

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

**Minutes of:** Commissioners' Board Meeting  
**Meeting date:** March 12, 2026  
**Meeting time:** 7:00pm  
**Meeting place:** 400 E. Mountain View, Station 29

**Commissioners in Attendance:** Pat Clerf, Neil O'Neill, Jerry Pettit, Andy Polak, Scott Ciraulo.

**Others in Attendance:** Interim Chief Roy Palmer, Deputy Chief Chris Moen, ASM McBride, and numerous firefighters and members of the public.

**1. Call to Order:** Commissioner Clerf called the meeting to order at 1900 hours and led the Pledge of Allegiance.

**2. Approval of Agenda:**

Commissioner Pettit 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 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**

- February 12th, 2026-Meeting Minutes

**3.2 Acknowledge Correspondence**

- None

**3.2 Authorize to pay vouchers**

FEBRUARY 2026		
Batch #	Amount	Description
2026.02.01	\$160,133.83	Volunteer Payroll
2026.02.02	\$274,525.60	Payroll - GEN Fund 010
2026.02.03	\$100,928.87	Payroll - EMS Fund 011
2026.02.04	\$300,648.34	Accounts Payable & Benefits All Funds
<b>\$836,236.64</b>		

Commissioner O'Neill 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:** Performance Benchmarks- Review 2025 Benchmarks and set 2026 Benchmarks.

Commissioner Clerf opened the Public Hearing at 7:02pm. Deputy Chief Moen presented the attached report and discussed:

- DC Moen reported that the data provided and attached from ESO looks to be corrupted due to entry errors and potentially the program not grabbing the statistics correctly. There are differences in the reporting software from ERS to ESO.
- DC Moen is going to Austin, Texas to get some training from ESO and will provide some updated numbers if different numbers are discovered after the training.
- DC Moen recommends that we stick with the same benchmarks for 2026.

- Factors that affect the response times include geography of the calls and equipment used by Kittcom.
- Compliance numbers are likely down from last year. We will not ask people to drive faster on responses.

There were no questions and Commissioner Clerf closed the Public Hearing at 7:06pm.

**5. Public Comment:** None

**6. Administrative Reports**

**6.1 Finance:** ASM McBride presented the attached report and addressed the following:

- The overtime reports are attached for the month of February. OT hours were 549 for February.
- The financial statements were reconciled through February but after a meeting with the County Treasurers office, the bond payments were not in the report. They have added them to February's report to be reconciled.
- We received reimbursements for POMAS fire and paid for Q1 Fire Marshal Services.
- The budget committee met and discussed the budget position, nontaxed revenue sources, and levy recommendations. We will be collecting about what was projected to be collected from last September/October. The levy rate is \$1.34. If we were at \$1.50 the additional revenue would be about 1 million.
- ASM McBride gave a presentation on Priority Based Budgeting. This concept is utilizing evidence to match spending and community needs, not emotional appeals. Commissioner Polak commented that this is something we should take seriously and start utilizing. Commissioner Pettit stated that we need to look at this and the legal requirements for what has to be provided with contracts. We want to provide for our customers through critical needs and prioritization.

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

- PDC filing is due by April 15<sup>th</sup> for commissioners.
- Legislative Day is on January 29<sup>th</sup>. Commissioner Pettit commented that he would like to attend.
- The WFOA is hosting a class called "transforming fire service culture" in June. Interested commissioners should let Sydney know.

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

- February was a slow month for responses. Total of 360 responses, 25% down for the month. 306 EMS calls and 27 out of county transfers. We are only taking about 50% of the hospital transfers. 8% decrease over last year for calls at this time.
- We have three members at the academy, they just finished the halfway point of the academy.
- Training has a training burn scheduled for red cards at the airport on March 21<sup>st</sup>.
- KVFR is now NERIS compliant. Not smooth there are still hiccups.
- At LMC we discussed pushing the promotional list to a different time of year to get more people available and around to do the test.
- Commissioner Clerf asked about the hospital meeting. DC Moen commented that we talked about the transfers, we have a very good relationship with the. We are still working on the unusual occurrence form and getting it fixed. They are scheduled every month. Chief Palmer commented that they provided us with some data and there are a lot of moving parts. They want to continue to work with us to develop a program.

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

- Right now, the organization is in a transition period, Sydney is pulling a significant role keeping the system working. We have interviews tomorrow for the financial services manager position.
- Chief Palmer is meeting with crews and attending drills. Chief Palmer believes we need to go back in and refresh some policies; we should try to get our policies updated.
- Chief Palmer shared that Interim Duty Chief Elliott's last day as duty officer is the 29<sup>th</sup> of June. Chief Moen and Palmer are working on a duty officer program.
- WSRB is going to be doing their review on May 12<sup>th</sup>. Chief Palmer called a best friend who does these in Oregon today. He reviewed the current WSRB report and doesn't believe there will be much of a change but needs some better understanding.
- Chief Palmer met with the Kittcom Manager and child fatality review committee with the public health.
- It was a positive labor management meeting
- Chief Palmer is two months in and has determined that if you look at an organization as an orchestra, right now we have different groups playing different music, our delivery and the work we do here is excellent here. We don't have any music. The strategic plan and standards of coverage will help. There have been a lot of changes over the last year and a half. As a result, some was good and some was bad. Lots of insecurity because you don't know where you are going. You are taking care of the calls but there is no vision for the future. We need to review our operational guidelines, because of that there is inconsistency in how you do stuff, it varies shift to shift and station to station. Time to revisit the equipment replacement plan and it needs to be funded. The ladder needs to be replaced. For whatever reason over time the relationship between paid staff and volunteers has deteriorated. We need to revisit and make sure that everyone is again spinning in the right direction. We as leaders must do a better job of making sure that we follow the chain of commands, everyone doesn't have access to everyone. The work environment gets a little funky without it. At this point he is still trying to learn.

**6.5 Commissioner Report:**

- Commissioner Clerf would like to thank everyone who helped when there were fires over the weekend.
- Commissioner Polak provided an update about the LMC meeting. It was discussed in the meeting about hospital transfers, the local requested notification for when probationary or at will members are being terminated or disciplined but agree there is not legally required to do so. The local has chosen their negotiations team. The GIS studies are currently being worked on by the union. Discussion occurred about moving the promotional test to a later date. Chief Moen commented, that we must give the bibliography 4 months prior to the test. Moving it to a better timeframe for the year will allow more candidates. As an organization we lack a succession plan for the prevention division. Ask to streamline training requests, some dollar threshold would need to be identified for approval. Projects and tasks are priorities. A public records request has been submitted the union and is being address as time is allowed. The new W-2 overtime rules were being handled. Commissioner Pettit asked, so Andy you attended the LMC meeting? Commissioner Polak responded yes, I was asked by Commissioner Ciraulo. Commissioner Ciraulo said he was on shift so asked Andy the night before. Commissioner Pettit stated that we agreed upon having the two people to each committee and if we couldn't make it

you must notify the board chair. Two people allowed a backup. Commissioner Ciraulo said he was on shift and couldn't attend. Commissioner Clerf requested to be notified in the future.

- Commissioner Pettit reported that KITTCOM is leasing property for storage and they have hired 3 new people. They have enough staff to have a normal staffing process; they have some really good candidates. Blewett pass improvements are going well. They are working on Rye Grass, and it is going well. Things are moving forward; they have hired a new part time person for GIS. The city manager and KITTCOM is starting to charge for FOYA or PR requests.
- Commissioner Pettit attended the wildland session and what we are realizing is that Kittitas County has the most insurance cancellations in the state and there is a bill in the legislator to require insurance companies to provide reason and documentation as to why they are canceling insurance.
- Commissioner Clerf attended the volunteer meeting. It went well.
- The finance committee met and reviewed the options for funding including a lid levy and non-taxed entities and continuing these meetings with agencies in the district.

## **7. Unfinished Business:**

**7.1 Non-Taxed Entities:** This item was discussed above under commissioner report regarding the meeting with the county. The board would again like Commissioner Pettit to sit in on the meetings.

**7.2 Revenue Sources:** This item was discussed above under commissioner report regarding the meeting with the county. Commissioner Clerf would like to have that put on the April agenda for levy consideration. The board would like to discuss this for the august election.

## **8. New Business**

**8.1 Set 2026 Performance Benchmarks:** Commissioner Pettit made a motion to approve the 2026 Benchmarks for the current standards. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

**8.2 Standards of Coverage and Strategic Plan RFP:** Chief Palmer believes that this will address a lot of concerns with the agency from response times to coverages. This community will be able to be involved. It is a good document. It is a very good timeline. Commissioner Pettit made a motion to approve the RFP. Commissioner Ciraulo seconded the motion. Commissioner Polak had a question about the scoring and if we could change it. ASM McBride said yes it can be changed. Chief Palmer stated that we have retained the right to deny any proposal, we do have a grading process in place. Commission Polak also said there were some grammatical and formatting things that need to be changed before publish. There was no further discussion and the motion passed unanimously to publish the RFP with updates to any spelling, grammar or formatting errors.

**8.3 City of Ellensburg IT Agreement:** Commissioner Pettit made a motion to approve the IT agreement. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

**8.4 2026 Surplus Resolution 26-04:** Commissioner Pettit made a motion to approve Resolution 26-04. Commissioner Polak seconded the motion. There was no further discussion and the motion passed unanimously.

**8.5 November 2025 FF/EMT and FF/Paramedic Hiring List:** Commissioner O'Neill made a motion to sunset the current hiring list. Commissioner Polak seconded the motion. There was no further discussion and the motion passed unanimously.

**8.6 Fire Chief Search:** Commissioner Clerf commented that had Sydney put together a timeline for hiring the fire chief and send out the job description. The board discussed that they would like to

appoint a special committee to devote more time to this. Commissioner Clerf commented that he would like to sit on this. Commissioner Pettit made a motion to appoint Commissioner Clerf and Commissioner Polak to the fire chief hiring committee. There was no further discussion and the motion passed unanimously. Commissioner Clerf commented that if you would like changes to the job description, please work on this and bring it back to the board for final approval.

**9. Good of the Order:** Commissioner Clerf commented that they are doing interviews for finance manager tomorrow. Commissioner Clerf requested a 10-minute recess of the meeting from 8:06pm until 8:16pm.

**10. Executive Session:** At 8:06pm Commissioner Clerf announced that the Board would be going into executive Session pursuant to RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or 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." After a 10-minute break. The Executive Session would start at 8:15pm and be for 30 minutes until 8:45pm. Commissioner Clerf requested that Chief Palmer and DC Moen remain for the executive session to meet with the Board members. The board would take further action following the executive session. At 8:45pm it was announced that executive session would be extended for 10 minutes until 8:55pm. At 8:55pm it was announced that executive session would be extended for 5 minutes until 9:00pm. At 9:00pm it was announced that executive session would be extended for 5 minutes until 9:05pm The regular meeting resumed at 9:05pm.

**11. Delegation of Responsibilities Financial Services Manager**

Commissioner Pettit made a motion to delegate financial services manager responsibilities to Sydney McBride until we have a new person in the position and onboarded. Commissioner Ciraulo seconded the motion. There was no further discussion and the motion passed unanimously.

Commissioner Pettit made a motion to pay Sydney McBride 50% of the Financial Services Manager salary for March, April and May, in addition to her regular salary. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

**12. Adjournment**

Commissioner O'Neill made a motion to adjourn the meeting. Commissioner Pettit seconded the motion. There was no further discussion and the board voted unanimously to adjourn the meeting. The meeting adjourned at 9:07pm.

  
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Board Chair

  
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District Secretary

