KITTITAS COUNTY FIRE DISTRICT #2
Ellensburg, Washington

Minutes of: Commissioners’ Board Meeting, Regular Session
Meeting date: August 11, 2016
Meeting time: 1900 hours
Meeting place: 400 E. Mountain View, Station 29

Commissioners in Attendance: Pat Clerf, Neal Houser, John Smith and Glenn Huffman. Neil O’Neill had an excused absence.

Others in Attendance: Chief John Sinclair, District Secretary Shannon Hill, FSM Simon and four members in the audience. Chief Elliott was on a fire and had an excused absence.

1. Call to Order: Commissioner Clerf called the meeting to Order at 1900 hours and led the Pledge of Allegiance.

2. Approval of Agenda:
Commissioner Smith made a motion to amend the agenda, adding new business item 8.6 Resolution 16-12 and approve the amended agenda. Commissioner Houser seconded the motion. There was no further discussion. The Board voted unanimously to approve the agenda as amended.

3. Consent Agenda:
Items listed under the Consent Agenda were distributed to Fire Commissioners in advance for study. All of the following items were enacted with one motion:
3.1 Approve Meeting Minutes
• July 14, 2016 Regular Meeting
3.2 Acknowledge Correspondence
• Thank-you note to Chief Sinclair and KVFR from Skip & Jan Lebo for supporting military families and Wounded Warriors Family Support
• Thank-you note to EMS team, (Fowler, Tuckness, Buchanan, Paul, Dennis, Gremel and Moon) for care for a patient from April Haugen, Sunrise Midwifery
• Certificate of Occupancy for 400 E. Mountain View
• Thank-you note to Chief Elliott from Carol Findley, RSVP, for teaching CPR/First Aid class
• Thank-you note to Chief Elliott from a student in the CPR/First Aid class
• Thank-you email from patient’s family to B Shift
• MDA Fill the Boot email from Captain Carter thanking Nick St. John, Stephen Hubbard, Stephanie McBride, Josh DeHerrera, Coulson O’Donnell, the Drew Perry family and C-Shift.
• Thank-you email from Erica Batchelder to Carol Findley regarding Chief Elliott’s CPR and First Aid class
• Daily Record article from November 2, 1978 regarding the historic brass bell
3.3 Authorize to pay vouchers

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$597,824.00 Total

Motion was made by Commissioner Houser to approve the consent agenda items as presented. Commissioner Smith seconded the motion. There was no further discussion. The Board voted unanimously to approve the consent agenda items as presented.

4. Public Hearing: None

5. Public Comment: None

6. Administrative Reports:

6.1 Finance Report: FSM Simon presented the attached report and the following items were discussed in further detail:

- Negotiations with the City of Ellensburg regarding a fire protection contract.
- Solar farms and whether they would require a fire protection contract. Chief Sinclair is going to check with Kittitas County Assessor’s office and report back.
- Commissioner Smith asked for an update on the water meter at the new Station 29. The District paid for it; however, Chief Sinclair is going to put in a claim to TCA for reimbursement.

6.2 District Secretary Report: District Secretary Hill presented the attached report and the following items were discussed in further detail:

- Commissioner Smith informed the Board about the 2016 IACC (Infrastructure Assistance Coordination Council) Conference taking place in Wenatchee, October 18 – 20, 2016. FSM Simon said she would obtain conference information to determine if KVFR staff should attend.

6.2 Deputy Chief Report: Chief Sinclair presented Chief Elliott’s attached report and the following items were discussed in further detail:

- Commissioner Smith asked about the Distressed County Sales Tax Grant to remodel Station 22. The County has advised us that they are still collecting scoring sheets and we will hear something in August. Jerry Pettit mentioned that there is an upcoming meeting on it.

6.3 Chief’s Report: Chief Sinclair presented the attached report and the following items were discussed in further detail:

- Chief Sinclair shared with the Board in more detail the possibility of the City of Kittitas annexing into the District and what that could look like; and potential changes within the
structure of Fire District 1. The Board also discussed the possibility of merging the District with Upper County at some point in the next ten years and what that would look like.

- Kyle Anderson was awarded a Bull Dog and Truck Company award at the Fire Academy.
- Chief Sinclair stated that Local 1758 President Wallace had informed him that the insurance expert they had hired had talked to the body and they are working through a vote, but the consensus was they would like to move to medical insurance with Northwest Fire Fighters Benefits Trust. Chief Sinclair hopes to have costs for the September meeting.

### 6.4 Commissioners Report: No Report

### 7. Unfinished Business:

#### 7.1 Request for Budget Approval for UTV Supplies: Chief Sinclair presented a quote from Webb Powersports for eight open face helmets and 4 sets of goggles. The total cost of the quote was $519.91. Chief Sinclair showed the Board some pictures of the type of trailer that could be used to haul the UTV’s, but there is no request for funds at this time. Commissioner Huffman made a motion to approve $519.91 for the purchase of helmets and goggles. Commissioner Smith seconded the motion. There was no further discussion. The Board voted unanimously to approve the motion.

### 8. New Business:

#### 8.1 Resolution 16-10: Declare as Bad Debt; Authorize Write-Off: Commissioner Huffman made a motion to approve Resolution 16-10. Commissioner Houser seconded the motion. There was no further discussion. The Board voted unanimously to approve the motion.

#### 8.2 Resolution 16-11: Minimal Debit/Credit Balance; Authorize Write-Off: Commissioner Smith made a motion to approve Resolution 16-11. Commissioner Huffman seconded the motion. There was no further discussion. The Board voted unanimously to approve the motion.

#### 8.3 September Commissioner Meeting Date: Following discussion Commissioner Huffman made a motion to move the regularly scheduled Commissioner Board meeting from September 8th to September 14th at 1900 hours. Commissioner Houser seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion. Commissioner Huffman made a motion to set special meetings, Budget Study Sessions on September 21 at 1600 hours and October 4 at 1600 hours at Station 29. Commissioner Houser seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion. Commissioner Houser made a motion to set a public hearing for October 13, 2016 at 1900 hours to accept public comment and adopt the 2017 budget. Commissioner Smith seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion. Commissioner Huffman made a motion to set a Special Meeting date on October 3, 2016 at 1900 hours in conjunction with the Ellensburg City Council for presentation of the “Excellence in Fire Based EMS Award”. Commissioner Smith seconded the motion. There was no further discussion and the Board voted unanimously to approve the motion.

#### 8.4 Agenda Report: Proposed Changes to EMS Billing: Chief Sinclair presented this report to the Commissioners. Due to Chief Elliott’s absence it was decided that the Commissioner’s would review the report and there would be an informed discussion at the September meeting.

#### 8.5 Fire Chief Contract: Chief Sinclair presented a draft copy of his amended personal services contract, following direction from the Commissioner to see an end to the multi-year contracts. He presented a contract with some changes and cleaned up language for the Commissioners to review, along with the old contract for comparison purposes.
8.6 Resolution 16-12: Cancel and Reissue Outstanding Warrant: Commissioner Huffman made a motion to approve Resolution 16-12. Commissioner Houser seconded the motion. There was no further discussion. The Board voted unanimously to approve the motion.

10. Adjournment
A motion was made by Commissioner Houser to adjourn the meeting. Commissioner Huffman seconded the motion. There was no further discussion and the board voted unanimously to adjourn the meeting. The meeting was adjourned at 2003 hours.

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Board Chair

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District Secretary