

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

**Minutes of:** Commissioners' Board Meeting  
**Meeting date:** January 11, 2024  
**Meeting time:** 10:00am  
**Meeting place:** 400 E. Mountain View, Station 29

**Commissioners in Attendance:** Pat Clerf, Scott Ciraulo, Neil O'Neill, Jerry Pettit and Ross Ogan.

**Others in Attendance:** Chief John Sinclair, Deputy Chief Rich Elliott, ASM McBride, FSM Beckett, and numerous 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 Pettit seconded the motion. There was no further discussion. The Board voted unanimously to approve the agenda as presented.

**2.1 Swearing in of Commissioners Clerf and Ciraulo:** Public Notary McBride administered the oath of office to Commissioner Pat Clerf and Commissioner Scott Ciraulo. Commissioners Pettit, Ogan, O'Neill witnessed the administration of the oath. The Oath of Office documents were recorded with Kittitas County Records and are on file with the District Secretary at the Fire District's administrative office.

**2.2 Selection of Board of Fire Commissioner Board Chair for 2024:** Commissioner O'Neill made a motion to appoint Ross Ogan 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 2024:** Commissioner O'Neill made a motion to appoint Pat Clerf for Vice Chair. Commissioner Pettit 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 Clerf made a motion to appoint Neil O'Neill as the Board representative on for the local Board of Volunteer Firefighters. Commissioner Ciraulo 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 Scott Ciraulo as the Board representatives for the Financial Review Committee. Commissioner Pettit 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 Scott Ciraulo as the Board representatives for the Labor Management Committee. Commissioner Pettit 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 O'Neill made a motion to appoint Pettit as the Board representative on the KITTCOM Board. Commissioner Ciraulo 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 9<sup>th</sup>, 2021
- December 14<sup>th</sup>, 2021-Special Meeting
- December 30<sup>th</sup>, 2021- Public Hearing

**3.2 Acknowledge Correspondence**

- Thank you from John Smith’s Family

**3.3 Authorize to pay vouchers**

JANUARY 2022		
Batch #	Amount	Description
2021.12.07	\$4,061.25	Special AP - EMS Fund 011
2022.01.01	\$340,917.72	Payroll - General Fund 010
2022.01.02	\$147,265.06	Payroll - EMS Fund 011
2022.01.03	\$11,979.72	Special Payroll - General Fund 010
2022.01.04	\$160,852.94	Accounts Payable - General Fund 010
2022.01.05	\$62,950.89	Accounts Payable - EMS Fund 011
2022.01.06	\$652.26	Accounts Payable - Equipment Fund 041
<b>\$728,679.84</b>		

Commissioner Pettit 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:** None

**6. Administrative Reports**

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

- The overtime reports are attached for the month of December.
- Next month the full 2023 financial report will be presented.
- The financial statements are attached. FSM Beckett shared that 2023 ended with 11.8 million in revenue and 10 million in expenditures. 7.7 million in tax revenue was brought in.

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

- Commissioner stipends increase to \$161 for 2024.
- The banquet is tomorrow at 6pm at the Armory.
- 2024 Commissioner Handbooks have been printed and I will also email you the link.
- The Kittitas County auditor provided us with 6,317 for the number of voting in the district for bond or levy passages.
- The Paramedic list has expired, and we are starting a new process to establish a list.
- WFC Spring Seminar is in Spokane and Tulalip in March with Open Public Meetings training, taught by Brian Snure which is a requirement for Commissioners. There is a strategic planning class on June 1<sup>st</sup> in Chelan.

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

- DC Elliott is working on the ambulance spec committee, right now it looks to be a 520 day delivery schedule for the ambulances. We believe we will have a legal avenue to piggyback on bids.

- The ambulance stats for the past three years show that there is a notable increase in transport.
- December had low fire activity but has had a significant increase in EMS especially the higher acuity patients.
- 2022 to 2023 saw a 108 or 2.2% increase in annual calls.
- Dan Johnson has been appointed Prevention Captain. We are in the process of filling the inspector position.
- Our internal recruit class is progressing, and this group has lots of community volunteers and diverse interests.
- Three firefighters completed probation at the end of December. This is a positive thing to end the year with. They are rotating shifts in about a week. Each of them is picking up a project.

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

- Last Tuesday the District 7 commissioners met, and they are not interested in a bridge contract. DC Hutsell has resigned, and they have an acting Chief in place.
- Chief is sitting in on an interview for Kittcom board tomorrow for filling the director of Kittcom position.
- Legislative day is January 23<sup>rd</sup>. Commissioner Pettit is attending. This gives the ability to meet with the elective officials in Olympia. There are a number of changes coming down the road relative to the open public meetings act and financials.
- We have tenured offers to two candidates. We will release names once we get through the pre-employment process.
- The banquet is tomorrow evening.
- The Chief will be on vacation the 20-28<sup>th</sup>.

**6.5 Commissioner Report:**

- Kittcom is holding interviews for the director position, there are two candidates.
- Commissioner Pettit was very happy with the Board of County Commissioner's meeting last month regarding Kittcom funding. Chief Elliott provided a good explanation to the questions. It was a unanimous vote to put the funding tax for kittcom on the ballot.
- There will not be a kittcom meeting this afternoon it will be next Thursday.
- Kittcom is still having staffing issues and is finding issues with the infrastructure and equipment. There are lots of dispatch centers that are having difficulties with staffing nationwide. Northern Iowa staffing was brought into CWU, and they are having a model of career focused training. There is an opportunity to get CWU to help with career paths for dispatchers.
- Commissioner Ogan and Clerf will meet with Sydney, they will start getting the groundwork started for the Fire Chief Succession Planning.

**7. Unfinished Business:**

**7.1 Standards of Coverage:** Chief Elliott presented the attached to the board and led discussion about the standards of coverage for the district.

- The standards of coverage can give us a foundation from which we can work on the strategic plan. Right now, we report out situationally, but we haven't gone through the process of looking at the data from a historical perspective, even more importantly this report allows you to have those conversations with your employees, stake holders and most importantly the public.
- We know that behind the scenes and what resources are available matter, the typical measure of agency performance in terms of response time. This plan would allow for us to define the response times.

- This would be a very healthy exercise and provide the definition of level of service in terms of community risk reduction and that final level of service. If we want to look at route cause in terms of good outcomes and bad outcomes.
- Transfers should be embedded in the standards of coverage. This service is important and directly and indirectly.
- The report should include response disciplines and initially use 5 years of historical data.
- We need to figure out a way to involve the department, stakeholders, and involve the community.
- It is possible to do this report completely internally and possible to some level from the outside resources to make sure that we follow industry standards.
- When you look at the accreditation process they start with the standards of coverage.
- DC Elliott suggests taking our time to do it right and involve different elements of the organization from the officers to the day staff, career, and volunteers. Commissioners should have a series of meetings with staff and career members. The board is going to be making an succession plan and between now and the end of the year.
- It is very important that the new fire Chief, rather than be handed a strategic plan participate in the process of creating a strategic plan based on a standard of coverage.

Commissioner Ciraulo shared that this was an outstanding proposal from DC Elliott. The Fire Chief Succession planning needs to take priority and then the foundational process of standards of coverage can start. Commissioner O'Neill and Pettit agree but there is some work to be done at a higher level. The board gave positive feedback on the project and directed Commissioner Ciraulo to assist DC Elliott with the strategic plan.

## **8. New Business**

**8.1 Resolution 24-01 2024 Wage and Stipend Schedule:** The schedule includes a 5 dollar increase to all volunteer stipends and a cost of living increase for non-represented staff members. Commissioner Pettit made a motion to approve Resolution 24-01. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

**8.2 Resolution 24-02 2024 Fee Schedule Amendment:** This fee schedule had changes to the ambulance billing amounts. Additional increases will come, once the contract is settled. Commissioner O'Neill made a motion to approve Resolution 24-02. Commissioner Pettit seconded the motion. There was no further discussion and the motion passed unanimously.

**8.3 Resolution 24-03 Authorizing Commissioners to serve as Volunteer Firefighters** Commissioner O'Neill made a motion to approve Resolution 24-03. Commissioner Ciraulo seconded the motion. There was no further discussion and the motion passed unanimously.

**8.4 Set Public Hearing Date for Performance Benchmarks:** Commissioner O'Neill made a motion to set a Public Hearing Date for February 8th, 2024 @1000 hours to review and discuss performance benchmarks. Commissioner Pettit seconded the motion. There was no further discussion and the motion passed unanimously.

**8.5 Resolution 24-04 2024 Regular Meeting Schedule:** Commissioner Pettit made a motion to adopt Resolution 24-04 2024 Regular Meeting Schedule. Commissioner O'Neill seconded the motion. There was no further discussions and the motion passed unanimously.


**9. Good of the Order:** None.


**10. Executive Session:** At 1055 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 5 minutes until 1100. Commissioner Clerf requested

that Chief Sinclair, DC Elliott and ASM McBride remain for the executive session to meet with the Board members. The regular meeting resumed at 1100 hours.

**11. Adjournment**

Commissioner O'Neill made a motion to adjourn the meeting. Commissioner Ciraulo seconded the motion. There was no further discussion and the board voted unanimously to adjourn the meeting. The meeting adjourned at 1100 hours.

  
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Board Chair

  
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District Secretary

