 NFA Financial Management Training FC Hille Est. \$846.62

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**COMMISSIONER'S REPORT**

Commissioner Riel confirmed that the WFCAs Saturday Seminars will be webinar based on Covid: Past/Future/Lessons learned, Union Negotiations, and Public Information Officer. The committee will meet again in January to discuss the Chelan June conference.

**ANNOUNCEMENTS**

FC Hille states we are still looking for coverage for firefighters that are out due to Covid. Vaccinations are being offered to emergency workers only at this point.

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

- Purchase Orders

FC Hille has documented a process to have purchase orders approved in a timely manner. Everyone will be trained on the process and email notifications will be sent for confirmation.

- IFSAC Tactical Action Group

FC Hille was contacted by the State Fire Marshall and asked to sit on the board. The meetings will be via Zoom, they meet once a quarter, and he is requesting the commissioners support to join the group. All the board was in favor.

- COVID Impact

FC Hille has informed all emergency response personnel that vaccinations are available and they must let him know asap if they would like the shots. Information has been received about the possibility of mandating the shots, which is legal because Covid is considered an extreme threat, however FC Hille does not believe it should be mandatory.

- All Career Staff Training/Meeting January 8, 2020 8:30 am – 1:30 pm
- Rescue Units

No bids have been received yet. Brindlee Mountain (Used Emergency Apparatus Dealer) let us know they would list them for us if we don't get any sealed bids. FC Hille will read through their proposal and let the board know the outcome.

**SIGNING OF DISTRICT DOCUMENTS**

The documents were presented to the Board for their signature.

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

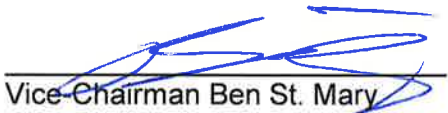
**ADJOURNMENT**

There being no other business Chairman Ramynke adjourned the meeting at 4:46 pm.

  
Chairman David Ramynke

  
Commissioner Les Riel

Attest:

  
Vice-Chairman Ben St. Mary

  
District Secretary Jenifer S Huitt



YAKIMA COUNTY FIRE DISTRICT #4

CHIEF REPORT

DECEMBER 14, 2020

GENERAL INFORMATION:

With the four-month mark since arriving at East Valley Fire now past, I am feeling that I am starting to settle in to the position and the area. I have been blessed with a group of individuals that truly work towards the common goal of excellent service to the community which we live and work in. Although the challenges of the times we are living in present some unusual issues, the solutions are attainable with the cooperation of all the members of the Fire District. I believe we are in for addressing unusual circumstances for quite some time, but that with open communication and cooperation we will continue to provide the service to our community that they deserve. I offer a sincere "thank you" to the Board, Staff and all members of East Valley Fire for all their time and effort to make this fire department an excellent place to work.

OPERATIONAL INFORMATION:

With the interlocal agreement with Yakima Fire in place for an aerial response to commercial structures, there is work to be done now in terms of training for interoperability as well as designation of structures to be marked for first alarm response. Both of these items are currently in motion.

Captain Lenseigne and others continue working with Cascade Fire to get the remainder of the punch list items completed on the two new engines. We will keep working to get the deficiencies on the trucks remedied.

Operations between Station 40 and Station 42 are working well. The shift officers have good communication and are keeping the stations running smoothly. The PTP firefighter shift coverage is continuing to improve, often giving three-man engine coverage on nights and weekends. I am optimistic this trend will continue.

We have been working on getting our career firefighters their IFSAC certifications for their ranks. I have been doing a written test a couple of times a month to accommodate various shifts, and we have been getting practical testing when available for them. So far, they have had good success in both written and practical testing and we are moving forward with staff certifications.

We have four new PTP firefighters that have been completing the onboarding paperwork and started some online classes. Three of them will be going through recruit school with Capt. Babcock beginning in January. One of them a lateral firefighter from Roslyn Fire.

**ADMINISTRATIVE ITEMS:**

We have been working on the onboarding process for both Kadee Hogan as administrative assistant as well as Avery Rooks for probationary firefighter. Kadee will begin on December 21. The new firefighter position will report to Captain Babcock for his orientation and probationary task book sign-offs. It was felt that as this is a day-shift position, it would be best to have a constant point of contact for his needs instead of the shift Captains. The shift personnel will however be directly involved in his training and daily routine. It is anticipated that FF Rooks will be at Station 40 for 4-6 weeks as he goes through his indoctrination to EVFD before he moves to Station 42.

Beginning the first of 2021, we will be using a Purchase Order system for purchases over \$250. The PO system we will be using is part of BIAS software. Requests will be sent to myself and Sec. Huitt via e-mail. After review, I will advise Sec. Huitt if the request is approved via reply to the email. After I approve the expenditure, she will assign a PO number through BIAS and send the number to the requesting staff member for ordering. I believe this will assist us in tracking purchases and controlling line item expenditures. Secretary Huitt and myself will be doing training with the Executive team on use of the PO system we have developed.

**SHIFT REPORTS:**

Attached you will find a report from each of the shift Captains and Captain Babcock as to the month's activity and call response.

**ONGOING EFFORTS...**

- Policy & Procedure Book Revision
- Reviewing and updating the YCFD4 strategic plan
- Budget review and monitoring
- Daily matters

Thank you again for the opportunity to serve the East Valley.

Dale E. Hille

Fire Chief