

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

Minutes of: Commissioners' Board Meeting
Meeting date: May 11, 2023
Meeting time: 10:00am
Meeting place: 400 E. Mountain View, Station 29

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

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

3. Consent Agenda

3.1 Approve Proposed Meeting Minutes

- April 13, 2023 Meeting Minutes
- April 19, 2023 Special Joint Meeting Minutes

3.2 Acknowledge Correspondence

- Thank you letter from Pacific Northwest Wildfire Conference to DC Elliott.

3.3 Authorize to pay vouchers

MAY 2023		
Batch #	Amount	Description
2023.05.01	\$422,079.60	Payroll - General Fund 010
2023.05.02	\$182,505.83	Payroll - EMS Fund 011
2023.05.03	\$94,290.95	Accounts Payable - General Fund 010
2023.05.04	\$18,315.39	Accounts Payable - EMS Fund 011
2023.05.05	\$4,081.79	Accounts Payable - Equipment Fund 041
\$721,273.56		

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. Badge Pinning Ceremony: Commissioner Clerf requested we wait for the ceremony to happen until FF Werlech returns from a call. The ceremony took place at 1030. FF's Aaron Fitch, Brendan Lynch, Michael Werlech, and Nicholas Broderius took an oath of duties as a firefighter led by Chief Sinclair. A photo presentation of the CWTA was shared during the ceremony. Commissioner Clerf asked for a 15 minute recess of the meeting to allow for light refreshments to be served for the badge pinning ceremony at 10:35. The meeting resumed at 10:47.

5. Public Comment: None.

6. Administrative Reports:

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

- We have received the DOE remedial action grant of \$210,000.
- The SAO audit is scheduled to begin next week on the 15th. The auditor will be onsite for two weeks. This is an accountability audit for the past two years. The Pre audit meeting is scheduled for the 22nd.
- We have received 4.3 million through the end of April. Of that total \$230,000 is from GEMT.
- KVFR has had 3 million in expenditures through the end of April.

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

- Two commissioner positions are open and filing week is May 12-15th.
- The Commissioner Stipend language in the WFCB handbook was incorrect. They will be updating the information for the 2024 book.

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

- There has been lots of turnover at the hospital. The hospital is looking for a new nursing director.
- Radio communication problems have been attributed to the delayed response that occurred last month. We are reminding officers to find backups for intermittent radio issues.
- Wildland teams have been reconfigured and this will likely lead to a shortage of available recourse. Fire agencies need to be prepared to handle incidents for longer than they have in the past.
- Kittitas County has lost their Deputy Fire Marshal. They do have a candidate identified for filling the Fire Marshal Position.
- The CWFTA class started this week. Two of our three new hires will be attending.

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

- Chief Sinclair would like to highlight the exceptional work done by Captain Klopfer and Lt. Dennis for building the CWTA alongside Yakima Fire Department.
- Governor has rescinded the state worker vaccine mandate.
- ESCI met with KCHD2, once we get an updated final report it will be posted on the website.
- The county chiefs wrote a letter to the commissioners and the newspaper regarding road variances. Deputy Chief Elliott was quoted in the paper. KVFR continues to express concerns for community members' safety and responder safety as the county continues to disregard fire agency comment on road variances. Road variances should only be granted when an equal or better standard for safety can be met.
- CWU is having the 50-year paramedic celebration on Friday, May 12.

6.5 Commissioner Report: Commissioner Pettit reported that Kittcom is continuing to explore funding avenues for radio improvements, and they are moving forward with putting on the ballot for a special election in April 2024.

7. Unfinished Business:

7.1 Regionalization efforts between KCFD2 and KCFD7: The Board of Fire Commissioners would like to have a special meeting with the ESCI study. Commissioner O'Neill made a motion to set a special joint board meeting between KCFD2 and KCFD7 for May 31st at 6pm at station 72. Commissioner Houser seconded the motion. There was no further discussion and the motion passed unanimously.

8. New Business

8.1 Resolution 23-09- Transfer of Funds: Budgeted to transfer items to the funds. Commissioner Pettit made a motion to approve resolution 23-09. Commissioner Ogan seconded the motion. There was no further discussion and the motion passed unanimously.

8.2 Policy 200.02 EMS Transport Fee Billing: Commissioner Houser made a motion to approve policy 200.02 EMS Transport Fee Billing. Commissioner Pettit seconded the motion. There was no further discussion and the motion passed unanimously.

9. Good of the Order: Alice DeWitt is doing well in retirement. The BOFC would like to thank the training division for the wildland field day. Former commissioner Huffman has moved to Arizona. After the executive session, discussion occurred about the new homes being built in Fire District 4 and the wildland fire danger potential for this summer.

10. Executive Session: At 1055 Commissioner Clerf announced that the Board would be going into Executive Session pursuant to RCW 42.30.140 (4) Collective Bargaining Contract Negotiations and RCW 42.30.110(1)(g) to discuss the performance of a public employee. The Executive Session would be for 30 minutes until 11:25 hours. Commissioner Clerf requested that Chief Sinclair, Deputy Chief Elliott, FSM Beckett and ASM McBride remain for the entire executive session to executive session to meet with the Board members. At 11:25 announced a 15-minute extension until 11:40. The regular meeting resumed at 11:40 hours.

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 11:43 hours.


Board Chair


District Secretary

