

KITTITAS COUNTY FIRE DISTRICT #2
Ellensburg, Washington

Minutes of: Commissioners' Board Meeting
Meeting date: March 9, 2023
Meeting time: 1000
Meeting place: 400 E. Mountain View, Station 29

Commissioners in Attendance: Neal Houser, Neil O'Neill, Jerry Pettit and Ross Ogan. Commissioner Pettit made a motion to give Commissioner Clef an excused absence. Commissioner O'Neill seconded the motion. The Board voted unanimously to approve the motion. Pat Clerf had an excused absence.

Others in Attendance: Chief John Sinclair, Deputy Chief 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 Houser 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.

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 Proposed Meeting Minutes

- February 9, 2023-Meeting Minutes
- March 1, 2023- Special Meeting Minutes

3.2 Acknowledge Correspondence

- Thank you from Kittitas County Health Network

3.3 Authorize to pay vouchers

MARCH 2023		
Batch #	Amount	Description
2023.03.01	\$433,640.68	Payroll - General Fund 010
2023.03.02	\$166,489.52	Payroll - EMS Fund 011
2023.03.03	\$58,008.39	Accounts Payable - General Fund 010
2023.03.04	\$17,500.91	Accounts Payable - EMS Fund 011
2023.03.05	\$9,816.92	Accounts Payable - Equipment Fund 041
\$685,456.42		

Commissioner Houser 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: Performance Benchmarks- Review 2022 Benchmarks and set 2023 Benchmarks:

Commissioner Ogan opened the Public Hearing at 1000 Deputy Chief Elliott presented the attached report and addressed the following items:

- We are looking at 90% compliance for our response time.
- Nighttime turnout time have seen a slight turnout improvement since 2021.
- Some of the added time in our response is due to the nature of calls being further away from the station.

- The 1st alarm response time is based on working structure fires. The majority of our working structure fires occurred within the City of Ellensburg in 2022.
- We do not respond priority to technical rescue. We run an average of 6 technical calls a year 5 of which our outside of the district.
- We do not have statistics from 2022 for ARFF calls.
- We are about to switch reporting software to ESO. ESO will allow us to better track our metrics. We can set up dashboards for people to view the data. The data is easily exportable once you have decided which data you would like to look at. We still must commit to the data collection. The reason while this is important is so when you want to make changes you can accurately define levels of service.

Commissioner Pettit agrees that data is important, changing the standards right now does not make sense because we don't have the data to show what may be causing delay in response issues. DC Elliott was requested to create a presentation for his recommendation of what type of data to collect. Discussion occurred about concurrent calls and how this contributes to response times. DC Elliott was able shared that 6.2 calls per day overlap. Consistent staffing is the key to handling the concurrent events. There has been a significant decrease in transfers, which has helped.

Commissioner Ogan asked for public comment. There was none. Commissioner O' Neill made a motion to adopt the same 2022 benchmark standards for 2023. Commissioner Houser seconded the motion. There was no further discussion. The Board voted unanimously to approve the agenda as presented.

There was no further discussion and Commissioner Ogan closed the Public Hearing at 1036.

5. Public Comment: Jeremy Haberman shared that he is continuing to work on the retiree photo wall for the day room.

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 February.
- The financial statements are attached. FSM Beckett shared that so far in 2023, as of February 28th, \$560,684 in revenue and \$1,608,683 in expenditures.
- Chief Sinclair and FSM Beckett just had a phone call with DOE. DOE will need some additional information for scope of work to continue to process the Station 29 brownfield clean up

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

- There is a volunteer retirement enhancement bill currently in the senate that would increase retired volunteer pension to \$350.
- Two commissioner positions are open and filing week is May 12-15th.
- Annual Public Disclosure requirements for all commissioners are due by April 15th.

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

- Radio communication issues have improved but there are still some intermittent issues. There is still some aged and vulnerable infrastructure that needs to be updated by Kittcom.
- KVH must shut down their LZ for repairs being done on the roof. The city is not going to allow us to use the City Park to land the LZ. Captain Moen is working to get an LZ set up behind station 29 that will become a permanent LZ.
- De-escalation training went well but focused a lot of defensive tactics. The next training will include more de-escalation tactics.

- The joint Central Washington Training Academy with Yakima Fire is going well. Sending recruits in the future in lieu of the State Training Academy is favorable. We have a training burn scheduled as a part of the academy for March 22, 2023.

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

- We met via zoom on February 17th with the attorney to discuss their plan going forward. The other attorney is in court this week, but he hopes to hear back next week. Regardless of the lawsuit we will fix the roof.
- Chief Sinclair and Commissioner Pettit attended legislative day and met with Senator Warnick and Rep Dent. Concerns about the Vantage Bridge project were shared with the Senator and Representative.
- The Vantage Bridge Project is projected to start next month. DOT is forecasting weekend traffic backups of 50-60 miles during the summer. Concerns for wildland fires on I-90 and people sitting in traffic exist. DOT did some vegetation mitigation along the I-90 last year, and this helped reduce the number of fires last summer. We are going to go on record and want to suggest to DOT to burn the medium this year to help reduce fire danger. DOT has yet to provide any official communication for the I-90 bridge project.
- The KCFD7 board voted to have the ESCI and joint BOFC meeting on April 19th at 6pm.

6.5 Commissioner Report: Commissioner Pettit reported that Kittcom is continuing to work on obtaining funding for a major system upgrade.

7. Unfinished Business

7.1 Regionalization efforts between KCFD2 and KCFD7: Commissioner Pettit made a motion to set a joint board commissioner meeting with KCFD7 on April 19, 2023, at 6pm at Station 29. Commissioner Houser seconded the motion. There was no further discussion and the motion passed unanimously.

8. New Business

8.1 Resolution 23-05 Cancel and Reissue Warrant: Commissioner Pettit made a motion to approve Resolution 23-05. Commissioner Houser seconded the motion. There was no further discussion and the motion passed unanimously.

8.2 Resolution 23-06 Transfer Funds: Commissioner Houser made a motion to approve Resolution 23-06. Commissioner Pettit seconded the motion. There was no further discussion and the motion passed unanimously.

8.3 Policy 200.08 Purchasing Procedures: Commissioner O'Neill made a motion to approve policy 200.08. Commissioner Houser seconded the motion. There was no further discussions and the motion passed unanimously.

8.4 Resolution 23-07 Surplus Equipment: Commissioner O'Neill made a motion to approve Resolution 23-07. Commissioner Houser seconded the motion. There was no further discussions and the motion passed unanimously.

8.5 Commissioner Class A Uniforms: Commissioner Pettit has been appointed to the WSFA and would like to have a Class A to attend their formal events. The board discussed that Commissioner's may request a Class A, if they wish, and order through the quarter master system.

9. Good of the Order: FF Dennis shared the Central Washington Training Academy with Yakima is going well. She thinks the training academy allows us to help have input in the training for the recruits.

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 1111 hours.


Board Chair


District Secretary

