

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

**Minutes of:** Commissioners' Board Meeting  
**Meeting date:** August 14<sup>th</sup>, 2025  
**Meeting time:** 7:00pm  
**Meeting place:** 400 E. Mountain View, Station 29

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

**Others in Attendance:** Chief DJ Goldsmith, DC Moen, ASM McBride, FSM Cramer and six firefighters and members of the public.

**1. Call to Order:** Commissioner Clerf called the meeting to order at 7:00pm 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. The Board voted unanimously to approve the agenda.

**3. Consent Agenda**

3.1 Approve Proposed Meeting Minutes

- July 10, 2025- Regular Meeting Minutes

3.2 Acknowledge Correspondence

- Thank you note from Badgerows to FF's.

3.3 Authorize to pay vouchers

AUGUST 2025		
Batch #	Amount	Description
2025.08.01	\$570,262.44	Payroll - General Fund 010
2025.08.02	\$222,561.17	Payroll - EMS Fund 011
2025.08.03	\$220,174.92	Accounts Payable - General Fund 010
2025.08.04	\$45,258.91	Accounts Payable - EMS Fund 011
2025.08.05		Accounts Payable - CON Fund 020
2025.08.06	\$63,712.72	Accounts Payable - Equipment Fund 041
<b>\$1,121,970.16</b>		

Commissioner Pettit made a motion to approve the agenda. Commissioner O'Neill seconded the motion. The Board voted unanimously to approve the agenda.

**4. Public Hearing:** None.

**5. Public Comment:** FF Haberman requested approval from the BOFC's to utilize Station 29 for the annual Veterans day BB. The commissioners had discussion that they appreciate these events and approve the use of the station for the event.

**6. Administrative Reports:**

**6.1 Finance Report:** FSM Cramer presented the attached report and addressed the following:

- OT report is attached. 944 of the 1805 hours were due to mobilizations.
- Detailed financial statements are attached.
- Revenue, we received the City of Ellensburg Fire Marshal and Protection services and WSP reimbursement.
- Expenditures for IT first half and Kittcom were paid, this was about \$110,000.
- KVFR flipped with more expenditures than revenue.

- We have several resolutions regarding the banking and can get our bonding through our insurance company.
- We have a resolution tonight for the boards consideration regarding the CC accounts being switched to Cashmere Valley Bank and updating the limits.
- A sample check register is attached so the board can see what things will look like in the future. FSM will be able to provide this information in much further advancement to the meeting. Commissioner Pettit asked about the medical billing and how that will work. FSM responded that everything will be the same except the funds will be deposited into the new Cashmere Valley Bank account. We will still do a weekly sweep check for investing the funds with the county. Chief Goldsmith spoke that a good example of this would be the Chassis we just had to do a special check run for. We wouldn't have to do this anymore. Commissioner Clerf asked if everything is getting switched to Cashmere. FSM responded yes. Commissioner Pettit commented that this will be much better and Chief Goldsmith commented that FSM has been doing a fantastic job making everything electronic, which will save the agency money. In the future Dana is going to be doing all e-signatures for the commissioner meetings. Commissioner Pettit agreed that if the auditor doesn't have to drive up here to get the documents it saves in travel time.
- Chief Goldsmith requested that the board consider switching to all electronic by October for financials.
- The GEMT cost reporting has been submitted all of the data their deadline is September 6<sup>th</sup> to get the information over.
- The crews on the POMAS fire didn't get all of the proper forms required for billing, so we are working on that request. Chief Goldsmith commented that it will be \$20,000+ profit for the REMS unit. The regional type 3 team is new to working with REMS so they didn't realize the billing side of things for fires.
- Chief Goldsmith all commented that taking out mobilizations, July has been the lowest number of OT hours this year.
- The finance committee met last month and we have a timeline for the budget. Danae has created an electronic form for budget requests. Danae and Chief Moen have put together a guide on how this will all work. Danae went over the electronic form for budget request. You can upload up to 5 files to the form.

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

- We are currently in the middle of a firefighter testing process. They are full days and we have several members as evaluators.
- We still do not have any information regarding the potential loss of the super rural modifier.
- KVFR will work toward getting a GIS license to help with the annexation process.
- The WFCM conference is October 22-25<sup>th</sup>.

**6.3 Deputy Chief Report:** Chief Goldsmith presented the attached report and addressed the following:

- The June responses totaled 413; 331 EMS, 37 Out of County Transfers. Call volume is a 13.5% increase from 2024.
- Our staffing is somewhat improved but medic staffing is still low.
- We have a firefighter assessment center this week. I would like to thank Sydney for building a tremendous assessment center process and all of her hard work.

- KVH meetings are going fantastic, a lot of positive and changes for the better and understanding if there is a small problem and it helps get the rumors out. Chief Goldsmith will be presenting at the September KVH meeting.
- Danae and Chief Goldsmith talked to the County treasures office and are hoping to get tax projects for next year. They should have them by September.
- Chief Goldsmith and Moen are going to sit down with each shift as team.
- Conversations with the fair and rodeo folks have been going well. Chief Goldsmith shared that we have participating in the patriot night for rodeo.
- Chief Goldsmith will be sending out a questioner for career and volunteer staff. The survey will come out sometime in September. It gives each individual the option to participate in the foundation of the strategic plan. Chief Goldsmith would like the commissioners to have a meeting to talk about the foundation for what we are looking for in a strategic plan and RFP. Commissioner Clerf commented that it sounds good to him but he is worried about past experiences with consults. Chief Goldsmith said he personally knows two folks that would do a great job.
- KVH is going to sign a preferred provider agreement with airlift NW as a preferred provider. Run cards will be updated to have airlift NW automatic launch.
- Annexation continues in Suneast and Manastash.
- The contract with Vantage has been going well. We are getting more help from them than ever.
- Chief Goldsmith finished his 3<sup>rd</sup> quarter for college with a 4.0 GPA.
- Everyone is amazing. Danae has come in and done an amazing job at making the finance position more efficient and electronic than ever before. Chief Goldsmith would like to thank Chief Moen publicly for allowing him to go on the mobilizations and handling duty chief.

**6.6 Commissioner Report:** Commissioner Pettit reported on the Kittcom meeting they are working really hard. The new hire will be able to move things forward in Spillman and they have a tremendous amount of knowledge. Upgrades are happening and Kittcom is staffed at 10 which is amazing. The 2/10ths money is coming in earlier than expected so they are moving forward with improvements.

## **7. Unfinished Business:**

**7.1 2026 Budget Timeline:** A schedule was presented for the board to keep the dates in mind because we will need to set these at the September meeting.

## **8. New Business:**

**8.1 Res-25-16 Cashmere Valley Bank Account:** Commissioner Pettit made a motion to approve the Res 25-16. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

**8.2 Res-25-17 Cashmere Valley Bank Credit Cards (Including Cashmere Valley Bank Form):** Commissioner Pettit made a motion to approve Res 25-17. Commissioner seconded the motion. ASM mentioned that the board needs to appoint officers and signers. We are recommending Officers to be Danae Cramer (Financial Services Manager), Sydney McBride (Administrative Services Manager) and signers to be the Fire Chief (DJ Goldsmith), Deputy Fire Chief (Chris Moen), Financial Services Manager (Danae Cramer) and Administrative Services Manager (Sydney McBride). Commissioner Pettit made a motion to appoint the officers for the Cashmere Valley Bank Accounts to be Danae Cramer (Financial Services Manager), Sydney McBride (Administrative Services Manager) and signers to be the Fire Chief (DJ Goldsmith), Deputy Fire Chief (Chris Moen), Financial Services Manager

- We are gearing up for fair and rodeo events. We have 1/3 of the shift filled already.
- Kittcom is still getting things loaded into the system. The updates are already working because we have lots of volunteers showing up to help on scene.
- The REMS unit is going well and people want to go on deployments. It's the backfill for the REMS unit that has been a problem. Commissioner Ciraulo asked, Chief would you say the REMS unit is paying for itself? Chief Goldsmith responded yes sir.
- The new medic unit chassis have been delivered. We are still looking at November and December for the Chassis. Commissioner Clerf asked if they will be built together? DC Moen thought so.
- FF Gremel worked to get the hose testing and ladder testing completed.
- The policy committee has been meeting regularly. We are finding out it is going to be a daunting process and take years to do.
- Paul Sorenson contacted KVFR because he thought he owned the old Denmark station and would like to take it down. In doing research KVFR does. It is a empty building that could be a fire hazard. He would like to take it down but would like to get approval. It doesn't have any training value to burn it.

**6.4** There was an EMS council meeting and they approved Dr. Schmelzner for the MPD starting October 1. Chief Goldsmith commented that we will reach out to the EMS office to get a contract for the MPD instead of one with the provider directly.

**6.5 Chief Report:** Chief Goldsmith presented the attached report and addressed the following:

- Staffing is improving as we are getting people back. As you see more staff return our OT should be going back down.
- We have one resident on contract that will end on August 31<sup>st</sup>. We will not be extending that beyond that date.
- We have 8 coming in tomorrow for the medics testing process.
- Chief Goldsmith has been working with the Union and the daytime car transfer plan from 0800-2000 we will be coming to a resolution here fairly timely. Chief Goldsmith stated that he has been looking at time on scene for his statistics. Its pretty astounding that our staff get woken up more than 3 time and are on scene more than 10 hours a day. Transfers are the number one-time consuming calls.
- Chief Goldsmith said he will do some analytics and bring that to the board for the next meeting.
- Chief Goldsmith highlighted that the daytime car is a big push for the agency. This is a good thing; he has some projected numbers that it will be cost neutral and again it will be a really good thing for our staff and community to get transfers out.
- Chief Goldsmith is meeting with the executive team, they are very effective meetings.
- In 2026 as we move forward, implementing a leadership series from the executive team to the core officers. Chief Goldsmith will explain more when he has that done, he used it down in Yakima for a while and he is looking to implement that here.
- Klopfer has accepted the Lt. position on C-shift. He will start September 29<sup>th</sup>. He would like to have overlap with his successor to cross train.
- Department updates/response models are completed and waiting on KITTCOM to complete it.

(Danae Cramer) and Administrative Services Manager (Sydney McBride). Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

**8.3 Res-25-18 KVFR/Kittitas County Auditor Interlocal Agreement:** Commissioner Pettit made a motion to approve Res 25-18. Commissioner O'Neill seconded the motion.

**8.4 KVFR Contracts with Governmental Agencies for Fire Protection Services:** Chief Goldsmith asked ASM McBride to lead the discussion. She shared that under the direction of Chief Goldsmith who received direction from the board to begin the process of obtaining fire protection contracts for governmental agencies. All of this is in compliance with RCW 52.30.020. Chief Goldsmith commented that he had conversations with Bryan Elliott the county auditor and that the County Commissioners were expecting this and understood. ASM McBride sent over the properties and a sample contract, and the information was immediately shared with the county commissioners and a message was sent from Cory Wright letting Chief Goldsmith know that the county would not be paying for fire protection services. Further discussion occurred that other agencies not listed on the report also needed to be contacted. ASM agreed but stated this was just the first pull of data and the intention was to get a complete list and continue the process. Chief Goldsmith also commented that City of Ellensburg contract is due in 18 months per contract we need to reach out ahead of time, which he has done. ASM has been working with the attorney and we are in compliance with the law. Discussion occurred amongst the commissioners, and they directed the Chief and staff to continue the process of obtaining fire protection contracts.

**8.5 KVFR EFT Policy 201.05:** Commissioner Pettit made a motion to approve the Policy 201.05. O'Neill there was no further discussion and the motion passed unanimously.

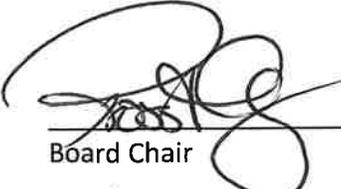
**8.6 KVFR Cash Handling Policy 200.07:** Commissioner Pettit made a motion to approve cash handling policy 200.07. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

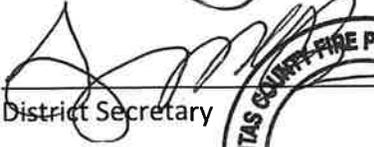
**10. Good of the Order:** Commissioner Pettit shared that he will not be at the September board meeting.

**11. Executive Session:** None.

**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 8:19pm hours.

  
Board Chair

  
District Secretary



