

**YAKIMA COUNTY FIRE DISTRICT 4**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING AGENDA**  
**March 28<sup>th</sup>, 2022**

The meeting convened at 4:00 pm at East Valley Fire Station 40. Those present at Station 40 were, Commissioner Ben St. Mary, Commissioner David Ramynke, Fire Chief Dale Hille and District Secretary Katelynn Hogan, Lieutenant Charles Erickson and Firefighter Andy Babcock. Commissioner Les Riel had an excused absence.

Commissioner St. Mary called the meeting to order at 1600.

**PLEDGE OF ALLEGIANCE**

Commissioners St. Mary lead the Pledge of Allegiance.

**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.

Commissioner St. Mary noted there was no public input at this time.

**APPROVAL OF AGENDA**

Commissioner Ramynke made a motion to approve the agenda as submitted. Commissioner St. Mary seconded. Motion Carried unanimously.

**CONSENT AGENDA**

a. **SECRETARY'S REPORT**

- BVFF 2021 Annual Pension Verification Process
- Fund Balanced as of February 28<sup>th</sup>, 2022

b. **APPROVAL OF PREVIOUS MINUTES**

- February 14<sup>th</sup>, 2022 Regular BOC Meeting Minutes
- February 28<sup>th</sup>, 2022 Regular BOC Meeting Minutes
- March 14<sup>th</sup>, 2022 Regular BOC Meeting Minutes

c. **CLAIMS REQUESTS FOR APPROVAL**

Claims Requests Fire	\$ 3,512.35
Claims Requests EMS	\$ 144.45
<b>Total Claims</b>	<b>\$ 3,656.80</b>

d. **CORRESPONDENCE**

- Springbrook express cloud update
- WA DOL Driving Record Fee Increased

e. **CHIEF'S REPORT - None**

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

**UNFINISHED BUSINESS**

- Policy 04.04.01 update replacing Policy 05.01.09 due to discrepancies.
- Appendix #1 05.01.09 replaces Appendix #1 04.04.01

FC Hille stated that after going through and updating the policy book with the newly adopted policies there were two identical policies with repetition and a few discrepancies. Policy 04.04.01 will now be policy 05.01.09. Along with 05.01.09 Appendix #1 being replaced with the wording of Appendix #1 04.04.01 but keeping the 05.01.09 numbering due to the contents falling into chapter 5 Financial Management. Commissioner Ramynke made a motion to adopt policy 04.04.01 update replacing policy 05.01.09 due to discrepancies as well as Appendix #1 04.04.01 replacing 05.01.09 Appendix #1, Chairman St. Mary seconded. Motion carried unanimously.

FC Hille researched with our insurance company on stolen turnout gear. Commissioner Ramynke would like FC Hille to do some further digging on making a claim or not.

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FC Hille noted that the Insurance company will be doing a drop by visit Friday April 1<sup>st</sup> to do introductions due to Nicholson & Associates taking over VFIS. This will include both our agent and the underwriter that understands the policy.

#### NEW BUSINESS

- Use of reader board

FC Hille informed the board that someone from the Mr. East Valley program requested to put something on the reader board advertising the provisions take over. After further discussion, supporting a public restaurant which is a private entity is not allowed. However, FC Hille Stated he would like to support the Mr. East Valley program and the proceeds that are donated to the Children's Miracle Network; because it's a community event. Commissioner Ramynke stated there should be a policy that specifies who, what and when can publish something on the reader board and to include a Board approval process. FC Hille stated he would work on putting a policy together.

- FF Robillard Light Duty Request

FC Hille informed the board FF Robillard will not need surgery but has requested light duty for the next three to four months which he's a month into already. A list has been put together for him to work on during that time that will be beneficial to the fire district. He will also be able to keep up on his Ongoing Training and Education Program for his EMT certification this way. He will move from shift rates to day rates on a Monday – Friday 8am-5pm Schedule starting Tuesday March 29<sup>th</sup>.

#### Review Drafted Policies

- DRAFT 05.01.09 Per Diem, Travel Allowance and Expense Reimbursement
- DRAFT 04.05.01 BOC Responsibilities and Conduct
- DRAFT 04.05.02 Employee & Volunteer Responsibilities and Conduct
- DRAFT 04.05.03 Outside Employment and Conflicts of Interest
- DRAFT 04.05.04 Smoking, Chewing Tobacco, Vaping Policy
- DRAFT 04.05.05 Political Activities and Lobbying
- DRAFT 04.05.06 Safety
- DRAFT 04.05.07 Appendix #1 Firefighter Serious Injury and or Death
- DRAFT 04.05.07 Firefighter Serious Injury and or Death
- DRAFT 04.05.08 Appendix #1 Reporting Injuries
- DRAFT 04.05.08 Reporting Injuries
- DRAFT 04.05.09 Accidents - Vehicles and Personal
- DRAFT 04.05.10 Harassment
- DRAFT 04.05.11 Appendix #1 Whistleblower Act
- DRAFT 04.05.11 Whistleblower Act
- DRAFT 04.05.12 Officers General Responsibilities
- DRAFT 04.05.13 New Volunteer Performance Levels
- DRAFT 04.05.14 Attendance
- DRAFT 04.05.15 Appendix #1 Consent-Release Form
- DRAFT 04.05.15 Substance Abuse and Drug-Free Workplace
- DRAFT 04.05.16 Grievance Complaint
- DRAFT 04.05.17 Chemical Hazard Communication Program
- DRAFT 04.05.18 Appendix #1 Pregnancy
- DRAFT 04.05.18 Pregnancy

Commissioner Ramynke made a motion to approve drafted policies 05.01.09 and 04.05.01 through 04.05.18 as submitted. Commissioner St. Mary seconded. Motion carried unanimously.

#### COMMISSIONER'S REPORT

FC Hille stated that after discussing DNR grants with FC Jim Lange of Selah Fire. They took the amount of wildland calls for their own district; YCFD4 being about 2% of all calls for the year and then divided them out. Which came up with the wildland budget amount of \$28,000 a year for YCFD4. FC Hille informed Commissioner Ramynke to get a hold of Joey Weedin due to some changes in regards to the DNR grant process. Commissioner Ramynke stated that the

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communications committee is still working on securing the funds for the new microwaves which are about \$25,000 a piece.

**ANNOUNCEMENTS**

FC Hille met with Russ Hill the East Valley School districts supper intendent this morning to know each other. Emergency preparedness was also discussed along with future practices.

**GENERAL DISCUSSION**

Commissioner Ramynke stated that it would be good to have some active shooter training with the police department and school district on active shooter procedures and practices. FC Hille stated he would talk with the Moxee Police Department to see if training with them would be a possibility. As well as possibly having trauma kits on hand for incidents.

**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, April 11<sup>th</sup>, 2022 at 4:00 pm.

**ADJOURNMENT**

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

  
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Chairman Ben St. Mary

  
\_\_\_\_\_  
Commissioner David Ramynke

Attest:

Excused Absence  
\_\_\_\_\_  
Vice-Chairman Les Riel

  
\_\_\_\_\_  
District Secretary Katelynn