

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

Minutes of: Commissioners' Board Meeting

Meeting date: November 9, 2023

Meeting time: 10:00am

Meeting place: 400 E. Mountain View, Station 29

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

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

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 O'Neill made a motion to approve the agenda. Commissioner Ogan 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

- October 12, 2023 Meeting Minutes
- October 25, 2023 Special Meeting Minutes

3.2 Acknowledge Correspondence:

- Thank you message to Kolean Nelson and Brandon Wood.
- Thank you card from Marla and Shan Rowbothum.
- Thank you card to Jack Piper.

3.3 Authorize to pay vouchers

NOVEMBER 2023		
Batch #	Amount	Description
2023.10.07	\$46,604.92	Accounts Payable - Special CON Fund 020
2023.10.08	\$110,214.00	Accounts Payable - Special General Fund 010
2023.11.01	\$444,669.03	Payroll - General Fund 010
2023.11.02	\$180,815.60	Payroll - EMS Fund 011
2023.11.03	\$57,113.25	Accounts Payable - General Fund 010
2023.11.04	\$24,842.34	Accounts Payable - EMS Fund 011
2023.11.05	\$9,969.60	Accounts Payable - CON Fund 020
2023.11.06	\$116,365.19	Accounts Payable - EQU Fund 041
\$990,593.93		

Commissioner Pettit made a motion to remove the ESGR Patriot Award from the Consent agenda and for it to be discussed later in the meeting. Commissioner O'Neill made a motion to approve the Consent Agenda with the ESGR Patriot Award removed from the Consent Agenda. Commissioner Ogan seconded the motion. There was no further discussion. The Board voted unanimously to approve the agenda as presented.

4. Public Hearing 2024 Budget Adoption

Commissioner Clerf opened the Public Hearing at 1005. Chief Sinclair and FSM presented the 2024 Budget Narrative and discussed the following items:

- The budget includes 1.4 million for EMS Transports. There was a dip in 2020 when things went down from COVID. This year we saw \$650,000 for GEMT which may be decreasing next year because of the number of agencies drawing on those programs. CMS is looking at the GEMT program, which may result in cuts.
- Fire Services contracts are budgeted at \$900,000.
- Regular property taxes are forecasted to be at 8.2 million.
- Two Lucas devices are set to be purchased for a medic unit at Station 29 and 21.
- The 2024 Budget included a place holder for wages but with the Firefighter contract being unsettled this is a large expenditure that is still an unknown. Right now, the payroll is at 8.9 million. This is the largest expense.
- There is 2.3 million budgeted for improvements out of the construction fund, including the purchase of two medic units.
- The 2024 has 14 million in expenditures budgeted.
- Expenses have been going up but our revenue is staying relatively stagnant.
- Line by line the 2024 budget is attached.

Commissioner Pettit asked what ALS 360 is in the budget, Chief Sinclair responded that it is the Stryker contract including the stair chairs, cots, and power loads. This contract includes technology upgrades which should be coming in the next few months. There were no other questions and Commissioner Clerf closed the Public Hearing at 1020 hours.

5. Public Comment: FF Haberman shared that the Veteran's Day event is happening on Saturday and several groups will be involved. Super One, who has provided food, military jeeps and the KVFR Honor Guard will be present.

Chief Sinclair shared the KVFR was nominated for an Employer Support for the Guard and Reserve Patriot Award. Commissioner Pettit wanted to emphasize how much of an honor this is. Chief Sinclair was proud of the staff named in the letter and wanted them to receive credit for their work.

6. Administrative Reports:

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

- The overtime report for the month of October is attached.
- By the end of October we have received 10.9 million in revenue.
- Expenditures are at 8 million, with 6.2 million in payroll through October.

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

- KVFR Appreciate banquet is scheduled for January. Either the 12th or 26th. The board felt the 12th was better.

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

- The transition from ERS to ESO has occurred. The software is very powerful and will allow the organization to better track information and integrate technology. There are still hiccups we are working through.
- Steven Boyd has returned from deployment and will return to shift.
- There have been some fire lane issues for the City of Ellensburg at Craig's Hill. This has become a community concern and is on social media. The most recent meeting has been productive, and a resolution looks to be happening with the parties involved.

- Recruit class is starting and there are lots of great volunteer candidates in this class.
- DC Elliott traveled to Yosemite park to see their prescribed fire program and it was impressive with how well they have been able to implement the program.

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

- Forecasters are saying that it is going to be a El Nino year, so there will be less snow pack in the mountains. DOT has full staffing for plows this year, so they are expecting the class to be clear.
- The WFOA conference was last month and there were lots of good classes.
- Last month the board approved a paramedic list the candidate did not accept our offer.

6.5 Commissioner Report: Commissioner Ogan and Houser attended the DOT Vantage Bridge meeting; the project is projected to be a minimum of 5 years. The road will be reduced to 11 feet in both directions, and they are only projecting a 6 mile backup. Many do not believe their projections are correct. There is major concern about the safety for travelers stuck in the back up and wildland fires. There are no plans to mitigate that risk. KVFR is concerned. Much of the local community is unaware of the impacts coming to I-90 because of the project.

Commissioner Pettit shared that Kittcom is still working toward funding the infrastructure upgrades. DC Elliot shared that there are three challenges for Kittcom right now: finding a new director, solving the staffing issues and upgrading technology. DC Elliott is officially the interim Deputy Director until there is a new director identified.

7. Unfinished Business: None.

8. New Business

8.1 Resolution 23-15: Transfer Funds Commissioner Pettit made a motion to approve Resolution 23-15. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

8.2 Public Hearing for 2023 Budget Amendments: Commissioner Ogan made a motion to set a public hearing for the 2023 Budget Amendments December 14th at 1000. Commissioner Pettit seconded the motion. There was no further discussion and the motion passed unanimously.

8.3 Resolution 23-16 Unclaimed Property: This report was sent to the State on October 31st. Commissioner O'Neill made a motion to approve Resolution 23-16. Commissioner Ogan seconded the motion. There was no further discussion and the motion passed unanimously.

8.4 Resolution 23-17 Cancel & Reissue Warrant: Commissioner Pettit made a motion to approve Resolution 23-17. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

8.5 Resolution 23-18 Levy Rate Resolution: Commissioner Ogan made a motion to approve Resolution 23-18. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

8.6 Resolution 23-19 Levy Certification: Commissioner Pettit made a motion to approve Resolution 23-19. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

8.7 Resolution 23-20 2024 Budget Adoption: Commissioner O'Neill made a motion to approve Resolution 23-20. Commissioner Ogan seconded the motion. There was no further discussion and the motion passed unanimously.

8.8 Firefighter/EMT Eligibility List: Commissioner O'Neill made a motion to approve the Firefighter/EMT Eligibility List. Commissioner Pettit seconded the motion. There was no further discussion and the motion passed unanimously.

9. Good of the Order: Commissioner Pettit presented Commissioner O'Neill and Commissioner Houser with their honorary life member awards from the WFCA.

10. Executive Session: At 1115 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 and RCW 42.30.140(4)(b)- “that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.” The Executive Session would be for 20 minutes. Commissioner Clerf requested that Chief Sinclair, DC Elliott and ASM McBride remain for the executive session to meet with the Board members. At 1135 Commissioner Clerf extended the executive session for an additional 10 minutes until 1145. The regular meeting resumed at 1145 hours.

11. Adjournment Commissioner O'Neill made a motion to adjourn the meeting. Commissioner Ogan seconded the motion. There was no further discussion and the board voted unanimously to adjourn the meeting. The meeting adjourned at 1145 hours.



Board Chair



District Secretary

