

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

Minutes of: Commissioners' Board Meeting
Meeting date: February 9, 2023
Meeting time: 10:00am
Meeting place: 400 E. Mountain View, Station 29

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

Others in Attendance: Chief John Sinclair, ASM McBride, FSM Beckett and 13 firefighters. Deputy Chief Rich Elliott had an excused absence.

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 Pettit 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 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

- January 12, 2023-Meeting Minutes

3.2 Acknowledge Correspondence

- Thank you note from Mr. and Mrs. Klindworth to EMS Crew on 1/7/2023

3.3 Authorize to pay vouchers

FEBRUARY 2023		
Batch #	Amount	Description
2023.02.01	\$409,490.23	Payroll - General Fund 010
2023.02.02	\$162,033.14	Payroll - EMS Fund 011
2023.02.03	\$34,352.38	Annual Volunteer Payroll - General Fund 010
2023.02.04	\$1,892.46	Special Payroll - EMS Fund 011
2023.02.05	\$83,502.02	Accounts Payable - General Fund 010
2023.02.06	\$31,703.30	Accounts Payable - EMS Fund 011
\$722,973.53		

Commissioner Houser made a motion to approve the Consent Agenda. Commissioner Pettit 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: Chief Sinclair introduced recently hired Probationary FF Broderius. FF Broderius will be attending the Central Washington Training Academy starting next week until the end of April, along with the two other FF's hired January 1st.

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 January.
- The financial statements are attached.
- The 2022 budget report is attached. Budget amendments made during the December 2022 public hearing are included. The report shows \$9.4 million in revenue, mostly from taxes.

\$989,000 of the revenue was from GEMT, \$983,000 in contracts and \$16,059 in COVID-19 related public assistance. GEMT is an item that fluctuates every year depending on transports.

- Payroll is the main expense for the district, \$4.9 million was paid in 2022 for wages/salaries.
- The 2023 levy rate has dropped to 9 cents.
- The annual audit will be happening in May, for the last two years.

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

- Legislative Day is February 17th.
- Annual Public Disclosures for elected officials are due on April 15th.
- Position 2 and 5 Commissioner spots are up for re-election this year.

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

- The county wide radio problems continue. DC Elliott is meeting with Kittcom. There are necessary upgrades that need to happen, which will come with substantial cost.
- Four employees are going to attend the Central Washington Fire Training Academy, which is a joint initial training academy between the City of Yakima and KVFR.
- The safety committee has been meeting and will be reviewing and updating safety policies.
- De-escalation training will be happening next week for all employees.
- DC Elliott is working with partnership agencies (DOT/USFS/DNR) for fuel mitigation breaks as we approach the start of wildland season. Concern exists about the upcoming Vantage Bridge replacement project and wildland fires.
- Out of county transfers are down 36% from 2019.

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

- A meeting is set up with the attorneys to get follow up from the mediation about the Station 29's roof.
- Chief would like to thank the Training Division for their quick work and collaboration with Yakima Fire Department to find an alternative training academy. KVFR may use this training academy in the future instead of the WSFTA.

6.4 Commissioner Report: The kittcom board has added a sub committee to focus on budget and finance. They are working to provide additional funding for needed infrastructure updates.

7. Unfinished Business:

7.1 Regionalization efforts between KCFD2 and KCFD7: Commissioner Pettit made a motion to set a joint board meeting with KCFD7 to review the ESCI study on March 1st, 2023 at 6pm. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

7.2 Resolution 23-04: Commissioner Clerf shared that a wage survey study was done for non-union staff. The 2023 budget included wage increases for staff. Commissioner Houser made a motion to approve resolution 23-04. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

8. New Business: None


9. Good of the Order: Commissioner Clerf thanked the staff for the planning to host the banquet. Discussion occurred about the houses being built by Red's and if they were included in the contract for fire protection services.

10. Executive Session: At 1059 Commissioner Clerf announced that the Board would be going into Executive Session pursuant to 10.1 RCW 42.30.110(1)(g) – "To review the performance of a public employee". The Executive Session will be for 15 minutes until 1114 hours. Commissioner Clerf requested that Chief Sinclair and District Secretary McBride remain to meet with the Board members


during this executive session and that no action would be taken following the Executive Session. The regular meeting resumed at 1114 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 1116 hours.



Board Chair



District Secretary

