

**YAKIMA COUNTY FIRE DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
December 27th, 2021**

The meeting convened at 4:00 pm at East Valley Fire Station 40. Those present via Zoom were Bidder Annette 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.

PLEDGE OF ALLEGIANCE

Chairman Ramynke lead the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner St. Mary made a motion to approve the agenda as submitted. Commissioner Riel 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. DS Hogan noted Annette is one of the bidders.

CONSENT AGENDA

a. **SECRETARY'S REPORT**

- Fund Balances as of November 30th, 2021

b. **APPROVAL OF PREVIOUS MINUTES**

- December 13th, 2021 BOC Special Meeting Minutes
- December 13th, 2021 BOC Regular Meeting Minutes

c. **CLAIMS REQUESTS FOR APPROVAL**

Claims Requests Fire	\$ 66,839.80
Claims Requests EMS	\$ 5,599.41
Total Claims	\$ 72,439.21

d. **CORRESPONDENCE**

- CenturyLink monthly rate increases Effective January 1, 2022 Notice
- Department of Labor and Industries 2022 Workers compensation rate update effective January 1, 2022

e. **CHIEF'S REPORT – None**

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

- Opening of Bids for 2009 Ford Expedition

FC Hille opened all sealed bids for 2009 Ford Expedition. First bid was \$6,800; Second Bid \$6,000 and last bid is for \$8,758. Annett is the highest bidder with Lenard's Landing Lodge. FC Hille informed Annett to call DS Hogan who will receipt your cash upon pick up December 28th, 2021 per Annett's request.

- Audit Update

FC Hille stated the audit is basically done; the board received a draft copy of the management letter for the financial portion to review. The recommendations the Auditor listed to be corrected by the district have been corrected by AD Huitt. Chairman Ramynke requested to know why the 2020 Annual report was submitted 285 days late. FC Hille will reach out to AD Huitt for response. On the accountability side of the Audit FC Hille challenged the drafted decision made for the advertising bid procedure because the Auditors weren't completely sure how to address it

**YAKIMA COUNTY FIRE DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
December 27th, 2021**

either. After talking with the Auditor “Best Value” is what was being evaluated for that bid process. Per the auditor Best Value needed to be included in the advertisement but there were no specific directions in RCWs that stated that and the auditor didn’t have an answer as to where to find that information. This issue was then pushed back for further review by audit managers. FC Hill stated that when reaching out to district attorneys, they had never seen a finding for anything less than a ten percent or less differential which is common practice. This issue specifically was a three percent differential. FC Hille stated that we will see what the outcome will be in a week or so. Commissioner Riel noted the bidding process could be a WFOA Conference topic for review training.

NEW BUSINESS

- Action Decision Request 2021-07 Deputy Chief of Operations, Training & Safety.
- Drafted Deputy Chief of Operations, Training & Safety flyer

FC Hille prepared the Action Decision Request for the hiring of the DCO position. Along with that also is a draft of employment opportunity advertisement flyer. He explained that having a solid salary base instead of a range would be best to attract someone for the position. He believes this position would be warranted a district vehicle. He is unaware at this time what that looks like but for the time being they could drive the explorer (Support 40). Chairman Ramynke explained its going to provide command response and manage operations and scenes. FC Hille explained that the district does have support 40 which can be available for the DOC to drive home and back. The ford duty pick up could be for response during work hours because the captains will have to ride on the engine on calls at that point. In the budget we do have the option to buy a couple vehicles; potentially the new brush truck that mirrors the one we are buying now and an additional pickup; That’s just a lot of money to spend in one year. FC Hille just wanted to make sure it was okay to offer that DCO position a vehicle in the flyer and job Description. Commissioner Ramynke stated that seems like a common practice. FC Hille noted that he also included that the DCO position has to live with in a reasonable response time in the district. Commissioner Ramynke noted a typo, FC Hille confirmed it has been corrected already.

Commissioner St. Mary made a motion to approve Action Decision Request 2021-07 Deputy Chief of Operations, Training & Safety. Commissioner Riel seconded. Motion carried unanimously.

FC Hille stated he plans to run the Deputy Chief of Operations, Training & Safety flyer in the Daily Dispatch which is nationwide.

- Resolution 2021-14 In the matter of transferring \$298,253.07 from General Expense Fund 6020410 to the Capital Project Fund 6020460

Commissioner Ramynke asked to confirm if that amount is just what is left over for the end of the year that we are transferring, FC Hille confirmed. Commissioner Riel asked to confirm if the district still had the percentage of the budget in general fire reserve account. DS Hogan and FC Hille confirmed. FC Hille reminded starting next year 2022 we will be working towards adding a minimum of \$150,000 annually in our Fire Reserve account.

Commissioner Riel made a motion to approve Resolution 2021-14 In the matter of transferring \$298,253.07 from General Expense Fund 6020410 to Capital Project Fund 6020460 Commissioner St. Mary seconded. Motion carried unanimously.

Review Drafted Policies

**YAKIMA COUNTY FIRE DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
December 27th, 2021**

- 04.01.04 Job Description-Deputy Chief of Operations, Training & Safety
- 05.04.02 EFT Payment Policy

FC Hille explained 04.01.04 DCO Job Description was for the new position coming up and the second was recommended by the Auditors to have on electronic fund transfers. Commissioner Ramynke asked if we have the right to change these down the road, FC Hille confirmed this is just a starting point so we can advertise.

Commissioner St. Mary made a motion to approve both Policies 04.01.04 Job Description–Deputy Chief of Operations, Training & Safety and 05.04.02 EFT Payment Policy. Commissioner Ramynke seconded. Motion carried unanimously.

COMMISSIONER'S REPORT

Commissioner Riel informed the board he would not be at the first of the year meeting due to being out of town. However, the board needs appoint a chair and vice chair at the first of the year meeting. He stated that two commissioners will suffice, he does not have to be in attendance in order to do so. Commissioner Ramynke opened discussion of the topic. Commissioner St. Mary agreed to keep the tradition to pass from Commissioner to Vice Chair to Charmain every two year. Making him the Charmain of 2022-2023. Commissioner Riel noted to have that on the agenda for the first of the year meeting for approval.

FC Hille stated on April 2nd himself and DS Hogan plan on attending the Snure seminar conference in Spokane and if anyone else would like to attend to let them now so they can make the reservations. Commissioner Riel stated attendees will receive a certificate of participation that documents compliance with the Open public Records and Open Public Meetings training requirements; Which is required every four years. Chairman Ramynke has prior commitments and cannot attend. Commissioner St. Mary said he will probably go but needs to confirm his availability. Commissioner Riel stated if he can't make it, he will do the two classes online.

Chairman Ramynke stated FC Craig of West Valley reached out to Chris Corry one of the state representatives for an application to submit for another \$130,000 for Microwave towers for all our sites. The recommendation is that we should reconsider our microwave length because currently SunComm sits in the middle of Cowichie lane. The topology offers no redundancy besides the redundant radio wave length.

FC Hille stated that there is a study in progress for the radio communication needs. The RFP is out, a company called Televate is doing the study as of right now. FC Hille stated he sits on that committee which meets every Tuesday and the all-county commissions is paying for it. This is for the all-county radio system; what the needs are, what could possibly work; weather it's a combination of digital or what we have now and how much it should cost. It should be complete by April.

ANNOUNCEMENTS

FC Hille is off the rest of the week. But informed the board FF Blake Reeves and FF Cole Neves have done the majority of the work updating the new probationary task books.

Cpt Schrank and Vol Taylor are working on putting a banquet together. They are trying to scale it down for this year specifically and focusing on the people who retired this year.

FC Hille received the specs for the broiler plate from Cascade Fire with the district's logo on it. Specs were sent to Snure for his opinion if this was appropriate or not.

**YAKIMA COUNTY FIRE DISTRICT 4
BOARD OF COMMISSIONERS
REGULAR MEETING
December 27th, 2021**

Sounds like the Dispatch move is going to happen whether Nile and Highland fire join or not as of the last chiefs meeting.

GENERAL DISCUSSION

FC Hille reminded the all-call meeting is on January 7th. If the commissioners would like to come for lunch and talk with the staff, they are welcome.


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, January 10th, 2022 at 4:00 pm.

ADJOURNMENT

Commissioner Ramynke made a motion to adjourn. There being no other business Chairman Ramynke adjourned the meeting at 4:48 pm.



Chairman David Ramynke



Commissioner Les Riel

Attest:

Excused Absence

Vice-Chairman Ben St. Mary

Katelynn Hogan

District Secretary Katelynn M Hogan