

**YAKIMA COUNTY FIRE PROTECTION DISTRICT 4  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
December 9<sup>th</sup>, 2019**

The meeting convened at 4:00 pm at East Valley Fire Station 40. Those present were Chairman Les Riel, Commissioner Ben St. Mary, Commissioner David Ramynke, Chief Mark Emery and Admin Director Huitt.

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

**APPROVAL OF AGENDA**

The agenda was approved as amended 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 public was present and the meeting continued.

**SECRETARY'S REPORT**

- a. 2020 Financial Signatures needed for the County
- b. Two Lost Receipt Affidavits, for Chief Emery & AD Huitt

**PREVIOUS MINUTES – None**

**CLAIMS REQUESTS FOR APPROVAL**

Claims Requests Fire \$ 32,225.14

Claims Requests EMS \$ 1,659.94

Commissioner Ramynke made a motion to approve the Claims Requests in the total amount of \$33,885.08. Seconded and carried.

**CORRESPONDENCE**

- a. Thank you from Cascade Fire & Safety for demo use of Engine 42.
- b. Official Statement General Election Results and Voter Participation for 2020.

Chairman Riel received 69% of the votes during the recent election and will remain on the Board for 6 more years. Our district has 4,011 voters that participated in the November 5, 2019 General Election and that count will be used for any bonds or levy passage in 2020.

**UNFINISHED BUSINESS**

- a. Prothman's proposal for Fire Chief position \$28,058 plus candidate travel expenses. The board requested Prothman do a formal presentation and possibly move up the timeline.

- b. VFIS Insurance Quote for 2020 is a total of \$36,991.00.

AD Huitt stated that VFIS had discovered the district was underbilled for Accidental Death and Dismemberment insurance for the last 3 years. The error has now been corrected and the difference was waived for the prior years since the error was on their end. The quote break-down for 2020 is as follows:

- Property & Casualty Insurance: \$32,196
- Volunteer Accident & Sickness: \$2,667
- Accidental Death & Dismemberment: \$1,628
- Optional: Earthquake (with 2% deductible): \$500

Commissioner Ramynke commented that \$500 was not much for Earthquake insurance. All board members were in agreement.

- c. Questionmark 3-year agreement for Test Bank is \$4,280 for year 1, including 3 test banks.

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**NEW BUSINESS**

- a. Elect a new Chairman and Vice Chairman for the 2020 Board of Commissioners

Chairman Riel made a motion to elect Commissioner Ramynke for the Chairman position. Seconded and carried. Commissioner Ramynke motioned to elect Commissioner Ben St. Mary for the Vice-Chairman position. Seconded and carried.

**COMMISSIONER'S REPORT**

Chairman Riel attended the WFCFA Conference in Olympia and noted that the Education Committee will provide new Commissioner training at the upcoming meetings in Spokane on Feb 22<sup>nd</sup> and Clearwater on Apr 4<sup>th</sup>. The Risk Management committee will meet and conduct a mock trial on Jun 6<sup>th</sup> in Chelan. Regarding the YCFCA, they expressed the need for a new member on their Executive Board.

**CHIEF'S BRIEF – Attached**

**ANNOUNCEMENTS**

- Christmas party and light parade with Santa – December 17<sup>th</sup>, 2019

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

Captain Lenseigne is working on the surplus of Engine 42. Some Station 42 concrete remodel options were discussed, including the option of installing some electric boiler-heated concrete, tearing out and paving everything including or without the apron, regrading the slope, or exiting from the back of the station bays.

**NEXT REGULAR MEETING** – Monday, December 23<sup>rd</sup>, 2019 at 4:00 pm.

**SIGNING OF DISTRICT DOCUMENTS**

The documents were presented to the Board for their signature.

**ADJOURNMENT**

There being no other business Commissioner Ramynke motioned to adjourn at 5:04 pm.



Chairman Les Riel 9.29.20



Vice-Chairman David Ramynke 9.29.20

ATTEST



Commissioner Ben St. Mary 9.29.20



District Secretary Jenifer S Huitt 9.29.20

Approved unanimously on 9/28/2020  
via Open Public Meeting on Zoom.  
Signatures will be secured after  
Proclamation 20-28 has been lifted.

# NOVEMBER INCIDENT DATA

06 December 2019

## 2019

- ✓ INCIDENTS: 102
- ✓ EMS: 69
- ✓ FIRE: 33
- ✓ AVERAGE PER DAY: 3.4
- ✓ MUTUAL AID: 0 provided; 0 received
- ✓ OVERLAPPING: 19 (18.6%)
- ✓ AVE DISTRICT RESPONSE: 8m:10s
- ✓ AVE DISTRICT TURNOUT: 2m:27s
- ✓ AVE TIME ON-SCENE: 17m:38s
- ✓ INCIDENTS BY ZONE: 40=22; 41=30; 42=50
- ✓ RESPONSES BY STATION: 40=97; 41=1; 42=3
- ✓ TRAINING: 63 class hrs.; 293 personnel hrs.

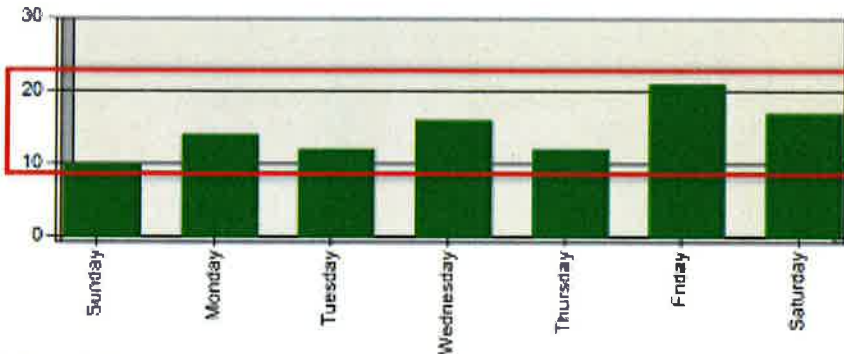
## 2018

- ✓ INCIDENTS: 105
- ✓ EMS: 64
- ✓ FIRE: 41
- ✓ AVERAGE PER DAY: 3.5
- ✓ MUTUAL AID: 0 provided; 0 received
- ✓ OVERLAPPING: 14 (13.3%)
- ✓ AVE DISTRICT RESPONSE: 9m:04s
- ✓ AVE DISTRICT TURNOUT: 2m:47s
- ✓ AVE ON-SCENE TIME: 22m:34s
- ✓ INCIDENTS BY ZONE: 40=13; 41=43; 42=49
- ✓ RESPONSES BY STATION: 40=97; 41=2; 42=4
- ✓ TRAINING: 129 class hrs.; 503 personnel hrs.

## NOVEMBER INCIDENT DISTRIBUTION PROFILE

Incidents by Day of the Week for Date Range

Start Date: 11/01/2019 | End Date: 11/30/2019

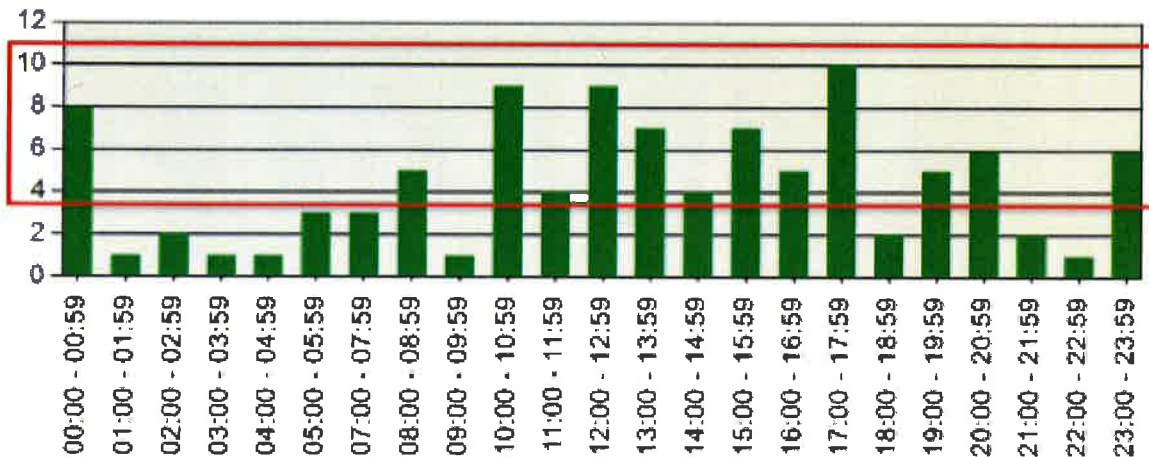


EVFD RESPONSE HX

Year	Count	%
2019	1,130	[ %]
2018	1,234	(1.7%)
2017	1,255	4.9%
2016	1,196	6.8%
2015	1,120	8.7%
2014	1,030	1.7%
2013	1,013	(9.0%)
2012	1,114	17.6%
2011	947	5.4%
2010	898	(2.9%)
2009	925	1.8%
2008	942	1.7%
2007	926	9.1%
2006	849	12.7%
2005	753	

Incidents by Hour for Date Range

Start Date: 11/01/2019 | End Date: 11/30/2019



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

# STATUS REPORT

- 1) **AFG APPLICATION:** Assistance to Firefighters Grant (AFG) application completed and submitted for the purchase of 50 portable radios was submitted Friday. Contributions by the Shift Captains and Jenifer is greatly appreciated! Request total: \$115,474; EVFD cost share: \$15,061; AFG funding: \$100,412.
- 2) **STRATEGIC PLAN TEAM UPDATE:** The Strategic Plan Team met Thursday, 05 December. The Team is moving from Mission-Vision-Values to the designing planning methodology that will be simple, focused, perpetual, and sustainable, yet meaningful. Attending were Commissioner Riel, Chief Emery, Captains Babcock and Evers, Lieutenant Henle, FF Abhold, and FF Stingley.  
**Next Meeting:** tba
- 3) **RESPONSE STANDARDS TEAM UPDATE:** November meeting postponed due to illness.  
**Next Meeting:** tba
- 4) **DECEMBER EVFD MATTERS:** Holiday edition distributed to all members Friday, 06 December.
- 5) **2020 PTP MEMBER DEPARTURE:** PTP member Chelsea Rhoades with her YFD Firefighter husband will be moving to Spokane next year. Best wishes Chelsea!

## ON THE HORIZON

- 1) **JANUARY TRAINING CALENDAR:**

JANUARY 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1A New Year's Day	2B	3B	4C Recruit Class: Orientation Sun @ St. 40
5C	6A Management Committee 0970	7A FF1 Skills Drill / Fit Testing / PPE Inspection / SCBA Quarterlies / SCBA Proficiency	8B	9B	10C	11C Recruit Class: PPE & Utilities Sun @ St. 40
12A	13A Commissioner Meeting 1000	14B Associates Meeting / Incident Management Teams / Air Support Operations	15B	16C	17C	18A Recruit Class: First Aid Sun @ St. 40
19A	20B MLK Day Martin Luther King Jr. Birthday	21B EMS & Risk Reduction, Awareness Asbestos, Confined, Trench, & Electricity	22C	23C	24A	25A Recruit Class: Building Construction & Fire Behavior Sun @ St. 40
26B	27B Commissioner Meeting 1000  LT Sean McDonald Birthday	28C Chief's Drill	29C	30A	31A	

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## BOFC DISTRICT GOALS

Standards of Response Coverage & Effective Force	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Update Mission, Vision, Values, Leadership Model	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Strategic Plan Update ('Perpetual Planning')	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Yakima County Fire Marshall Investigation Performance	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Station 42 Remodel Project	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Lexipol Implementation & Policy Updates	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Risk Management Plan: Organizational & Operational	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Yakima County Single Source Private Ambulance Provider	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Upgrade & Improve Yakima County Radio & Dispatch System	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Beaudry-Wendt Bridge Project	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Maintain & Strengthen Community Relationships	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Policy Updates: high risk/low frequency priority.	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
2020 Budget	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Training Director On-board, Orientation, initial Guidance.	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Collective Bargaining Agreement	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Update Organizational Chart	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Annual Performance Evaluations (PTP and career)	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
SCBA Grant	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Two New Engine(s)	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
2019 DNR/BLM Agreements	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
WSRB: Retain Class 5	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
August Levy Education Strategy	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete

## ADDITIONAL DISTRICT PROJECTS

Director of Training & Compliance	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Solid, Realistic, Ongoing, Verifiable Training (SROVT)	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Staffing and Deployment Plan	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Member IFSAC Certifications (Career and PTP)	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Officer Development Task Books (ALT and ACAPT)	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
EVFD Incident Support Teams	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Improve to WSRB Class 4 by 2024	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Station 42 Medic Unit	<input checked="" type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
Response Boss Task Book (PPT and Career)	<input checked="" type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Training Tower and Burn Building	<input checked="" type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input type="checkbox"/> Complete
Seasonal Response Crew/Exercise Hydrants	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete
October Recruitment & Selection of PTP Members	<input type="checkbox"/> On-Hold	<input type="checkbox"/> In-Progress	<input checked="" type="checkbox"/> Complete

## MEMBER PRIORITIES *Italics = EVFD Culture priority*

1) High-Level of Training & Proficiency	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> On-Going	<input type="checkbox"/> Complete
2) <i>Passion and Enthusiasm</i>	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> On-Going	<input type="checkbox"/> Complete
3) <i>Teamwork</i>	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> On-Going	<input type="checkbox"/> Complete
4) <i>Foster Positive Culture</i>	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> On-Going	<input type="checkbox"/> Complete
5) <i>Accountability (Organizational)</i>	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> On-Going	<input type="checkbox"/> Complete
6) <i>Develop Cohesive Team</i>	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> On-Going	<input type="checkbox"/> Complete
7) Staffing and Deployment Plan	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> On-Going	<input type="checkbox"/> Complete
8) Clear Direction and Goals	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> On-Going	<input type="checkbox"/> Complete
9) <i>Mutual Support, Respect, and Trust</i>	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> On-Going	<input type="checkbox"/> Complete
10) Clear Definable Goals for all Personnel	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> On-Going	<input type="checkbox"/> Complete
11) Long-Term Comprehensive Planning	<input type="checkbox"/> On-Hold	<input checked="" type="checkbox"/> On-Going	<input type="checkbox"/> Complete

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