

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

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

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

**Others in Attendance:** Chief Sinclair, Deputy Chief Rich Elliott, ASM McBride FSM Beckett and numerous firefighters.

**1. Call to Order:** Commissioner Ogan called the meeting to order at 1000 hours and led the Pledge of Allegiance.

**2. Approval of Agenda:**

Commissioner Pettit made a motion to approve the agenda. Commissioner Houser 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**

- September 14, 2023 Meeting Minutes

3.2 **Acknowledge Correspondence:**

- Thank you card from 4<sup>th</sup> Grade Class at Ellensburg Christan School.
- Thank you note to Sarah Sinclair, Tony Schumaier, Kris Vanicek from Jennifer for care provided to family member.

3.3 **Authorize to pay vouchers**

OCTOBER 2023		
Batch #	Amount	Description
2023.10.01	\$457,248.73	Payroll - General Fund 010
2023.10.02	\$194,674.79	Payroll - EMS Fund 011
2023.10.03	\$55,754.16	Accounts Payable - General Fund 010
2023.10.04	\$84,818.11	Accounts Payable - EMS Fund 011
2023.10.05	\$184,564.87	Accounts Payable - CON Fund 020
2023.10.06	\$3,629.31	Accounts Payable - Equipment Fund 041
<b>\$980,689.97</b>		

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

**4. Public Hearings:** None.

**5. Public Comment:** None.

**6. Administrative Reports:**

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

- The overtime report for the month of September is attached.
- FSM is suggesting the tentative dates for setting the budget workshop meeting on October 25<sup>th</sup> and the budget finance committee meeting on November 6<sup>th</sup>.

- Through the third quarter we have received 8 million in revenue, 4.6 million in general levy taxes. 1.2 million is the projection for the transport revenue.
- A question was asked by Deputy Chief Elliott about if the revenue for ambulance revenue year is to date. ASM confirmed it is.
- Payroll is the largest expenditure at 5.6 million.

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

- Two commissioners are registered for the WFCM Conference October 25-25<sup>th</sup>.
- 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 9-13<sup>th</sup>.

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

- We have seen a decrease in flu vaccine immunization this year. There is a pattern in Kittitas County that once the influenza rate reaches a certain threshold, masks will be required for non-vaccinated personnel in the hospital. Vaccine records that employees provide are kept confidential in a medical file.
- We had an educational meeting with RA's for CWU to share how to better assist KVFR with fire alarms and student alcohol use. CWU campus responses equal about 2-5% of our call volume. Fall quarter is typically the busiest quarter.
- Our call volume from a trend is going up relating to EMS. We are seeing higher acuity EMS calls.
- Members that have been utilizing long term leave are returning to work helping with our staffing.
- Over the last couple of years, the City of Kittitas's water system has not been reliable. Since then the City of Kittitas has improved their system. They are now testing the hydrant system themselves after having training from KVFR utilizing our equipment. We are now back to utilizing their water system.
- DC Elliott is going to be taking leave for wildland meetings and then personal vacation.

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

- We have received the 2024 tax information. We are going to see a significant reduction in our tax rate because of the 1% limit.
- The work on the roof is largely done. The west end of the station is still having siding put back on. We will still pursue suing the contractor. We believe that there is enough information documenting the problems.
- We had a season ending event for wildland season. There are controlled burns happening in the upper county.
- There is a Kittcom meeting this afternoon. They have requested DC Elliott to be the interim director while they search for a permanent replacement. Kittcom is vital to our organization and community.
- The FD7 mechanic and KVFR mechanic visited the engine manufacturing factory back in Minnesota and South Dakota. We are not locked into any vendor for when we order engines.
- Our pickups should not be affected by the auto worker's strike.

- DOT is doing a tabletop on October 26<sup>th</sup> to talk about the impacts of the vantage project. DOT has not looked at what happens during the wildland season.
- A homeowner in Ringer Loop would like to annex into the Fire District. We will work with the homeowner and the county to see what fire protection services we can provide.
- Ed West the former Fire Chief is not doing well. Rick Hink who use to be the Fire Chief of Kittitas is wanting to come back as a volunteer.
- The Training Division has been doing a lot of work on building the ITAC curriculum especially Lt. Dennis and hopefully the entire county will follow our lead. The firefighters are welcoming the ITAC training.
- The Chief would like to thank DC Elliott and Sydney for their work on the ESO transition.
- We have worked to close out the SCBA purchase this year and we believe that the SCBA's will be shipped on the 13<sup>th</sup> of December.

**6.5 Commissioner Report:** Commissioner Pettit met with Director Long to get a ballot measure put together for the 2024 April election. The \$300,000 that Kittcom requested through the county has been approved. What they found is the priority on the list to fix will eat up most of the \$300,000. DC Elliot updated that Kittcom is down to 7 employees with mandatory shifts occurring. DC Elliott wants to work with Director Long to develop a contingency plan if we don't have Kittcom employees. Regardless of what ends up happens, Kittitas County will still be responsible for the 10-30 million dollars' worth of radio upgrades that need to happen. There is short term staffing possibility for Rivercom dispatchers to fill spots at Kittcom.

**7. Unfinished Business:** None.

## **8. New Business**

**8.1 Special Budget Meeting.** Commissioner Houser made a motion to set a special budget workshop meeting on October 25<sup>th</sup> at 0800. Commissioner Pettit seconded the motion. There was no further discussion and the motion passed unanimously.

**8.2 Public Hearing for 2024 Budget:** Commissioner O'Neill made a motion to set a public hearing for the 2024 Budget on November 9<sup>th</sup> at 1000. Commissioner Houser seconded the motion. There was no further discussion and the motion passed unanimously.

**8.3 Resolution 23-14 Declare Bad Debt:** Discussion occurred that the bad debt is a recommendation from the credit service based on the WA State debt collection laws. Commissioner Pettit made a motion to approve Resolution 23-14 Declare Bad Debt. Commissioner Houser seconded the motion. There was no further discussion and the motion passed unanimously.

**8.4 Firefighter/Paramedic Eligibility List:** We have one Paramedic Candidate, and Commissioner Pettit made a motion to approve the Firefighter/Paramedic Eligibility List. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

**9. Good of the Order:** FF Anderson spoke with Chief Sinclair about Shop with the Cop facility use on December 9<sup>th</sup> and wanted to share this with the board.

**10. Executive Session:** At 1045 Commissioner Ogan 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 30 minutes to 1115 hours. Commissioner Clerf

requested that Chief Sinclair, ASM McBride remain for the executive session to meet with the Board members. The regular meeting resumed at 1115 hours.

Following executive session, a motion was made by Commissioner Pettit to authorize a joint statement between Kittitas Valley Fire & Rescue and KCFD7 statement withdrawing from merging or consolidation discussions for the time being. Commission Houser seconded the motion. There was no further discussion and the motion passed unanimously.

There was discussion regarding the expiring KCFD7 and KVFR Chief for services contract ending on December 31<sup>st</sup> of this year. A motion was made by Commissioner Houser to direct Chief Sinclair to draft a bridge contract to ensure ease of transition of KCFD7, while they search for a new chief. The draft contract would be for no more than 6 months. Commissioner Ogan 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 1117 hours.

  
Board Chair

  
District Secretary

