

**KITTITAS COUNTY FIRE DISTRICT #2
Ellensburg, Washington**

Minutes of: Commissioners' Board Meeting
Meeting date: September 14, 2023
Meeting time: 7:00pm
Meeting place: 400 E. Mountain View, Station 29

Commissioners in Attendance: Pat Clerf, Neal Houser, Ross Ogan and Neil O'Neill. Commissioner Pettit had an excused absence.

Others in Attendance: Chief Sinclair, Deputy Chief Rich Elliott, FSM Beckett and numerous firefighters. ASM McBride 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 Houser made a motion to approve the agenda. Commissioner O'Neill seconded the motion. There was no further discussion. The Board voted unanimously to approve the agenda.

3. Consent Agenda

- 3.1 Approve Proposed Meeting Minutes
 - August 10, 2023 Meeting Minutes
- 3.2 Acknowledge Correspondence: None
- 3.3 Authorize to pay vouchers

SEPTEMBER 2023		
Batch #	Amount	Description
2023.09.01	\$462,952.99	Payroll - General Fund 010
2023.09.02	\$188,603.89	Payroll - EMS Fund 011
2023.09.03	\$68,951.71	Accounts Payable - General Fund 010
2023.09.04	\$24,704.63	Accounts Payable - EMS Fund 011
2023.09.05	\$7,329.48	Accounts Payable - Equipment Fund 041
\$752,542.70		

Commissioner Ogan made a motion to approve the Consent Agenda. Commissioner O'Neill seconded the motion. There was no further discussion. The Board voted unanimously to approve the agenda as presented.

4. Badge Pinning Ceremony: The ceremony took place at 1915. FF's Brandon Wood and James Krueger took an oath of duties as a firefighter led by Chief Sinclair. Commissioner Clerf asked for a 10-minute recess of the meeting to allow for light refreshments to be served for the badge pinning ceremony at 1919. The meeting resumed at 1929.

5. Public Comment: The board gave FF Haberman permission to use Station 29 for the Veteran's Day BBQ on November 11th.

6. Administrative Reports:

6.1 Finance: FSM Becket presented the attached report and addressed the following:

- The overtime report for the month of August.
- The District has received 6.8 million in revenues through the end of August.

- KVFR has had 6 million in expenditures through the end of August.

6.2 District Secretary Report: FSM Beckett presented the attached report and addressed the following:

- Two commissioners are registered for the WFCM Conference October 25-25th.
- All commissioners are due for the Open Public Meetings Act Training.
- We are establishing a hiring list and have an assessment center scheduled for October 9-13th.

6.3 Deputy Chief Report: DC Elliott presented the attached report addressed the following:

- Wildland season appears to have a lot of near misses and is nearing an end.
- There were 8 total EMS calls related to Fair/Rodeo and 5 of which were transports.
- Captain Delvo is back from leave and FF Haberman has returned to shift.
- ITAC training is being reintroduced to the organization and the goal is to have this be the primary focus for the next 10 months.

6.4 Chief Report: Chief Sinclair presented the attached report and addressed the following:

- The roof is currently being worked on. A press release has been written for the community.
- Fire season of 2023 has been relatively light and we have been lucky as a community.
- CWU has paid their protection services contract for 2023.
- Kittcom services are going up and the increase will be budgeted for 2024.
- The engine spec committee will be meeting in the coming weeks. District 7 also needs to purchase engines.
- The auto workers strike may impact our ordered pickups delivery date.

6.5 Commissioner Report: Director Long has resigned and Kittcom is looking for a temporary director for Kittcom.

7. Unfinished Business: None.

8. New Business

8.1 SCBA RFP#2023-1 Bid. Commissioner Houser made a motion to accept SeaWestern's Bid. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

8.2 Resolution 22-13 Surplus: Commissioner Ogan made a motion to approve Resolution 22-13. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

8.3 2023 Budget Meetings and Timeline: It was decided that the board would wait until the October Meeting to set the Special Budget Meeting dates.

9. Good of the Order: Commissioner Houser reported that he saw Sharon Rompel and that she is doing great and wanted to tell everyone hello.

10. Executive Session: At 1943 Commissioner Clerf announced that the Board would be going into Executive Session pursuant to RCW 42.30.110(1)(g) – To review the performance of a public employee. The Executive Session would be for 20 minutes to 2003 hours. Commissioner Clerf requested that Chief Sinclair, Deputy Chief Elliott, and FSM Beckett remain for the executive session to meet with the Board members. The regular meeting resumed at 2003 hours. Following executive session a motion was made by Commissioner O'Neill for the Fire Chief to negotiate a

contract with Kittcom to utilize the services of Deputy Chief Elliott. Commission Houser seconded the motion. There was no further discussion and the motion passed unanimously.

11. Adjournment Commissioner O'Neill made a motion to adjourn the meeting. Commissioner Houser seconded the motion. There was no further discussion and the board voted unanimously to adjourn the meeting. The meeting adjourned at 2004 hours.


Board Chair


District Secretary

