

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

Minutes of: Commissioners' Board Meeting
Meeting date: January 12, 2023
Meeting time: 10:00am
Meeting place: 400 E. Mountain View, Station 29

Commissioners in Attendance: Pat Clerf, Neal Houser, Neil O'Neill, Jerry Pettit and Ross Ogan.

Others in Attendance: Chief John Sinclair, ASM McBride, FSM Beckett and numerous firefighters. Deputy Chief Elliott had an excused absence.

1. Call to Order: Commissioner Clerf called the meeting to order at 1000 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 as presented.

2.1 Selection of Board of Fire Commissioner Board Chair for 2023: Commissioner Houser made a motion to appoint Pat Clerf for Board Chair. Commissioner Pettit seconded the motion. There was no further discussion. The Board voted unanimously to approve the position as presented.

2.2 Selection of Board of Fire Commissioner Vice Chair for 2023: Commissioner O'Neill made a motion to appoint Ross Ogan for Vice Chair. Commissioner Houser seconded the motion. There was no further discussion. The Board voted unanimously to approve the position as presented.

2.3 Selection of Board representative on local Board of Volunteer Firefighters: Commissioner Pettit made a motion to appoint Neil O'Neill as the Board representative on for the local Board of Volunteer Firefighters. Commissioner Houser seconded the motion. There was no further discussion. The Board voted unanimously to approve the position as presented.

2.4 Selection of Board representative on the Financial Review Committee: Commissioner O'Neill made a motion to appoint Pat Clerf and Neal Houser as the Board representatives for the Financial Review Committee. Commissioner Ogan seconded the motion. There was no further discussion. The Board voted unanimously to approve the position as presented.

2.5 Selection of Board representative on the Labor Management Committee: Commissioner O'Neill made a motion to appoint Jerry Pettit and Neal Houser as the Board representatives for the Labor Management Committee. Commissioner Ogan seconded the motion. There was no further discussion. The Board voted unanimously to approve the position as presented.

2.6 Selection of Board representative at KITTCOM: Commissioner Houser made a motion to appoint Jerry Pettit as the Board representative on the KITTCOM Board. Commissioner Ogan seconded the motion. There was no further discussion. The Board voted unanimously to approve the position as presented.

3. Consent Agenda

Items listed under the Consent Agenda were distributed to Fire Commissioners in advance for study. All the following items were enacted with one motion:

3.1 Approve Meeting Minutes

- December 8th, 2022

3.2 Acknowledge Correspondence

- Thank You to staff members from Bryan Pearson with ESIP

3.3 Authorize to pay vouchers

JANUARY 2023		
Batch #	Amount	Description
2023.01.01	\$376,369.81	Payroll - General Fund 010
2023.01.02	\$158,782.79	Payroll - EMS Fund 011
2023.01.03	\$216,678.24	Accounts Payable - General Fund 010
2023.01.04	\$118,100.98	Accounts Payable - EMS Fund 011
2023.01.05	\$6,140.61	Accounts Payable - Equipment Fund 041
\$876,072.43		

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. Public Hearing: None

5. Public Comment: Chief Sinclair introduced newly hired Firefighter Michael Werlech, who started on January 1st. Michael shared information about himself and was happy to be joining the organization. Firefighter Haberman wanted to share about a retiree photo wall that is being put together for display in the day room. A professional photographer has been working with Firefighter Haberman to get headshots and prints for the project. FF Anderson wanted to thank the board for allowing shop with a cop to use the fire station facilities.

6. Administrative Reports

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

- The overtime reports are attached for the month of December.
- The financial statements are attached. FSM Beckett shared that 2022 ended with 9.4 million in revenue and 8.5 million in expenditures.

6.2 District Secretary Report: DS McBride presented the attached report and addressed the following:

- The annual appreciation banquet is scheduled for Friday, January 27th. Remember to RSVP.
- Annual Public Disclosure requirements for all commissioners are due by April 15th.

6.3 Deputy Chief Report: Chief Sinclair presented the attached report addressed the following:

- Call volume was statistically up 3% from 2021 to 2022.
- There continues to be radio failures. Kittcom is aware of the issues, and we are working with them to find solutions. Some of the issue comes from a needed infrastructure improvement on Kittcom's side.
- The County has not hired a new fire marshal. The previous contract for fire investigations sunset at the end of the year. We have extended the contract through March for fire investigation services. The fire marshal position is being move under the Sheriff office. This should help with many of the problems that position has had in the past.
- DC Elliott is working to coordinate with BLM, USFS and DNR to have fuels mitigation burns this spring.
- The WA Fire State training academy is full. We are working on having a joint academy with Yakima Fire. We are securing a burn house for this academy training. We will be sending 4 candidates to the academy.

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

- Chief was out sick for much of December. He is working to catch up on things.

- Chief has stepped down from the regional mobe coordinator, this will give him some more time during wildland season.
- The WA State Legislative session is happening. The WFC/WFCA meeting is on February 17th. Please let Sydney know if you can attend.
- The roof mediation did not result in what was hoped. We are still working with counsel for the next steps.
- GEMT money has been reduced based on new legislation. Many westside departments will be greatly impacted. KVFR will see a slight reduction based on current cuts, but additional cuts may impact us.
- Finance and Chief met with the County Treasure for the investment plan.

6.5 Commissioner Report: The Kittcom meeting is today at KVFR. Commissioner Pettit will be attending. Kittcom is working on the radio infrastructure to help address some of the county wide problems with the system.

7. Unfinished Business

7.1 ESCI Study Update: A draft of the ESCI study update was sent to the board. We can provide printed copies. Once edits are made, a final copy will be distributed to the entire District. Chief would like to schedule a joint meeting with the district 7 board in the future.

8. New Business

8.1 Resolution 23-01: Wage and Stipend Schedule: Commissioner O'Neill made a motion to approve the 2022 Wage and Stipend Schedule. Commissioner Ogan seconded the motion. There was no further discussion and the motion passed unanimously.

8.2 Resolution 23-02: 2023 Fee Schedule Amendment: Commissioner Houser made a motion to approve the 2023 Fee Schedule Amendment. Commissioner Pettit seconded the motion. There was no further discussion and the motion passed unanimously.

8.3 Resolution 23-03: Authorizing Commissioners to serve as Volunteer Firefighters: Commissioner O'Neill made a motion to adopt resolution 22-03. Commissioner Pettit seconded the motion. There was no further discussions ant the motion passed unanimously.

8.4 Set Public Hearing Date for 2023 Performance Benchmarks: Commissioner Houser made a motion to set a public hearing for setting the 2023 performance benchmarks on March 9th, 2023. Commissioner Pettit seconded the motion. There was no further discussions ant the motion passed unanimously.

9. Good of the Order: None

10. Executive Session: None

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 1056 hours.

Pettit

Board Chair

ASMB

District Secretary

