

**COMMISSIONERS MEETING AGENDA**  
**Thursday, March 12, 2026 – 7:00pm**

1. Call to Order and Pledge of Allegiance
2. Approval of Agenda

**Action Item: MOTION to approve**

3. Consent Agenda

*Items listed below have been distributed to the fire commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the consent Agenda and placed on the Regular Agenda at the request of a fire commissioner or at the request of a member of the public with concurrence of a fire commissioner. Requests to remove items should be made under Item 2 Approval of Agenda prior to approval of agenda.*

Action Item: **MOTION to approve**

- 3.1 Approve Proposed Meeting Minutes
  - February 12<sup>th</sup>, 2026-Meeting Minutes
- 3.2 Acknowledge Correspondence
  - None
- 3.3 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
\$836,236.64		

4. Public Hearings: Performance Benchmarks
5. Public Comment items not included on agenda (Please limit comments to 3 minutes)
6. Administrative
  - 6.1 Finance
  - 6.2 District Secretary Report
  - 6.3 Deputy Chief Report
  - 6.4 Chief Report
  - 6.5 Commissioners Report
7. Unfinished Business:
  - 7.1 Nontaxed Entities  
Action Item: Discussion
  - 7.2 Revenue Sources  
Action Item: Discussion
8. New Business

- 8.1 Set 2026 Performance Benchmarks  
Action Item: Motion to Approve
- 8.2 Standards of Coverage and Strategic Plan RFP  
Action Item: Motion to Approve
- 8.3 City of Ellensburg IT Agreement  
Action Item: Motion to Approve
- 8.4 2026 Surplus Resolution 26-04  
Action Item: Motion to Approve
- 8.5 November 2025 FF/EMT and FF/Paramedic Hiring List  
Action Item: Motion to Approve
- 8.6 Fire Chief Search  
Action Item: Motion to Approve and Appoint Committee

9. Good of the Order

10. Executive Session:

10.1 RCW 42.30.110(1)(g) To review the performance of a public employee.

10.2 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."

11. Delegation of Responsibilities Financial Services Manager

Action Item: Motion

12. Adjournment

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

**Minutes of:** Commissioners' Board Meeting  
**Meeting date:** February 12<sup>th</sup>, 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, and Scott Ciraulo.

**Others in Attendance:** Deputy Chief Chris Moen, ASM McBride, FSM Cramer, Chief Palmer (virtually) 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**

- January 8, 2026 Meeting Minutes

**3.2 Acknowledge Correspondence:** None

**3.3 Authorize to pay vouchers**

JANUARY 2026		
Batch #	Amount	Description
2026.01.01	\$256,408.25	Payroll - General Fund 010
2026.01.02	\$102,742.31	Payroll - EMS Fund 011
2026.01.03	\$731,660.59	Accounts Payable - All Funds 01/16/26
2026.01.04	\$163,282.57	Accounts Payable & Severance 1/30/26
<b>\$1,254,093.72</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:** None

**5. Public Comment:** None

**6. Administrative Reports**

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

- The overtime reports are attached with 465 hours.

- Financial Statements are still pending some additional review and payroll clearing account. All of 2025 has been reconciled with the county.
- Ending fund balances for 2025 were better than anticipated, however most spending was stopped in Q4 of 2025 and shifted many expenditures into Q1 for 2026. Our expenses for January were 1.25 million.
- Large expenditures for January were Kittcom Q1, HRA VEBA contributions and IT services.

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

- New commissioners training is on Saturday, March 14<sup>th</sup>. Commissioner Polak is registered for it. Commissioner Pettit asked if he should attend. ASM stated he is welcome to but the training is focused largely on subjects for new commissioners.

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

- January was a average month for responses with 467 total.
- DC Moen is working on ESO reporting software and the conversion to NERIS.
- We have 4 members at the WSFTA in North Bend.

**6.4 Chief Report:** Chief Palmer attended virtually, the attached report the following was shared:

- We had a FF separate effective January 31<sup>st</sup>, 2026.
- FSM Cramer has turned in her resignation, we have opening the position for hiring.
- Chief Palmer is meeting with the crews for general questions and introductions.
- Continuing to review policies.
- We have limited purchases for the time being. Chief Palmer is working to review the budget.

**6.5 Commissioner Report:**

- Commissioner Pettit reported that Kittcom continues to improve the system hardware. Blewett Pass has been upgraded and they are currently working with FD7 on training. Rye Grass is moving forward with improvements. Kittcom is currently working to sign an agreement with the county for an office spot with all of the new tech equipment coming in.
- Commissioner Pettit and Polak attended the legislative day in Olympia, the senate has passed a bill hat will require insurance companies provide a reason for cancellation of insurance. Commissioner Pettit volunteered for a workgroup working on L&I presumptive illness for volunteers.

## **7. Unfinished Business:**

**7.1 Revenue Sources Taxed and Non-Taxed:** ASM McBride presented the attached report and spoke about the different funding opportunities for fire districts and the limitations, benefits and requirements of each. She recommended a workgroup to further explore the options. Commissioner O'Neill made a motion to appoint Commissioner Polak and Commissioner Pettit to the workgroup for revenue sources. Commissioner Ciraulo seconded the motion. There was no further discussion and the motion passed unanimously.

## **8. New Business**

**8.1 Strategic Plan and Standards of Coverage:** Discussion occurred about how this document will be highly beneficial to the agencies future. Chief Palmer believes we can do this but would

like to have further conversation about do this internally vs hiring a consultant. Chief Palmer is happy to help but this is a pretty complex process, and it needs to include short and long term goals. Commissioner Pettit shared that there is money in the budget for a consultant and the consultant will be helpful to guide us through the process. With an external company, things can get more in depth. There was a RFP created previously that we can use, ASM McBride recommended that the RFP be revised and the board relook at the document. Discussion also occurred that Chief Elliott previously worked on a standards of coverage document and Chief Palmer should review it for knowledge.

**9. Good of the Order:** None.

**10. Executive Session:** At 1940 Commissioner Clerf announced that the Board would be going into executive Session pursuant to RCW 42.30.110(1)(g) To review the performance of a public employee. The Executive Session would be for 30 minutes until 2010. Commissioner Clerf requested that DC Moen and ASM McBride remain for the executive session to meet with the Board members. The board would not take further action following the executive session. At 2010 it was announced that executive session would be extended for 15 minutes until 2025. The regular meeting resumed at 2025 hours.

**11. 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 2026 hours.

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Board Chair

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District Secretary

## Agenda report

**To: KCFD#2 Commissioners**

**From: Chris Moen, Deputy Fire Chief**

**Through: Chief Palmer**

**Regarding: 2025 Performance Benchmarks**

**Background:** KVFR sets performance benchmarks each year in a public hearing and we report to the community on our performance.

**Turnout Time Standard:** Turnout time is the time from dispatch to when the apparatus responds. Non-emergent calls for service (routine transfers, burn complaints, etc.) are not included.

### Standard:

- 0700 – 2200 – 110 seconds (1 minute 50 seconds)
- 2200 – 0700 – 195 seconds (3 minutes 15 seconds)

### 2025 Results

- **0700 – 2200 – 51% Compliance (3 minutes 10 seconds would meet 90<sup>th</sup> percentile)**
- **2200 – 0700 – 60% Compliance (4 minutes 14 seconds would meet 90<sup>th</sup> percentile)**

### 2024 Results

- 0700 – 2200 – 57% Compliance (3 minutes 40 seconds would meet 90<sup>th</sup> percentile)
- 2200 – 0700 – 68% Compliance (4 minutes 11 seconds would meet 90<sup>th</sup> percentile)

### 2023 Results

- 0700 – 2200 – 73% Compliance (2 minutes 34 seconds would meet 90<sup>th</sup> percentile)
- 2200 – 0700 – 76% Compliance (3 minutes 29 seconds would meet 90<sup>th</sup> percentile)

**Analysis:** There are inaccuracies due to the differences in the reporting software and I have found problems with the data set that comes out of our software. I do feel that our compliance numbers are likely down from last year mostly due to increased call volume and a decrease in staffing secondary to an increase in long term disabilities. Once I get fully trained on gathering and interpreting the data; and we complete a training program aimed at increasing our data quality, I feel the numbers I present in the future will be a true and accurate reflection of KVFR's performance.

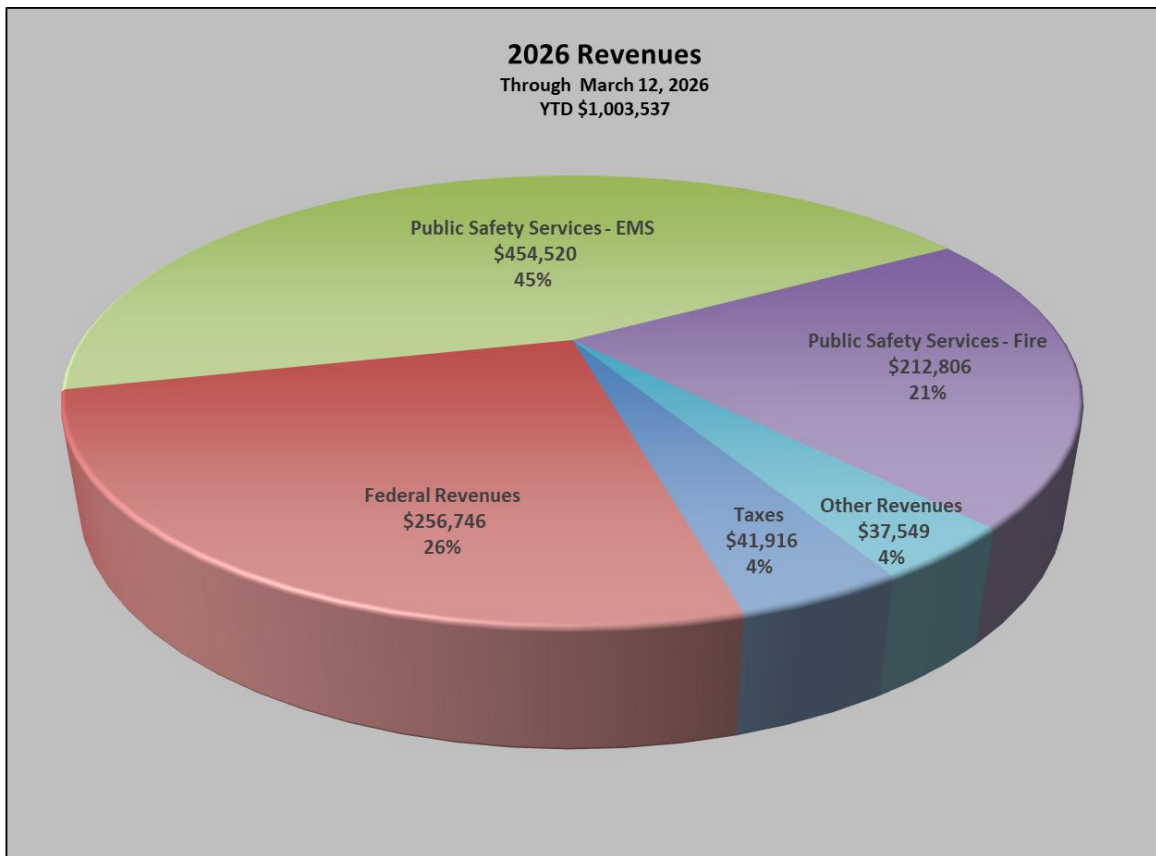


# KITTITAS VALLEY FIRE & RESCUE

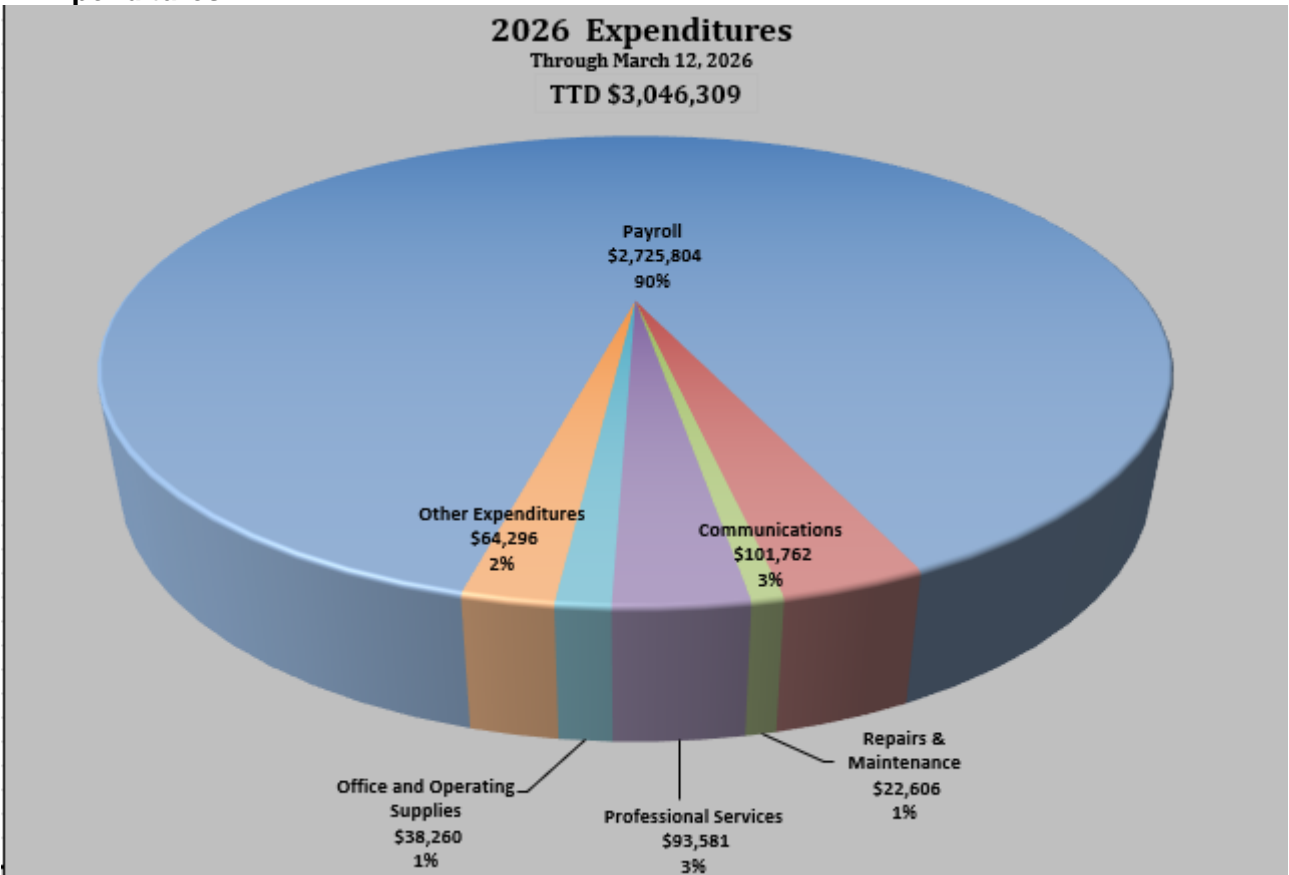
400 E Mountain View Ave • Ellensburg, WA 98926 • (509) 933-7239 • Fax (509) 933-7245

## FINANCE UPDATE – March 12<sup>th</sup>, 2026

- **Overtime Report:** The overtime report is attached.
  - Overtime hours are 549 for February.
- **Financial Statements:** Financial statements for February are attached.
  - Accounts have been reconciled with the banks through February.
- **Revenues:**
  - Mobilization reimbursements for POMAS Fire was received for approximately \$80,786.59.
  - Fire Marshal Services Q1 paid in the amount of \$34,618.36.



- **Expenditures:**



- **Finance Committee Meeting Review:**

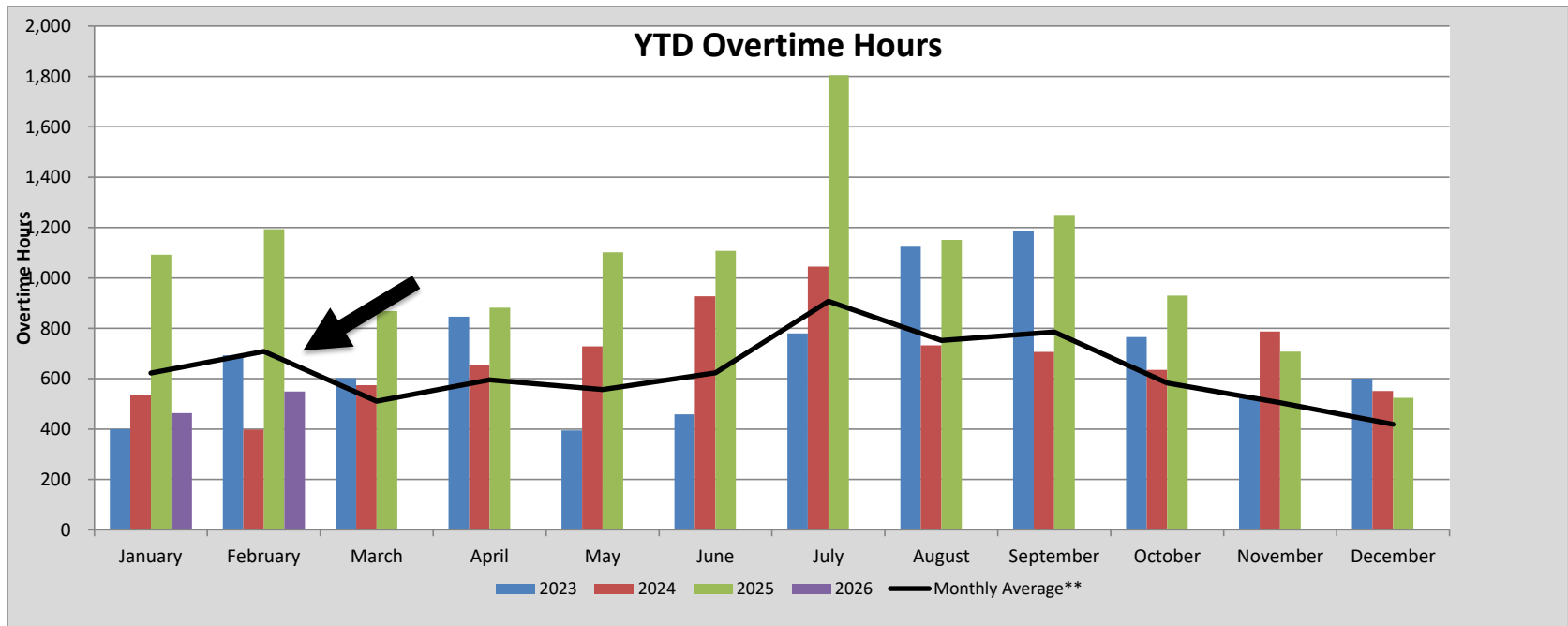
- Budget Position
- 2026 Tax Collection collections
- Nontaxed revenue sources
- Taxed revenue sources- Lid Levy recommendation

- **One Big Beautiful Bill Provisions:**

- Employer requirements for the “No tax on OT” piece is in place for 2026. The OBBB only applies to FLSA required overtime. Contractual overtime is ineligible, so all OT slips paid in 2026 are being input to Excel to help us determine the FLSA required overtime. This will be required to be put on the W-2 going forward.

## 2023 - 2026 OVERTIME SUMMARY

	2023		2024		2025		2026	
	OT Hours	Dollars	OT Hours	Dollars	OT Hours	Dollars	OT Hours	Dollars
January	400.00	\$ 24,027.37	534.00	\$ 33,530.36	1,092.00	\$ 73,267.28	463.00	\$ 34,781.08
February	693.00	\$ 43,311.00	398.00	\$ 25,437.79	1,193.00	\$ 84,861.04	549.00	\$ 41,696.78
March	602.00	\$ 35,651.21	574.00	\$ 36,140.99	868.00	\$ 62,139.81	0.00	\$ -
April	846.00	\$ 52,864.89	654.00	\$ 39,463.29	882.00	\$ 63,365.66	0.00	\$ -
May	395.00	\$ 23,599.07	729.00	\$ 45,747.64	1,102.00	\$ 74,738.70	0.00	\$ -
June	458.00	\$ 28,430.92	927.00	\$ 58,155.18	1,107.50	\$ 76,770.27	0.00	\$ -
July	780.00	\$ 48,750.48	1,045.00	\$ 64,963.73	1,805.00	\$ 121,971.20	0.00	\$ -
August	1,124.00	\$ 68,359.57	732.00	\$ 45,264.87	1,151.00	\$ 86,331.91	0.00	\$ -
September	1,187.00	\$ 71,313.88	706.00	\$ 46,306.95	1,250.50	\$ 97,931.87	0.00	\$ -
October	765.00	\$ 47,240.08	635.00	\$ 40,110.45	930.00	\$ 64,436.57	0.00	\$ -
November	524.00	\$ 31,842.74	787.00	\$ 49,395.62	707.00	\$ 47,351.50	0.00	\$ -
December	600.00	\$ 37,454.40	551.00	\$ 37,199.47	524.00	\$ 37,160.01	0.00	\$ -
<b>Totals &gt;&gt;</b>	<b>8,374.00</b>	<b>\$ 512,845.61</b>	<b>8,272.00</b>	<b>\$521,716.34</b>	<b>12,612.00</b>	<b>\$ 890,325.82</b>	<b>1,012.00</b>	<b>\$ 76,477.86</b>
<b>Monthly Average</b>	697.83	\$42,737.13	689.33	\$43,476.36	1,051.00	\$74,193.82	84.33	\$6,373.16



## Voucher and Payment Approval

The Board of Commissioners of Kittitas County Fire Protection District 2, having reviewed the attached check register and payment vouchers for the period of February 2026, hereby certifies that the payments below were made in accordance with District policies and procedures, and ratifies the disbursement as just, due and proper obligations of the District.

### Summary of Payments by Fund:

010 GENERAL FUND 636-010	617,532.53
011 EMS FUND 636-011	218,704.11
020 CON FUND 636-020	
041 EQUIPMENT FUND 636-041	
	\$ 836,236.64

### Summary of Payments by Type:

CLAIMS	50,716.92
PAYROLL	785,519.72,
	\$ 836,236.64

These payments were previously issued by District staff in the normal course of business and are now presented to the Board for formal approval.

Approved this 12<sup>th</sup> day of March 2026 by the Board of Commissioners of Kittitas County Fire Protection District 2.

Attest to:

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

## 2026 BUDGET POSITION

KITTITAS COUNTY FIRE DISTRICT 2

Time: 08:32:27 Date: 03/11/2026

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All Funds	01/01/2026 To: 12/31/2026			
Revenues	Amt Budgeted	Revenues	Remaining	
<b>310 Taxes</b>				
010.311 10 00 000 Property Tax	8,750,000.00	39,825.91	8,710,174.09	0.5%
230.311 10 00 030 Real & Personal Property Taxes	485,000.00	2,090.06	482,909.94	0.4%
310 Taxes	9,235,000.00	41,915.97	9,193,084.03	0.5%
<b>320 Licenses &amp; Permits</b>				
010.322 90 00 000 Fire Permit Construction	6,000.00	5,372.00	628.00	89.5%
320 Licenses & Permits	6,000.00	5,372.00	628.00	89.5%
<b>330 State Generated Revenues</b>				
011.332 92 10 000 COVID-19 Non-Grant Assistance	0.00	0.00	0.00	0.0%
011.332 93 40 000 Ground Emergency Medical Transport (GEMT)	312,000.00	256,745.59	55,254.41	82.3%
000	312,000.00	256,745.59	55,254.41	82.3%
041.331 97 00 000 Federal Direct Grant From The Department Of Homeland Security	0.00	0.00	0.00	0.0%
331 Direct Federal Grants	0.00	0.00	0.00	0.0%
010.333 10 66 000 Indirect Federal Grant - WA State (Radio	0.00	0.00	0.00	0.0%
041.333 10 66 410 Indirect Federal Grant - DNR Brush Trucks	0.00	0.00	0.00	0.0%
010.333 97 00 000 Indirect Federal Grants - Dept. Of Homeland Security	0.00	0.00	0.00	0.0%
010.333 97 00 001 Indirect Federal Grant - DHS Firewise	0.00	0.00	0.00	0.0%
333 Indirect Federal Grants	0.00	0.00	0.00	0.0%
010.334 01 30 000 State Grants - Washington State Patrol	6,000.00	0.00	6,000.00	0.0%
010.334 02 30 000 State Grants - Department Of Natural Resources	0.00	0.00	0.00	0.0%
010.334 02 30 001 State Grants - Firewise	0.00	0.00	0.00	0.0%
010.334 03 10 000 State Grant From Department Of Ecology	0.00	0.00	0.00	0.0%
010.334 04 20 000 State Grants - Ecomonic Development	0.00	0.00	0.00	0.0%
011.334 04 90 000 State Grants - Department of Health	0.00	0.00	0.00	0.0%
010.334 06 90 000 State Grants - Dept of Ecology	0.00	0.00	0.00	0.0%
041.334 06 90 001 State Direct/Indirect Grant From Other State Agencies	0.00	0.00	0.00	0.0%
334 State Grants	6,000.00	0.00	6,000.00	0.0%
010.337 00 00 001 Leasehold Excise Tax	4,000.00	0.00	4,000.00	0.0%
010.337 00 00 002 Timber Harvest Tax	0.00	0.00	0.00	0.0%
010.337 07 00 000 Interlocal Impact Payment	0.00	0.00	0.00	0.0%
010.337 07 01 000 In-Lieu Taxes	0.00	0.00	0.00	0.0%
010.337 13 18 001 Public Facilities Interlocal Grant	0.00	0.00	0.00	0.0%
020.337 13 18 002 Public Facilities Interlocal Grant	0.00	0.00	0.00	0.0%
337 In-Lieu Payments	4,000.00	0.00	4,000.00	0.0%
330 State Generated Revenues	322,000.00	256,745.59	65,254.41	79.7%

## 2026 BUDGET POSITION

KITTITAS COUNTY FIRE DISTRICT 2

Time: 08:32:27 Date: 03/11/2026

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01/01/2026 To: 12/31/2026

Revenues	Amt Budgeted	Revenues	Remaining	
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**340 Charges For Services**

011.341 43 30 001	Budgeting & Accounting Services	0.00	0.00	0.00	0.0%
000		0.00	0.00	0.00	0.0%
010.341 43 00 010	Upper Co. Management Services	0.00	0.00	0.00	0.0%
341	General Governmental Services	0.00	0.00	0.00	0.0%
041.342 20 00 004	Contracts (wind farm)	0.00	0.00	0.00	0.0%
010.342 21 00 000	Fire Protection Contracts - Privately Owned	50,000.00	0.00	50,000.00	0.0%
010.342 21 01 000	Fire Protection Contracts - State Owned	885,000.00	0.00	885,000.00	0.0%
010.342 21 01 001	Fire Protection Contracts - Local Government	50,000.00	7,705.00	42,295.00	15.4%
010.342 21 02 000	Fire Protection - School Districts	4,100.00	0.00	4,100.00	0.0%
010.342 21 03 000	Fire Marshal Services - City Of Ellensburg	135,000.00	34,618.36	100,381.64	25.6%
010.342 21 04 000	Development - SEPA Process (County)	0.00	0.00	0.00	0.0%
010.342 21 05 000	Development - SEPA Process (City of Elle	0.00	0.00	0.00	0.0%
010.342 21 06 000	Fire Marshal Training Services	0.00	0.00	0.00	0.0%
010.342 21 06 001	Fire Marshal - County Assistance Contract	0.00	0.00	0.00	0.0%
010.342 21 07 000	Other Wind Facilities	0.00	0.00	0.00	0.0%
010.342 21 08 000	CPR Classes	0.00	0.00	0.00	0.0%
010.342 21 09 000	Fire Chief Services	0.00	0.00	0.00	0.0%
010.342 21 10 000	Mobilizations - Current Year Personnel	81,000.00	30,588.85	50,411.15	37.8%
010.342 21 10 001	Mobilizations - Current Year Equipment	20,000.00	1,603.64	18,396.36	8.0%
010.342 21 10 002	Mobilizations - Prior Year Personnel	3,000.00	100,425.23	(97,425.23)	3347.5%
010.342 21 10 003	Mobilizations - Prior Year Equipment	2,000.00	37,864.49	(35,864.49)	1893.2%
010.342 21 20 000	Firewise Fuel Reduction Project	0.00	0.00	0.00	0.0%
010.342 21 30 000	Out-of-District Fire Billings	0.00	0.00	0.00	0.0%
010.342 40 00 000	Plan Checking for Construction	2,000.00	0.00	2,000.00	0.0%
011.342 60 01 000	Ambulance Transport - KVFR	500.00	70.00	430.00	14.0%
011.342 60 01 001	Ambulance Transport - Systems Design	1,445,000.00	454,520.00	990,480.00	31.5%
011.342 60 03 000	Ambulance Standby	15,000.00	0.00	15,000.00	0.0%
011.342 60 04 000	KVFR Ambulance Bad Debt Recovery	100.00	70.00	30.00	70.0%
011.342 60 05 000	EMS Non-Transport Fees	0.00	0.00	0.00	0.0%
010.342 80 00 000	Dispatch Services	0.00	0.00	0.00	0.0%
342	Public Safety Services	2,692,700.00	667,465.57	2,025,234.43	24.8%
010.344 30 00 000	Mechanic Repair Fees	0.00	0.00	0.00	0.0%
010.344 40 00 000	Sales Of Parts	0.00	0.00	0.00	0.0%
344	Transportation	0.00	0.00	0.00	0.0%
340	Charges For Services	2,692,700.00	667,465.57	2,025,234.43	24.8%

**360 Misc Revenues**

231.361 11 00 031	Earned Interest	2,500.00	92.86	2,407.14	3.7%
000		2,500.00	92.86	2,407.14	3.7%
010.361 11 00 010	Earned Interest	100,000.00	12,848.98	87,151.02	12.8%
011.361 11 00 011	Earned Interest	30,000.00	3,907.33	26,092.67	13.0%
020.361 11 00 020	Earned Interest	6,500.00	859.15	5,640.85	13.2%

## 2026 BUDGET POSITION

KITTITAS COUNTY FIRE DISTRICT 2

Time: 08:32:27 Date: 03/11/2026

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01/01/2026 To: 12/31/2026

All Funds	Amt Budgeted	Revenues	Remaining	
<b>360 Misc Revenues</b>				
230.361 11 00 030 Earned Interest	4,000.00	800.80	3,199.20	20.0%
040.361 11 00 040 Earned Interest	20,000.00	3,716.71	16,283.29	18.6%
041.361 11 00 041 Earned Interest	15,000.00	2,462.44	12,537.56	16.4%
042.361 11 00 042 Earned Interest	20,000.00	3,745.45	16,254.55	18.7%
060.361 11 00 060 Earned Interest	2,000.00	391.35	1,608.65	19.6%
010.361 40 00 010 Other Interest Earned	0.00	0.00	0.00	0.0%
011.361 40 00 011 Other Interest Earned	0.00	0.00	0.00	0.0%
<b>361 Interest Earned</b>	<b>197,500.00</b>	<b>28,732.21</b>	<b>168,767.79</b>	<b>14.5%</b>
010.362 50 00 000 Space & Facilities Lease (long term)	14,000.00	2,345.24	11,654.76	16.8%
010.362 90 00 000 Other Rents & Use Charges	0.00	0.00	0.00	0.0%
<b>362 Rents and Leases</b>	<b>14,000.00</b>	<b>2,345.24</b>	<b>11,654.76</b>	<b>16.8%</b>
010.367 11 00 010 Donations - General	100.00	0.00	100.00	0.0%
011.367 11 00 011 Donations - EMS	0.00	0.00	0.00	0.0%
041.367 11 00 041 Donations - Equipment	0.00	0.00	0.00	0.0%
010.367 11 01 010 Donations - Prevention	0.00	0.00	0.00	0.0%
010.367 11 02 010 Donations - Training	0.00	0.00	0.00	0.0%
010.367 11 03 010 Donations - Volunteers	0.00	0.00	0.00	0.0%
<b>367 Donations</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.0%</b>
010.369 10 00 000 Sale of Surplus	200.00	0.00	200.00	0.0%
010.369 40 00 000 Judgements & Settlements	0.00	0.00	0.00	0.0%
010.369 91 00 010 Other Revenue	500.00	705.76	(205.76)	141.2%
011.369 91 00 011 Other Revenue	50.00	0.00	50.00	0.0%
020.369 91 00 020 Other Revenue	0.00	0.00	0.00	0.0%
041.369 91 00 041 Other Revenue	0.00	0.00	0.00	0.0%
010.369 91 01 000 Application Fee	0.00	0.00	0.00	0.0%
011.369 91 01 011 NSF Check Charges	0.00	0.00	0.00	0.0%
010.369 91 02 000 Insurance Premium Recovery	0.00	0.00	0.00	0.0%
010.369 91 03 000 NSF Check Fees	0.00	0.00	0.00	0.0%
010.369 91 04 000 Dividend/Rebate Payments	0.00	0.00	0.00	0.0%
010.369 91 05 000 Credit Card Rebates	0.00	0.00	0.00	0.0%
010.398 10 00 000 Insurance Premium Recovery	0.00	0.00	0.00	0.0%
<b>369 Other Revenues</b>	<b>750.00</b>	<b>705.76</b>	<b>44.24</b>	<b>94.1%</b>
<b>360 Misc Revenues</b>	<b>214,850.00</b>	<b>31,876.07</b>	<b>182,973.93</b>	<b>14.8%</b>
<b>380 Non Revenues</b>				
010.382 90 00 000 Leasehold Excise Tax Collected	1,800.00	301.14	1,498.86	16.7%
011.388 10 00 000 Prior Period Adjustment	0.00	0.00	0.00	0.0%
010.389 00 00 000 Other Non-Revenue	0.00	0.00	0.00	0.0%
<b>380 Non Revenues</b>	<b>1,800.00</b>	<b>301.14</b>	<b>1,498.86</b>	<b>16.7%</b>
<b>390 Other Revenues</b>				
010.391 10 02 000 Styker Accrual	0.00	0.00	0.00	0.0%
<b>000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

## 2026 BUDGET POSITION

KITTITAS COUNTY FIRE DISTRICT 2

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All Funds	01/01/2026 To: 12/31/2026				
Revenues	Amt Budgeted	Revenues	Remaining		
<b>390 Other Revenues</b>					
230.391 10 00 000	General Obligation Bond Proceeds	0.00	0.00	0.00	0.0%
020.391 10 00 020	General Obligation Bond Proceeds (Voted)	0.00	0.00	0.00	0.0%
020.391 10 01 020	General Obligation Bond Proceeds (Non-Vo)	0.00	0.00	0.00	0.0%
<b>391 Bond Revenues</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
010.395 10 00 000	Proceeds from Sale of Capital Assets	0.00	0.00	0.00	0.0%
010.395 20 00 000	Compensation for Loss of Capital Asset	0.00	0.00	0.00	0.0%
<b>395 Disposition of Capital Assets</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>390 Other Revenues</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>397 Interfund Transfers</b>					
010.397 00 10 011	Transfer In From Fund 011 EMS	0.00	0.00	0.00	0.0%
010.397 00 10 020	Transfer In From Fund 020 Construction	0.00	0.00	0.00	0.0%
010.397 00 10 040	Transfer in from Fund 040 Reserves	0.00	0.00	0.00	0.0%
010.397 00 10 041	Transfer In From Fund 041 Equipment	0.00	0.00	0.00	0.0%
010.397 00 10 042	Transfer In From Fund 042 Long Term Planning	0.00	0.00	0.00	0.0%
011.397 00 11 010	Transfer In From Fund 010 General	1,000,000.00	0.00	1,000,000.00	0.0%
011.397 00 11 040	Transfer In From Fund 040 Reserves	0.00	0.00	0.00	0.0%
011.397 00 11 041	Transfer In From Fund 041 Equipment	0.00	0.00	0.00	0.0%
011.397 00 11 042	Transfer In From Fund 042 Long Term Planning	0.00	0.00	0.00	0.0%
020.397 00 20 010	Transfer In From Fund 010 General	0.00	0.00	0.00	0.0%
020.397 00 20 022	Transfer In From Fund 322 Station 21 Construction Fund	0.00	0.00	0.00	0.0%
020.397 00 20 042	Transfer In From Fund 042 Long Term Planning	0.00	0.00	0.00	0.0%
231.397 00 31 010	Transfer In From Fund 010 General	300,000.00	0.00	300,000.00	0.0%
040.397 00 40 010	Transfer In From Fund 010 General	0.00	0.00	0.00	0.0%
040.397 00 40 011	Transfer In From Fund 011 EMS	0.00	0.00	0.00	0.0%
040.397 00 40 042	Transfer In From Fund 042 Long Term Planning	0.00	0.00	0.00	0.0%
041.397 00 41 010	Transfer In From Fund 010 General	0.00	0.00	0.00	0.0%
041.397 00 41 011	Transfer In From Fund 011 EMS	0.00	0.00	0.00	0.0%
041.397 00 41 042	Transfer In From Fund 042 Long Term Planning	0.00	0.00	0.00	0.0%
042.397 00 42 010	Transfer In From Fund 010 General	0.00	0.00	0.00	0.0%
042.397 00 42 011	Transfer In From Fund 011 EMS	0.00	0.00	0.00	0.0%
042.397 00 42 020	Transfer In From Fund 020 Construction	0.00	0.00	0.00	0.0%
042.397 00 42 040	Transfer In From Fund 040 Reserve	0.00	0.00	0.00	0.0%
042.397 00 42 041	Transfer In From Fund 041 Equipment	0.00	0.00	0.00	0.0%
060.397 00 60 010	Transfer In From Fund 010 General	2,000.00	0.00	2,000.00	0.0%
060.397 00 60 020	Transfer In From Fund 020 Construction	0.00	0.00	0.00	0.0%
060.397 00 60 042	Transfer In From Fund 042 Long Term Planning	0.00	0.00	0.00	0.0%
<b>397 Interfund Transfers</b>		<b>1,302,000.00</b>	<b>0.00</b>	<b>1,302,000.00</b>	<b>0.0%</b>

## 2026 BUDGET POSITION

KITTITAS COUNTY FIRE DISTRICT 2

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Revenues	Amt Budgeted	Revenues	Remaining	
<b>Fund Revenues:</b>	<b>13,774,350.00</b>	<b>1,003,676.34</b>	<b>12,770,673.66</b>	<b>7.3%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	

**522 Fire Control**

011.522 71 41 004	GEMT State Match	0.00	0.00	0.00	0.0%
000		0.00	0.00	0.00	0.0%
010.522 10 11 000	Administrative Staff Salaries	1,055,359.91	339,797.84	715,562.07	32.2%
010.522 10 12 000	Overtime	61,000.00	0.00	61,000.00	0.0%
010.522 10 13 000	Deferred Comp	25,000.00	3,900.00	21,100.00	15.6%
010.522 10 20 000	Payroll Clearing	0.00	19,177.81	(19,177.81)	0.0%
010.522 10 21 000	Medical Active	167,500.00	51,963.35	115,536.65	31.0%
010.522 10 22 000	L&I Insurance	20,000.00	9,184.39	10,815.61	45.9%
010.522 10 23 000	Retirement	65,000.00	15,486.50	49,513.50	23.8%
010.522 10 25 000	Social Security & Medicare	35,000.00	11,666.82	23,333.18	33.3%
010.522 10 26 000	Medical - Retired LEOFF I	40,000.00	9,993.26	30,006.74	25.0%
010.522 10 27 000	Long Term Care - LEOFF I	7,500.00	7,174.71	325.29	95.7%
010.522 10 29 000	Unemployment Benefits	500.00	0.00	500.00	0.0%
010.522 10 31 000	Op. Supplies Office	7,000.00	184.57	6,815.43	2.6%
010.522 10 31 001	Op. Supplies - HR	1,000.00	87.60	912.40	8.8%
010.522 10 33 000	Meeting Meals	2,000.00	41.96	1,958.04	2.1%
010.522 10 33 001	Annual Banquet	10,000.00	1,494.38	8,505.62	14.9%
010.522 10 35 000	Office Machines / Software	95,445.00	8,952.38	86,492.62	9.4%
010.522 10 41 000	Professional Services - Other Administrative	80,000.00	4,490.10	75,509.90	5.6%
010.522 10 41 001	Architectural/Engineering	0.00	0.00	0.00	0.0%
010.522 10 41 002	City IT Contract Services	75,000.00	36,587.42	38,412.58	48.8%
010.522 10 41 003	Copy Machine Contracts	2,600.00	518.27	2,081.73	19.9%
010.522 10 41 004	Environmental Consulting	0.00	0.00	0.00	0.0%
010.522 10 41 005	Internet Services	3,500.00	574.00	2,926.00	16.4%
010.522 10 41 006	Legal Services - General	30,000.00	864.00	29,136.00	2.9%
010.522 10 41 007	Project Manager Services	0.00	0.00	0.00	0.0%
010.522 10 41 008	Website Maintenance	10,500.00	1,820.14	8,679.86	17.3%
010.522 10 41 009	Government Professional Services	300.00	0.00	300.00	0.0%
010.522 10 41 010	Unclaimed Property Custodial	50.00	0.00	50.00	0.0%
010.522 10 41 011	County Auditor - Electronic Payments	0.00	0.00	0.00	0.0%
010.522 10 41 012	State Auditor Fees	15,000.00	0.00	15,000.00	0.0%
010.522 10 41 013	Advertising	4,500.00	285.00	4,215.00	6.3%
010.522 10 41 014	County Auditor - Election Fees	0.00	0.00	0.00	0.0%
010.522 10 41 200	Professional Services - Other HR	16,000.00	1,122.75	14,877.25	7.0%
010.522 10 41 201	Employee Assistance Program	2,000.00	416.25	1,583.75	20.8%
010.522 10 41 202	Exposure Expenses	300.00	0.00	300.00	0.0%
010.522 10 41 203	Hiring Process	12,000.00	3,032.20	8,967.80	25.3%
010.522 10 41 204	Immunizations For Employees	3,000.00	0.00	3,000.00	0.0%
010.522 10 41 205	Legal Services - HR	50,000.00	10,362.49	39,637.51	20.7%
010.522 10 42 000	Communications - Administration	0.00	0.00	0.00	0.0%
010.522 10 42 001	Air Cards	600.00	81.08	518.92	13.5%
010.522 10 42 002	Cell Phones	6,500.00	1,020.26	5,479.74	15.7%
010.522 10 42 003	Office Phones	12,000.00	1,628.48	10,371.52	13.6%
010.522 10 42 004	Postage/Shipping	1,250.00	68.73	1,181.27	5.5%
010.522 10 43 000	Travel, Lodging, Meals	10,000.00	766.88	9,233.12	7.7%
010.522 10 44 000	LET Taxes	0.00	0.00	0.00	0.0%

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KITTITAS COUNTY FIRE DISTRICT 2

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All Funds	01/01/2026 To: 12/31/2026			
Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
010.522 10 44 001 External Taxes & Operating Assessments	800.00	85.00	715.00	10.6%
010.522 10 45 000 Rentals	0.00	0.00	0.00	0.0%
010.522 10 46 000 Insurance	160,000.00	0.00	160,000.00	0.0%
010.522 10 49 000 Dues & Subscriptions	8,000.00	4,862.20	3,137.80	60.8%
010.522 10 49 001 Conferences / Training	10,000.00	40.00	9,960.00	0.4%
010.522 10 49 002 Bank Service Fees	0.00	0.00	0.00	0.0%
010.522 10 49 003 Other Expenses	0.00	0.00	0.00	0.0%
230.592 22 80 000 Bond Management Fees	350.00	0.00	350.00	0.0%
<b>010 Administration</b>	<b>2,106,554.91</b>	<b>547,730.82</b>	<b>1,558,824.09</b>	<b>26.0%</b>
010.522 11 11 000 Commissioners Stipends	23,000.00	5,957.00	17,043.00	25.9%
010.522 11 21 000 Medical Insurance	200.00	32.23	167.77	16.1%
010.522 11 22 000 L&I Insurance	200.00	22.43	177.57	11.2%
010.522 11 25 000 Social Security & Medicare	2,500.00	455.70	2,044.30	18.2%
010.522 11 43 000 Travel, Lodging, Meals	3,500.00	331.80	3,168.20	9.5%
010.522 11 49 001 Conferences / Training	2,500.00	80.00	2,420.00	3.2%
010.522 11 49 002 Other Expenses	0.00	0.00	0.00	0.0%
<b>011 Commissioners</b>	<b>31,900.00</b>	<b>6,879.16</b>	<b>25,020.84</b>	<b>21.6%</b>
010.522 20 11 000 Officers / Firefighters Wages	3,200,000.00	765,690.12	2,434,309.88	23.9%
010.522 20 12 000 Overtime	403,000.00	46,665.09	356,334.91	11.6%
010.522 20 13 000 Deferred Comp	93,600.00	20,400.00	73,200.00	21.8%
010.522 20 19 000 Payroll Clearing	0.00	0.00	0.00	0.0%
010.522 20 21 000 Medical - Active Employees	727,500.00	220,376.41	507,123.59	30.3%
010.522 20 22 000 L&I Insurance	230,000.00	85,538.23	144,461.77	37.2%
010.522 20 23 000 Retirement	185,000.00	39,174.89	145,825.11	21.2%
010.522 20 25 000 Social Security & Medicare	52,500.00	12,371.88	40,128.12	23.6%
010.522 20 26 000 Quarter Master Purchases	50,500.00	8,144.52	42,355.48	16.1%
010.522 20 26 001 Quarter Master Repairs	500.00	0.00	500.00	0.0%
010.522 20 26 002 Wildland PPE	20,000.00	0.00	20,000.00	0.0%
010.522 20 29 000 Unemployment Benefits	500.00	0.00	500.00	0.0%
010.522 20 31 003 Op. Supplies - All Stations	28,000.00	7,515.48	20,484.52	26.8%
010.522 20 31 004 Radio Supplies And Parts	3,000.00	0.00	3,000.00	0.0%
010.522 20 31 005 Wildland Equipment (non-Capital)	20,000.00	0.00	20,000.00	0.0%
010.522 20 32 000 Fuel Consumed	60,000.00	5,224.53	54,775.47	8.7%
010.522 20 33 000 Rehab Food & Beverages	5,000.00	455.21	4,544.79	9.1%
010.522 20 35 000 Small Tools & Equipment	16,000.00	34.73	15,965.27	0.2%
010.522 20 41 000 Professional Services - Other Suppression	5,000.00	0.00	5,000.00	0.0%
010.522 20 41 001 Air Sample/SCBA Testing	6,000.00	0.00	6,000.00	0.0%
010.522 20 41 002 Fire Extinguisher Services	3,500.00	0.00	3,500.00	0.0%
010.522 20 41 003 Heavy Equipment On Fires	4,000.00	0.00	4,000.00	0.0%
010.522 20 42 000 Communications - Suppression	0.00	0.00	0.00	0.0%
010.522 20 42 001 Cell Phones	6,200.00	1,017.30	5,182.70	16.4%
010.522 20 42 002 Dispatch Services	82,000.00	19,101.44	62,898.56	23.3%
010.522 20 42 003 Postage/Shipping	1,000.00	238.15	761.85	23.8%
010.522 20 43 000 Travel, Lodging, Meals	5,000.00	0.00	5,000.00	0.0%
010.522 20 48 000 Repair & Maint. - Supplies	100,000.00	9,353.85	90,646.15	9.4%
010.522 20 48 001 Repair & Maint. - Services	45,000.00	352.29	44,647.71	0.8%
010.522 20 48 002 Radio Repair & Maint. - Supplies	0.00	0.00	0.00	0.0%
010.522 20 48 003 Radio Repair & Maint. - Services	3,000.00	0.00	3,000.00	0.0%

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KITTITAS COUNTY FIRE DISTRICT 2

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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
010.522 20 49 001 Conferences / Training	4,000.00	100.00	3,900.00	2.5%
010.522 20 49 002 Other Expenses	0.00	0.00	0.00	0.0%
<b>020 Fire Suppression</b>	<b>5,359,800.00</b>	<b>1,241,754.12</b>	<b>4,118,045.88</b>	<b>23.2%</b>
010.522 21 11 000 Mechanic Wages	115,000.00	27,479.63	87,520.37	23.9%
010.522 21 12 000 Overtime	6,000.00	0.00	6,000.00	0.0%
010.522 21 13 000 Deferred Comp	3,600.00	900.00	2,700.00	25.0%
010.522 21 21 000 Medical Insurance	39,000.00	11,957.66	27,042.34	30.7%
010.522 21 22 000 L&I Insurance	4,500.00	1,322.64	3,177.36	29.4%
010.522 21 23 000 Retirement	11,000.00	1,583.58	9,416.42	14.4%
010.522 21 25 000 Social Security & Medicare	9,000.00	2,171.04	6,828.96	24.1%
010.522 21 43 000 Travel, Lodging, Meals	1,000.00	0.00	1,000.00	0.0%
010.522 21 49 001 Conferences / Training	1,500.00	0.00	1,500.00	0.0%
<b>021 Mechanic</b>	<b>190,600.00</b>	<b>45,414.55</b>	<b>145,185.45</b>	<b>23.8%</b>
010.522 22 11 000 Resident FF Stipends	25,000.00	1,440.00	23,560.00	5.8%
010.522 22 15 000 Resident FF Extra Staffing	0.00	0.00	0.00	0.0%
010.522 22 15 001 Resident FF Firewise Program	0.00	0.00	0.00	0.0%
010.522 22 21 000 Medical Insurance	50.00	0.00	50.00	0.0%
010.522 22 22 000 L&I Insurance	0.00	0.00	0.00	0.0%
010.522 22 25 000 Social Security & Medicare	2,000.00	110.16	1,889.84	5.5%
<b>022 Resident FF's</b>	<b>27,050.00</b>	<b>1,550.16</b>	<b>25,499.84</b>	<b>5.7%</b>
010.522 23 11 000 Reserve FF Wages	30,000.00	0.00	30,000.00	0.0%
010.522 23 15 000 Reserve FF Extra Staffing	0.00	0.00	0.00	0.0%
010.522 23 21 000 Medical Insurance	0.00	0.00	0.00	0.0%
010.522 23 22 000 L&I Insurance	500.00	0.00	500.00	0.0%
010.522 23 25 000 Social Security & Medicare	2,500.00	0.00	2,500.00	0.0%
<b>023 Reserve FF's</b>	<b>33,000.00</b>	<b>0.00</b>	<b>33,000.00</b>	<b>0.0%</b>
010.522 24 11 000 Volunteer FF Stipends	60,000.00	77,935.00	(17,935.00)	129.9%
010.522 24 21 000 Medical Insurance	0.00	0.00	0.00	0.0%
010.522 24 22 000 L& Insurance	10.00	0.00	10.00	0.0%
010.522 24 25 000 Social Security & Medicare	4,000.00	6,093.85	(2,093.85)	152.3%
010.522 24 28 000 Disability Insurance Vol Firefighters	9,000.00	0.00	9,000.00	0.0%
<b>024 Volunteer FF's</b>	<b>73,010.00</b>	<b>84,028.85</b>	<b>(11,018.85)</b>	<b>115.1%</b>
010.522 30 11 000 Prevention Wages	355,000.00	67,039.52	287,960.48	18.9%
010.522 30 12 000 Overtime	87,000.00	16,492.47	70,507.53	19.0%
010.522 30 13 000 Deferred Comp	7,200.00	1,800.00	5,400.00	25.0%
010.522 30 21 000 Medical - Active Employees	75,000.00	22,747.44	52,252.56	30.3%
010.522 30 22 000 L&I Insurance	15,500.00	6,219.88	9,280.12	40.1%
010.522 30 23 000 Retirement	22,000.00	4,539.67	17,460.33	20.6%
010.522 30 25 000 Social Security & Medicare	6,500.00	1,222.10	5,277.90	18.8%
010.522 30 31 000 Op. Supplies - Prevention	5,000.00	0.00	5,000.00	0.0%
010.522 30 31 001 Op. Supplies - Ready Set Go & Fire	500.00	0.00	500.00	0.0%
010.522 30 31 002 Op. Supplies - Pub Ed	2,500.00	0.00	2,500.00	0.0%
010.522 30 41 000 Professional Services - Prevention	0.00	0.00	0.00	0.0%
010.522 30 41 001 Investigations Services	1,500.00	0.00	1,500.00	0.0%
010.522 30 41 002 Plans Review	2,500.00	228.69	2,271.31	9.1%
010.522 30 42 000 Communications - Prevention	0.00	0.00	0.00	0.0%

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KITTITAS COUNTY FIRE DISTRICT 2

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All Funds		01/01/2026 To: 12/31/2026			
Expenditures	Amt Budgeted	Expenditures	Remaining		
<b>522 Fire Control</b>					
010.522 30 42 001	Cell Phones	1,800.00	279.06	1,520.94	15.5%
010.522 30 42 002	Postage/Shipping	300.00	103.70	196.30	34.6%
010.522 30 43 000	Travel, Lodging, Meals	4,500.00	0.00	4,500.00	0.0%
010.522 30 49 000	Dues & Subscriptions	3,500.00	813.00	2,687.00	23.2%
010.522 30 49 001	Conferences / Training	3,500.00	300.00	3,200.00	8.6%
010.522 30 49 002	Other Expenses	0.00	0.00	0.00	0.0%
<b>030 Prevention &amp; Investigation</b>		<b>593,800.00</b>	<b>121,785.53</b>	<b>472,014.47</b>	<b>20.5%</b>
010.522 45 11 000	Training Division Wages	290,000.00	66,507.46	223,492.54	22.9%
010.522 45 12 000	Overtime	27,000.00	1,823.68	25,176.32	6.8%
010.522 45 13 000	Deferred Comp	7,200.00	1,800.00	5,400.00	25.0%
010.522 45 21 000	Medical - Active Employees	75,000.00	24,024.98	50,975.02	32.0%
010.522 45 22 000	L&I Insurance	12,000.00	5,518.55	6,481.45	46.0%
010.522 45 23 000	Retirement	15,000.00	3,833.20	11,166.80	25.6%
010.522 45 25 000	Social Security & Medicare	4,500.00	1,002.07	3,497.93	22.3%
010.522 45 31 000	Op. Supplies / Training Aids	20,000.00	15,880.02	4,119.98	79.4%
010.522 45 33 000	Meeting Meals	3,500.00	61.61	3,438.39	1.8%
010.522 45 41 000	Professional Services - Training	0.00	0.00	0.00	0.0%
010.522 45 41 001	Fire Academy Tuition	55,000.00	0.00	55,000.00	0.0%
010.522 45 41 002	Outside Instructors	5,000.00	0.00	5,000.00	0.0%
010.522 45 41 003	Training Burns Expenses	3,000.00	0.00	3,000.00	0.0%
010.522 45 42 000	Communications - Training	0.00	0.00	0.00	0.0%
010.522 45 42 001	Cell Phones	4,200.00	674.24	3,525.76	16.1%
010.522 45 42 002	Postage/Shipping	100.00	0.00	100.00	0.0%
010.522 45 43 000	Travel, Lodging, Meals	2,000.00	419.47	1,580.53	21.0%
010.522 45 49 001	Conferences / Training	4,000.00	800.00	3,200.00	20.0%
010.522 45 49 002	Other Expenses	0.00	0.00	0.00	0.0%
<b>045 Training Obtained by Employees</b>		<b>527,500.00</b>	<b>122,345.28</b>	<b>405,154.72</b>	<b>23.2%</b>
010.522 50 31 003	Op. Supplies - All Stations	18,000.00	678.89	17,321.11	3.8%
010.522 50 47 000	Utilities - Station 21	35,000.00	5,617.99	29,382.01	16.1%
010.522 50 47 001	Utilities - Station 29	50,000.00	7,239.46	42,760.54	14.5%
010.522 50 47 002	Utilities - All Other Stations	25,000.00	4,400.37	20,599.63	17.6%
010.522 50 47 003	Solid Waste Disposal	16,000.00	2,501.23	13,498.77	15.6%
010.522 50 48 000	Repair & Maint. - Supplies - St. 21	5,000.00	2,775.55	2,224.45	55.5%
010.522 50 48 001	Repair & Maint. - Supplies - St. 29	9,000.00	660.99	8,339.01	7.3%
010.522 50 48 002	Repair & Maint. - Supplies - All Others	5,000.00	991.66	4,008.34	19.8%
010.522 50 48 003	Repair & Maint. - Services - St. 21	7,000.00	3,829.28	3,170.72	54.7%
010.522 50 48 004	Repair & Maint. - Services - St. 29	45,000.00	2,776.28	42,223.72	6.2%
010.522 50 48 005	Repair & Maint. - Services - All Others	4,000.00	68.28	3,931.72	1.7%
010.522 50 49 000	Other Expenses	0.00	0.00	0.00	0.0%
<b>050 Facilities</b>		<b>219,000.00</b>	<b>31,539.98</b>	<b>187,460.02</b>	<b>14.4%</b>
011.522 71 11 000	EMS Billing Wages	82,000.00	15,961.74	66,038.26	19.5%
011.522 71 12 000	Overtime	2,500.00	0.00	2,500.00	0.0%
011.522 71 13 000	Deferred Comp	3,600.00	900.00	2,700.00	25.0%
011.522 71 21 000	Medical - Active Employees	30,000.00	7,742.66	22,257.34	25.8%
011.522 71 22 000	L&I Insurance	500.00	107.95	392.05	21.6%
011.522 71 23 000	Retirement	8,000.00	940.89	7,059.11	11.8%
011.522 71 25 000	Social Security & Medicare	6,300.00	1,289.92	5,010.08	20.5%
011.522 71 31 000	Op. Supplies - Office	0.00	0.00	0.00	0.0%

## 2026 BUDGET POSITION

KITTITAS COUNTY FIRE DISTRICT 2

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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
011.522 71 35 000	Office Machines/Software	0.00	0.00	0.00 0.0%
011.522 71 35 001	Office Machines - Other	0.00	0.00	0.00 0.0%
011.522 71 35 002	Software - Tritech	0.00	0.00	0.00 0.0%
011.522 71 41 000	Professional Services - EMS	40,000.00	6,243.55	33,756.45 15.6%
011.522 71 41 001	Collections Services	100.00	0.00	100.00 0.0%
011.522 71 41 002	Electronic Claims Services	77,000.00	13,590.79	63,409.21 17.7%
011.522 71 41 003	Medical Director Services	18,000.00	6,240.00	11,760.00 34.7%
011.522 71 42 000	Communications - EMS Administration	0.00	0.00	0.00 0.0%
011.522 71 42 001	Postage/Shipping	0.00	0.00	0.00 0.0%
011.522 71 43 000	Travel, Lodging, Meals	1,000.00	12.18	987.82 1.2%
011.522 71 44 000	Ambulance B&O Tax (WA State)	0.00	0.00	0.00 0.0%
011.522 71 49 001	Conferences / Training	1,000.00	0.00	1,000.00 0.0%
011.522 71 49 002	Other Expenses	0.00	0.00	0.00 0.0%
011.522 71 49 003	NSF Fees	50.00	0.00	50.00 0.0%
<b>071 EMS Administration</b>		<b>270,050.00</b>	<b>53,029.68</b>	<b>217,020.32 19.6%</b>
011.522 72 11 000	Officers/Firefighter Wages	1,600,000.00	409,066.33	1,190,933.67 25.6%
011.522 72 12 000	Overtime	325,000.00	54,134.36	270,865.64 16.7%
011.522 72 13 000	Deferred Comp	43,200.00	9,600.00	33,600.00 22.2%
011.522 72 21 000	Medical - Active Employees	335,000.00	118,780.37	216,219.63 35.5%
011.522 72 22 000	L&I Insurance	112,000.00	46,013.99	65,986.01 41.1%
011.522 72 23 000	Retirement	97,500.00	25,769.32	71,730.68 26.4%
011.522 72 25 000	Social Security & Medicare	27,500.00	6,758.55	20,741.45 24.6%
011.522 72 31 000	Patient Supplies	85,000.00	12,859.34	72,140.66 15.1%
011.522 72 31 001	Patient Medications	15,000.00	1,053.92	13,946.08 7.0%
011.522 72 31 002	EMS Op. Supplies	10,000.00	0.00	10,000.00 0.0%
011.522 72 32 000	Ambulance Fuel & Toll Fees	60,000.00	8,676.03	51,323.97 14.5%
011.522 72 41 001	Move Up Coverage From Other Districts	0.00	0.00	0.00 0.0%
011.522 72 41 002	EMS Provider Fees	18,000.00	7,205.00	10,795.00 40.0%
011.522 72 42 000	Communications - EMS Transport	0.00	0.00	0.00 0.0%
011.522 72 42 001	Cell Phones	7,000.00	1,143.64	5,856.36 16.3%
011.522 72 42 002	Dispatch Services (80%)	328,000.00	76,405.78	251,594.22 23.3%
011.522 72 42 003	Postage/Shipping	300.00	0.00	300.00 0.0%
011.522 72 43 000	Travel, Lodging, Meals	3,000.00	0.00	3,000.00 0.0%
011.522 72 43 001	Ambulance Transport Meals	6,500.00	1,966.45	4,533.55 30.3%
011.522 72 48 000	Repair & Maint. - Supplies	30,000.00	1,798.02	28,201.98 6.0%
011.522 72 48 001	Repair & Maint. - Services	10,000.00	0.00	10,000.00 0.0%
011.522 72 49 001	Conferences / Training	26,000.00	1,780.00	24,220.00 6.8%
011.522 72 49 003	Transport Refunds	15,000.00	3,299.37	11,700.63 22.0%
011.522 72 49 005	Other Expenses	0.00	0.00	0.00 0.0%
<b>072 EMS Transport</b>		<b>3,154,000.00</b>	<b>786,310.47</b>	<b>2,367,689.53 24.9%</b>
011.522 73 11 000	Community Paramedicine Wages	0.00	0.00	0.00 0.0%
011.522 73 12 000	Overtime	0.00	0.00	0.00 0.0%
011.522 73 13 000	Deferred Comp	0.00	0.00	0.00 0.0%
011.522 73 21 000	Medical - Active Employees	0.00	0.00	0.00 0.0%
011.522 73 22 000	L&I Insurance	0.00	0.00	0.00 0.0%
011.522 73 23 000	Retirement	0.00	0.00	0.00 0.0%
011.522 73 25 000	Social Security & Medicare	0.00	0.00	0.00 0.0%
011.522 73 31 000	Comm PM Op. Supplies	0.00	0.00	0.00 0.0%
011.522 73 32 000	Fuel	0.00	0.00	0.00 0.0%

## 2026 BUDGET POSITION

KITTITAS COUNTY FIRE DISTRICT 2

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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>				
011.522 73 41 000 Professional Services	0.00	0.00	0.00	0.0%
011.522 73 42 000 Communications - Community Paramed.	0.00	0.00	0.00	0.0%
011.522 73 42 001 Cell Phones	0.00	0.00	0.00	0.0%
011.522 73 42 002 Postage/Shipping	0.00	0.00	0.00	0.0%
011.522 73 43 000 Travel, Lodging, Meals	0.00	0.00	0.00	0.0%
011.522 73 48 000 Repair & Maint. - Supplies	0.00	0.00	0.00	0.0%
011.522 73 48 001 Repair & Maint. - Services	0.00	0.00	0.00	0.0%
011.522 73 49 001 Conferences / Training	0.00	0.00	0.00	0.0%
<b>073 Community Paramedicine</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>522 Fire Control</b>	<b>12,586,264.91</b>	<b>3,042,368.60</b>	<b>9,543,896.31</b>	<b>24.2%</b>

<b>580 Non Expenditures</b>				
010.582 90 00 000 Leasehold Excise Tax Remitted	1,800.00	423.19	1,376.81	23.5%
011.588 10 00 001 Prior Period Adjustment	0.00	0.00	0.00	0.0%
010.589 00 00 010 Revolving Fund Reimbursement - GEN	0.00	0.00	0.00	0.0%
011.589 00 00 011 Revolving Fund Reimbursement - EMS	0.00	0.00	0.00	0.0%
020.589 00 00 020 Revolving Fund Reimbursement - CON	0.00	0.00	0.00	0.0%
041.589 00 00 041 Revolving Fund Reimbursement - EQU	0.00	0.00	0.00	0.0%
010.589 90 00 010 L&I Balancing Feom EMS To GEN	0.00	0.00	0.00	0.0%
011.589 90 00 011 L&I Balancing EMS To GEN	0.00	0.00	0.00	0.0%
<b>580 Non Expenditures</b>	<b>1,800.00</b>	<b>423.19</b>	<b>1,376.81</b>	<b>23.5%</b>

<b>591 Debt Service</b>				
010.591 22 70 000 Copy Machine Contracts	5,020.00	1,254.00	3,766.00	25.0%
010.591 22 70 001 Portable Gas Monitors Lease	3,000.00	2,172.00	828.00	72.4%
010.591 22 71 000 Government Obligation Bonds	0.00	0.00	0.00	0.0%
010.591 22 71 001 Stryker Payment	0.00	0.00	0.00	0.0%
230.591 22 71 030 Bond Payments - Principal	315,000.00	0.00	315,000.00	0.0%
231.591 22 71 031 Bond Payments - Principal	250,000.00	0.00	250,000.00	0.0%
231.592 22 80 031 Bond Management Fees	400.00	0.00	400.00	0.0%
230.592 22 89 030 Bond Payments - Interest	134,550.00	0.00	134,550.00	0.0%
231.592 22 89 031 Bond Payments - Interest	46,160.00	0.00	46,160.00	0.0%
<b>000</b>	<b>754,130.00</b>	<b>3,426.00</b>	<b>750,704.00</b>	<b>0.5%</b>
010.592 22 83 000 Interest on Long-Term External Debt	0.00	0.00	0.00	0.0%
<b>020 Security Of Persons And Proper</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>591 Debt Service</b>	<b>754,130.00</b>	<b>3,426.00</b>	<b>750,704.00</b>	<b>0.5%</b>

<b>594 Capital Expenditures</b>				
010.594 22 10 000 Bond Related Expenses	0.00	0.00	0.00	0.0%
020.594 22 61 000 Land	0.00	0.00	0.00	0.0%
020.594 22 62 000 Buildings & Structures	0.00	0.00	0.00	0.0%
020.594 22 63 000 Other Improvements	0.00	0.00	0.00	0.0%
020.594 22 64 000 Furnishings	15,000.00	0.00	15,000.00	0.0%
041.594 22 64 001 Apparatus	8,000.00	0.00	8,000.00	0.0%

## 2026 BUDGET POSITION

KITTITAS COUNTY FIRE DISTRICT 2

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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>594 Capital Expenditures</b>				
041.594 22 64 002 Bunker Gear	55,000.00	91.01	54,908.99	0.2%
041.594 22 64 003 Communication Equipment	7,500.00	0.00	7,500.00	0.0%
041.594 22 64 004 Suppression Equipment	0.00	0.00	0.00	0.0%
041.594 22 64 005 Hose	0.00	0.00	0.00	0.0%
041.594 22 64 006 Office Equipment	0.00	0.00	0.00	0.0%
041.594 22 64 007 SCBA	0.00	0.00	0.00	0.0%
041.594 22 64 008 Ambulance Apparatus	0.00	0.00	0.00	0.0%
041.594 22 64 009 EMS Equipment	0.00	0.00	0.00	0.0%
041.594 22 64 010 Exercise Equipment	0.00	0.00	0.00	0.0%
041.594 22 64 011 Prevention Equipment	0.00	0.00	0.00	0.0%
041.594 22 64 012 Training Equipment	0.00	0.00	0.00	0.0%
041.594 22 64 013 Computer Equipment	25,000.00	0.00	25,000.00	0.0%
041.594 22 64 014 Ladders	0.00	0.00	0.00	0.0%
041.594 22 64 015 Facilities Equipment And Furnishings	25,000.00	0.00	25,000.00	0.0%
041.594 22 64 016 Tech Team Equipment	0.00	0.00	0.00	0.0%
041.594 22 64 017 Wildland Equipment	0.00	0.00	0.00	0.0%
041.594 22 64 018 Wildland PPE	45,650.44	0.00	45,650.44	0.0%
041.594 22 64 019 Shop Equipment	18,950.00	0.00	18,950.00	0.0%
010.594 22 70 000 Stryker Payment	159,000.00	0.00	159,000.00	0.0%
011.594 22 70 001 Zoll Ventilator Payment	12,800.00	0.00	12,800.00	0.0%
<b>594 Capital Expenditures</b>	<b>371,900.44</b>	<b>91.01</b>	<b>371,809.43</b>	<b>0.0%</b>

**597 Interfund Transfers**

010.597 22 10 011 Transfer Out to Fund 011 EMS	1,000,000.00	0.00	1,000,000.00	0.0%
010.597 22 10 020 Transfer Out to Fund 020 Construction	0.00	0.00	0.00	0.0%
010.597 22 10 031 Transfer Out To Fund 231 Debt Service Fund Station 21 Bond	300,000.00	0.00	300,000.00	0.0%
010.597 22 10 040 Transfer Out to Fund 040 Reserves	0.00	0.00	0.00	0.0%
010.597 22 10 041 Transfer Out to Fund 041 Equipment Repla	0.00	0.00	0.00	0.0%
010.597 22 10 042 Transfer Out To Fund 042 Long Term Planning	0.00	0.00	0.00	0.0%
010.597 22 10 060 Transfer Out to Fund 060 Long Term Care	2,000.00	0.00	2,000.00	0.0%
011.597 22 11 010 Transfer Out to Fund 010 General	0.00	0.00	0.00	0.0%
011.597 22 11 040 Transfer Out to Fund 040 Reserve	0.00	0.00	0.00	0.0%
011.597 22 11 041 Transfer Out To Fund 041 Equipment Repla	0.00	0.00	0.00	0.0%
011.597 22 11 042 Transfer Out To Fund 042 Long Term Planning	0.00	0.00	0.00	0.0%
020.597 22 20 010 Transfer Out To Fund 010 General	0.00	0.00	0.00	0.0%
020.597 22 20 042 Transfer Out To Fund 042 Long Term Planning	0.00	0.00	0.00	0.0%
020.597 22 20 060 Transfer Out To Fund 060 Long Term Care	0.00	0.00	0.00	0.0%
040.597 22 40 010 Transfer Out To Fund 010 General	0.00	0.00	0.00	0.0%
040.597 22 40 011 Transfer Out to 011 EMS	0.00	0.00	0.00	0.0%
040.597 22 40 042 Transfer Out To Fund 042 Long Term Planning	0.00	0.00	0.00	0.0%
041.597 22 41 010 Transfer Out To Fund 010 General	0.00	0.00	0.00	0.0%
041.597 22 41 011 Transfer Out to Fund 011 EMS	0.00	0.00	0.00	0.0%

## 2026 BUDGET POSITION

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Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>597 Interfund Transfers</b>				
041.597 22 41 042 Transfer Out To Fund 042 Long Term Planning	0.00	0.00	0.00	0.0%
042.597 22 42 010 Transfer Out To Fund 010 General	0.00	0.00	0.00	0.0%
042.597 22 42 011 Transfer Out To Fund 011 EMS	0.00	0.00	0.00	0.0%
042.597 22 42 020 Transfer Out To Fund 020 Construction	0.00	0.00	0.00	0.0%
042.597 22 42 040 Transfer Out To Fund 040 Reserve	0.00	0.00	0.00	0.0%
042.597 22 42 041 Transfer Out To Fund 041 Equipment	0.00	0.00	0.00	0.0%
042.597 22 42 060 Transfer Out To Fund 060 Long Term Care	0.00	0.00	0.00	0.0%
<b>597 Interfund Transfers</b>	<b>1,302,000.00</b>	<b>0.00</b>	<b>1,302,000.00</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>15,016,095.35</b>	<b>3,046,308.80</b>	<b>11,969,786.55</b>	<b>20.3%</b>
<b>Fund Excess/(Deficit):</b>	<b>(1,241,745.35)</b>	<b>(2,042,632.46)</b>		

## 2026 BUDGET POSITION TOTALS

KITTITAS COUNTY FIRE DISTRICT 2

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
010 GENERAL FUND 636-010	10,114,700.00	274,204.60	2.7%	10,632,684.91	2,206,877.64	20.8%
011 EMS FUND 636-011	2,802,650.00	715,312.92	25.5%	3,436,850.00	839,340.15	24.4%
020 CONSTRUCTION FUND 636-020	6,500.00	859.15	13.2%	15,000.00	0.00	0.0%
040 RESERVE FUND 636-040	20,000.00	3,716.71	18.6%	0.00	0.00	0.0%
041 EQUIPMENT FUND 636-041	15,000.00	2,462.44	16.4%	185,100.44	91.01	0.0%
042 LONG TERM PLANNING FUND 63	20,000.00	3,745.45	18.7%	0.00	0.00	0.0%
060 LONG TERM CARE FUND 636-060	4,000.00	391.35	9.8%	0.00	0.00	0.0%
230 DEBT SERVICE FUND - STATION B	489,000.00	2,890.86	0.6%	449,900.00	0.00	0.0%
231 DEBT SERVICE FUND - STATION 2	302,500.00	92.86	0.0%	296,560.00	0.00	0.0%
	13,774,350.00	1,003,676.34	7.3%	15,016,095.35	3,046,308.80	20.3%

# **KITTITAS COUNTY ASSESSOR'S REPORT**

2025 ASSESSED VALUATIONS  
LEVIES AND TAXES TO BE COLLECTED 2026



**MIKE HOUGARDY, ASSESSOR**

**KITTITAS COUNTY LEVIES FOR 2025-2026**

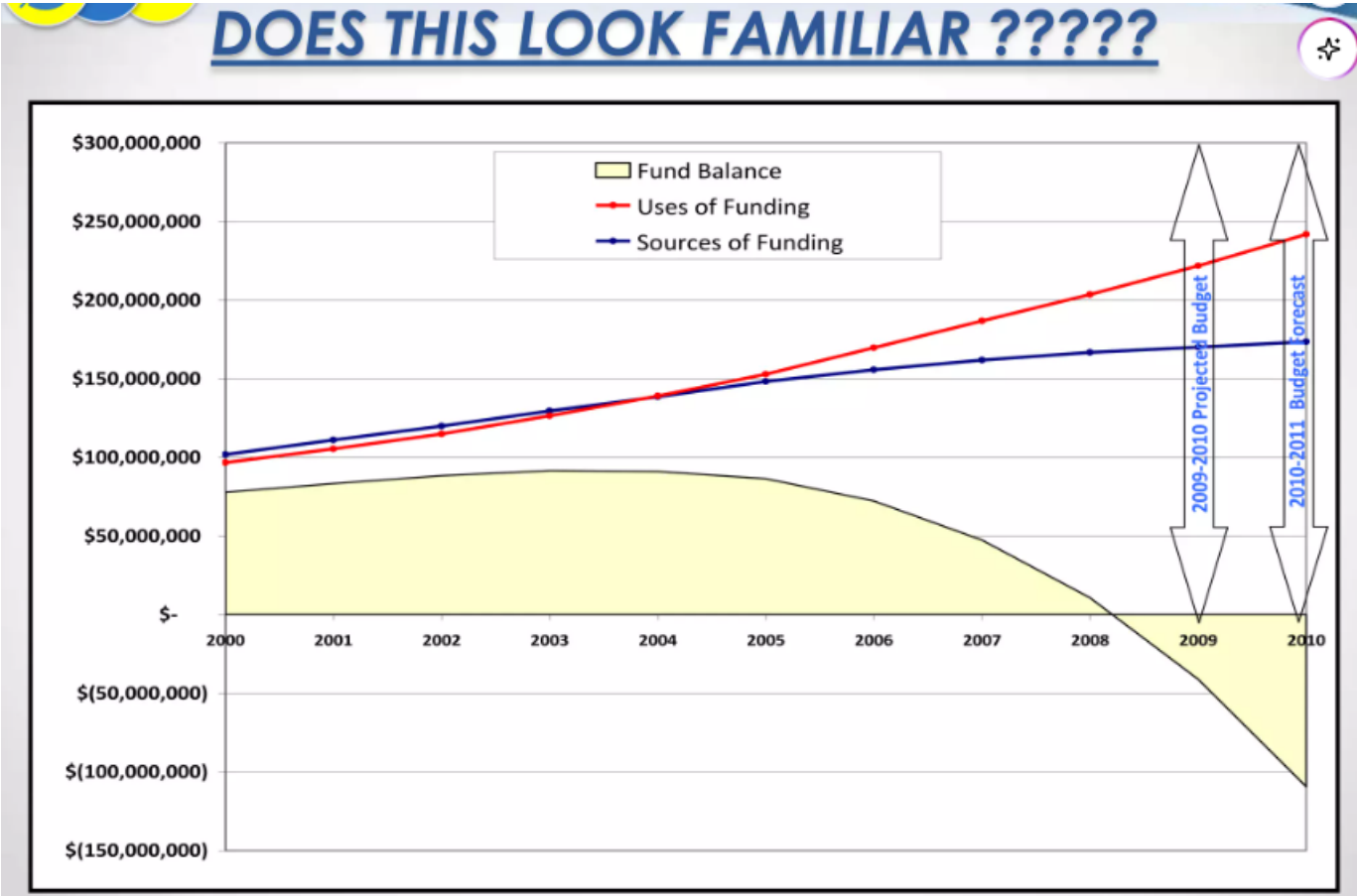
<b>TAXING DISTRICT</b>	<b>VALUATIONS</b>	<b>LEVY \$ PER \$1000</b>	<b>LOCAL TAX</b>	<b>TIMBER TAX</b>	<b>TOTAL TAX</b>
No. 400 Thorp Cap Proj Levy	(2023-2026 & 2024-2027)	\$ 539,829,362	0.788776	\$ 425,804.44	
*100% TAV		\$ 1,541,115	0.788776		\$ 1,215.59
No. 400 Thorp Transportation	(2026-2027)	\$ 539,829,362	0.138543	\$ 74,789.58	
*100% TAV of 1983 Timber Roll		\$ 1,541,115	0.138543		\$ 213.51
No. 400 Thorp Enrichment Levy	(2023 -2026)	\$ 539,829,362	1.203607	\$ 649,742.40	
**80% TAV of 1983 Timber Roll		\$ 3,063,747	1.203607		\$ 3,687.55
<b>TOTAL</b>			<b>2.130926</b>	<b>\$ 1,150,336.42</b>	<b>\$ 5,116.65</b>
<b>\$</b>					<b>\$ 1,155,453.08</b>
No. 401 Ellensburg Bond Levy	(2016-2035 & 2019-2039)	\$ 5,336,586,855	1.123820	\$ 5,997,363.04	
*100% TAV		\$ 2,344,408	1.123820		\$ 2,634.69
No. 401 Ellensburg Cap Proj Levy	(2023 -2028)	\$ 5,336,586,855	0.248177	\$ 1,324,418.12	
*100% TAV		\$ 2,344,408	0.248177		\$ 581.83
No. 401 Ellensburg Enrichment Levy	(2023 -2026)	\$ 5,336,586,855	2.101939	\$ 11,217,180.04	
**80% TAV of 1983 Timber Roll		\$ 3,718,753	2.101939		\$ 7,816.59
<b>TOTAL</b>			<b>3.473936</b>	<b>\$ 18,538,961.19</b>	<b>\$ 11,033.11</b>
<b>\$</b>					<b>\$ 18,549,994.30</b>
No. 403 Kittitas Bond Levy	(2021-2041)	\$ 1,089,784,041	0.775799	\$ 845,453.37	
*100% TAV		\$ 529,582	0.775799		\$ 410.85
No. 403 Kittitas Cap Proj Levy	(2023 - 2026)	\$ 1,089,784,041	0.367069	\$ 400,025.94	
*100% TAV		\$ 529,582	0.367069		\$ 194.39
No. 403 Kittitas Enrichment Levy	(2023 -2026)	\$ 1,089,784,041	1.656310	\$ 1,805,020.20	
**50% TAV		\$ 264,791	1.656310		\$ 438.58
<b>TOTAL</b>			<b>2.799178</b>	<b>\$ 3,050,499.51</b>	<b>\$ 1,043.82</b>
<b>\$</b>					<b>\$ 3,051,543.33</b>
No. 404 Cle Elum-Roslyn Cap Proj Levy	(2026 - 2028)	\$ 7,750,323,055	0.258000	\$ 1,999,583.35	
*100% TAV		\$ 9,114,426	0.258000		\$ 2,351.52
No. 404 CE/ROS Enrichment Levy	(2025 - 2028)	\$ 7,750,323,055	0.477275	\$ 3,699,035.44	
**80% TAV of 1983 Timber Roll		\$ 7,720,965	0.477275		\$ 3,685.02
<b>TOTAL</b>			<b>0.735275</b>	<b>\$ 5,698,618.78</b>	<b>\$ 6,036.55</b>
<b>\$</b>					<b>\$ 5,704,655.33</b>
No. 3-J Naches Bond Levy		\$ 843,915	0.773088	\$ 652.42	
*100% TAV		\$ 190,967	0.773088		\$ 147.63
No. 3-J Naches Cap Proj Levy		\$ 843,915	0.528402	\$ 445.93	
*100% TAV		\$ 190,967	0.528402		\$ 100.91
No. 3-J Naches Enrichment Levy		\$ 843,915	2.267984	\$ 1,913.99	
**50% TAV		\$ 95,484	2.267984		\$ 216.56
(These amounts for Kittitas Co Only)	<b>TOTAL</b>		<b>3.569474</b>	<b>\$ 3,012.33</b>	<b>\$ 465.10</b>
<b>\$</b>					<b>\$ 3,477.43</b>
No. 119 Selah Bond Levy		\$ 23,676,108	1.168826	\$ 27,673.25	
*100% TAV		\$ -	1.168826		\$ -
No. 119 Selah Enrichment Levy		\$ 23,676,108	1.643425	\$ 38,909.91	
**50% TAV		\$ -	1.643425		\$ -
(These amounts for Kittitas Co Only)	<b>TOTAL</b>		<b>2.812251</b>	<b>\$ 66,583.16</b>	<b>\$ -</b>
<b>\$</b>					<b>\$ 66,583.16</b>
<b>Fire Districts</b>					
No. 1 Thorp Regular Levy		\$ 455,045,903	1.135425	\$ 516,670.49	
<b>TOTAL</b>			<b>1.135425</b>	<b>\$ 516,670.49</b>	<b>\$ 516,670.49</b>
<b>\$</b>					
No. 2 Ellensburg Area Regular Levy		\$ 6,308,899,335	1.345118	\$ 8,486,214.06	
<b>BOND</b>	(2014 - 2033)	\$ 6,263,010,365	0.078236	\$ 489,992.88	
*100% TAV		\$ 40,192	0.078236		\$ 3.14
<b>TOTAL</b>			<b>1.423354</b>	<b>\$ 8,976,206.93</b>	<b>\$ 3.14</b>
<b>\$</b>					<b>\$ 8,976,210.07</b>
No. 3 Easton Regular Levy		\$ 293,863,282	0.655251	\$ 192,554.21	
<b>TOTAL</b>			<b>0.655251</b>	<b>\$ 192,554.21</b>	<b>\$ 192,554.21</b>

	Previous Year's Actual Levy Amount	Resolution Percent Increase	Resolution Increase Amount		Estimated: Assessed Value	Estimated: New Construction Amount	Last Year's Levy Rate	Estimated: NC Amount * Last Year Levy Rate/1000	Estimated: To be Collected	Estimated: Levy Rate
FIRE DISTRICT #2	\$8,262,525.98	1%	\$82,625.26		\$6,212,521,385	\$103,857,589	\$1.362916	\$141,549	\$8,486,700.41	1.36606377



# BUDGET

# FUNDING





# INCREMENTAL BUDGETING

Incremental budgeting is a type of a budgeting process that is based on the idea that a new budget can best be developed by making only some marginal changes to the current budget.

## Advantages:

Funding Stability

Reduces competition for funds- divisions know what to expect

Consistency

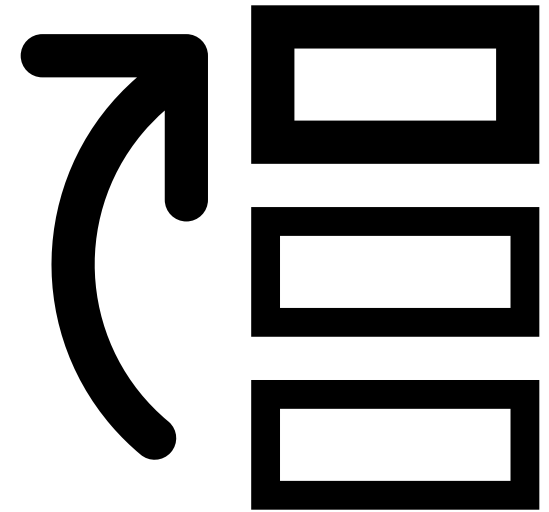
## Disadvantages:

Potentially has unnecessary spending

Fails to account for changes and external factors

## PRIORITY BASED BUDGETING (PBB)

- Priority budgeting represents a fundamental change in the way resources are allocated based on community driven needs and evidence supported spending. Priority-driven budgeting starts with the revenue available to the government, rather than last year's expenditures, as the basis for decision making. In traditional budgets, it is often not entirely clear how funded services make a real difference in the lives of citizens. Under priority-driven budgeting, the focus is on the results the service produces for achieving community priorities.



## WHY NOW?

- We are about to enter our strategic planning process and developing a budget built on this concept takes additional time.
- We have the opportunity for more external community input not just internal customers.
- As we face the ever-changing landscape of budgetary constrictions it enables KVFR to focus on evidence-based spending, not emotional or potentials.
- This process can identify opportunities for more operational efficiency such as consolidation of projects or resources.





# KITTITAS VALLEY FIRE & RESCUE

400 E. Mountain View Ave • Ellensburg, WA 98926 • (509) 933-7231 • Fax (509) 933-7245

## DISTRICT SECRETARY UPDATE

March 12<sup>th</sup>, 2026

- **Annual Public Disclosure Process:** Between now and April 15, all Commissioners need to complete their annual Form F1 “Personal Financial Affairs Supplemental Page”.
  - [www.pdc.wa.gov](http://www.pdc.wa.gov)
  - Click on “File Online” at the top of the page, in the green menu bar.
  - Click on Financial Affairs Disclosure (F1)

### F-1 Personal Financial Affairs Statement

**File Now**

**Purpose**  
Personal financial information is disclosed by candidates at the start of the campaign and annually by elected officials, state boards and commissions members, state agency directors, and legislative and gubernatorial professional staff. Allows the public to assess whether state officials may have conflicts of interest. [RCW 42.17A.710\\*](#)

Reports are required to be filed using the e filing system. You may request a hardship exemption if you are unable to file electronically. Email your request to [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov).

**Due Date**

- State, local, and judicial candidates file within two weeks of first raising or spending money for the campaign, reserving space or purchasing advertising to promote candidacy, authorizing someone else to do any of these activities, publicly announcing candidacy, or filing the declaration of candidacy. Reporting period = 12 months prior to the start of the campaign.
- Individuals appointed to finish an unexpired term or appointed to a covered state position file within two weeks of the appointment. Reporting period = 12 months prior to the appointment.
- Annual reports are due April 15 and cover the previous calendar year.

Note: Only one F-1 report per person per year is required.

- Commissioner, Chief and District Secretary Training May 2<sup>nd</sup>- Virtual

- Transforming Fire Service Culture: Leadership, Mental Health & Commissioner Role- June 6<sup>th</sup> Chelan.

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## CHELAN - CAMPBELL'S RESORT

June 6th

This session is focused on how commissioners can help navigate meaningful cultural changes and transitions within their fire districts. Drawing on the real-world examples of South Pierce and Orting Fire & Rescue, this training highlights the role of leadership, mental health, and commissioner–chief alignment in building and maintaining healthy, resilient organizations. Participants will gain practical insights into supporting their fire chief, strengthening communication, and fostering a culture that sustains both people and performance.

Before class, incoming Executive Director Tori Pettis will give a 20 minute introduction to the WFCA, outlining benefits and resources.

[Register](#)



### SILOUAN GREEN

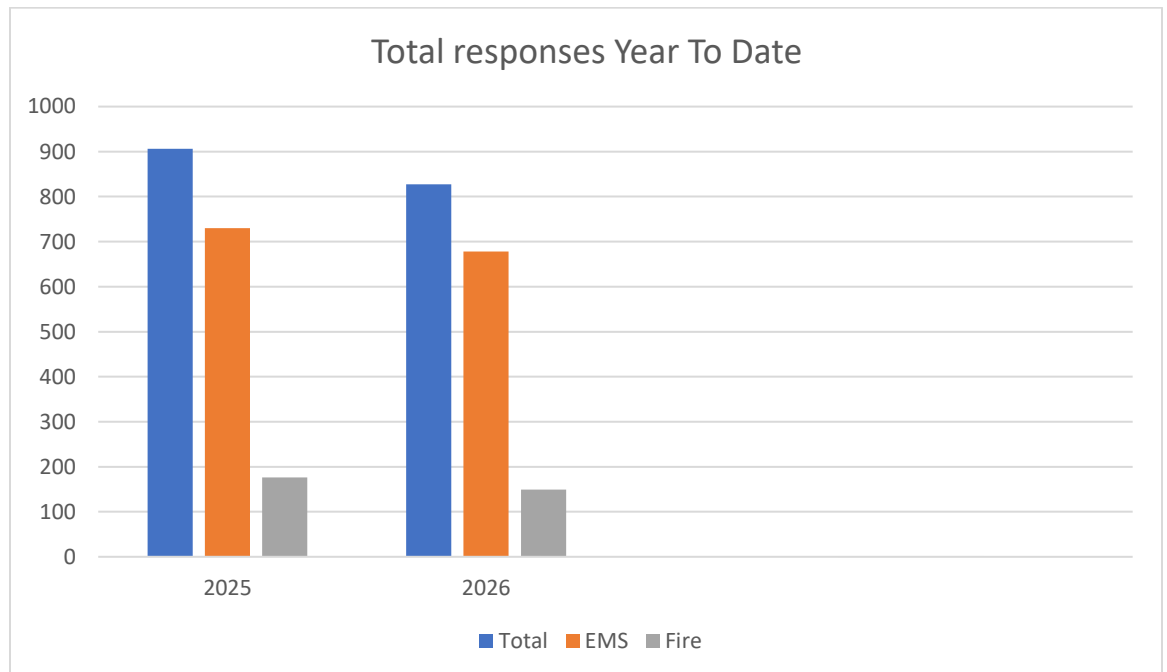
Silouan has worked with law enforcement, fire fighters, active duty military and veterans, national and state agencies, colleges, churches, non-profits, survivors, caregivers, and mental health groups for over 20 years. A survivor who has experienced the mental, spiritual, and physical impact of trauma, he is also a husband and father of nine who understands the battle we all face everyday to live with meaning and purpose.

Creativity was a catalyst for his healing – writing, music, and photography. By breaking down the steps of his own journey, he identified fundamental principles we must go through to order our lives after trials and traumas of all kinds. These fundamental principles of introspection, goal setting, personal accountability and leadership became the foundation of his evidence-based life skills tool, The Ladder UP.

## Deputy Fire Chief's Report – March 2026

### Operations:

- February was a below average month for responses with 360 responses.
  - 306 EMS
  - 27 out of county transfers, 19 of which were to the West Side.
  - 54 Fire responses.
- Out of county transfers are down. Our average out of county transfer for 2025 was 39. Last month we were down 30% from our 2025 average.
- Our total year to date runs are down from 906 to 827. This shows an 8% decrease so far.



- Our 3 members at the WSFTA are doing well. They just finished their halfway mark in the Academy.

- The training division is continuing with the current recruit class. They have scheduled a Red Card Field training day for March 21<sup>st</sup> at Bower's Field. This is a cooperative event between the airport and KVFR. We get good place for field training, and we burn some of their weeds that they need abated.
- We are NERIS compliant. We have made the switch from NFIRS to NERIS. There will be a learning curve and some hiccups but so far has been fairly smooth.
- We are getting ready to run another EMT and Paramedic test to refresh our hiring list. We need to hire 1 to replace a medic position currently.
- After discussion in LMC, it was decided to push the promotional exam to later in the year for better timing for the members to be able to participate.
- My schedule for the next month: Rich Elliott will be covering duty chief for me this weekend, also on the 27<sup>th</sup> -29<sup>th</sup> of this month. I will be headed to Austin, TX on 4/6-4/10 for ESO training, I will not be present for next month's Commissioner's meeting. I should be able to attend via zoom however.

Date: March 12, 2026  
To: Board of Commissioners  
From: Roy Palmer, Interim Fire Chief  
Subject: February Activity Report



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**The following report is a compilation of the highlights of the activities of the Fire Chief. They are not listed in chronological order, nor in order of importance. They are listed as I remembered them and are not inclusive of all the activities, I was involved in during the month but attended as a brief overview of my activities as well as providing information to the board.**

### **HR/Personnel**

- Working through the transition of Danae Cramer's departure and her replacement process
- Continue to meet with crews for introduction and general questions
- Attended a few volunteer drills on a get to know you basis
- Continuing extensive review district policies

### **General Info**

- Moved family to the Kittitas area on the 15th
- Working daily on my accumulation into the organization
- Continue organizational review
- Attended the monthly county volunteer officers meeting
- Working on developing a Duty Officer coverage policy
- Worked with Sydney to develop an RFP for the Strategic Plan/Standard of Cover
- Working to develop an operational plan for the upcoming WSRP scheduled for May 12<sup>th</sup>
- Attended training meeting with local law enforcement about incident command
- Met with Kittcom manager
- Met with Kittitas Public Health regarding Child Fatality Review initiative and our involvement in the review team

### **Labor**

- Attended the Labor/management meeting

**Budget**

- Working with staff and reviewing budget documents to better understand the 2026 adopted budget.
- Continue to monitor expenditures

**Prevention**

- No specific issues to report

**Training**

- No specific issues to report

**EMS**

- No specific issues to report

**Other**



# **KITTITAS COUNTY FIRE DISTRICT NO. 2 (D.B.A. Kittitas Valley Fire & Rescue)**

## **Request for Proposal**

### **Fire Services/Emergency Medical Services Standards of Coverage and Development of a Strategic Plan**

**Date of Issue:** 03/13/2026 at 1:00 P.M

**RFP Due Date:** 04/08/2026 at 4:00 P.M.

**Submission of Proposals:** All submittals should be sent by U.S. mail, facsimile, emailed, or delivered to:

Kittitas Valley Fire & Rescue  
ATTN: Chief Roy Palmer  
Titled: RFP KVFR Standards of Coverage and Strategic Plan  
400 E. Mountain View Ave  
Ellensburg WA 98926  
[palmerr@kvfr.org](mailto:palmerr@kvfr.org)  
Facsimile 509.933.7245

### **Request for Proposal**

**Kittitas County Fire District No. 2  
Kittitas Valley Fire & Rescue (KVFR)**

**Project Description:** Kittitas Valley Fire & Rescue request proposals from qualified and responsible consultants or proposers to assess and help develop a Standards of Response Coverage, and to develop a Strategic Plan for Kittitas Valley Fire & Rescue (KVFR).

KVFR was created to increase service levels to citizens, to ensure consistent and professional training standards, and to increase operational efficiencies. KVFR is fire protection District formed under RCW Title 52- Fire Protection Districts. KVFR was merged between Kittitas County Fire District 2 and the City of Ellensburg in 2007. The City of Kittitas later consolidated through annexation with KVFR in 2018. In addition, fire protection services are contracted for Kittitas County Fire District 4. KVFR provides fire, emergency medical, hazardous materials, and technical rescue response, fire and community risk reduction inspections. KVFR serves an area of 278 square miles encompassing the communities of Ellensburg, Kittitas and much of the lower Kittitas Valley and provides emergency medical services to hospital district 1 encompassing 1200 square miles. KVFR provides interfacility ambulance transport services to Kittitas Valley Hospital (Kittitas County Hospital District 1). In 2025 KVFR responded to 5422 calls for service.

KVFR personnel consist of a 1-Fire Chief, 1-Deputy Chief, 3-Fire Captains, 3- Fire Lieutenants Fire Engineers, 43-Paid Firefighters, 60-Volunteer Firefighters, 1-Administrative Services/Human Resources Manager, 1- Financial Services Manager, 2-Administrative Assistants, 1-Fleet Mechanic, and 1-Facilities Maintenance Technician. KVFR is governed by the Board of Fire Commissioners (BOFC) comprised of five members. The Fire Chief reports to the BOFC and is responsible to them for the proper and efficient operation of KVFR. The Administrative Services Manager serves as the Secretary/Clerk to the Board.

**Project Timeline:**

<u>Event</u>	<u>Date</u>
RFP Issue Date	Friday, March 13 <sup>th</sup> , 2026
Deadline for Proposal Submissions	Wednesday, April 8 <sup>th</sup> , 2026 at 4:00pm
Internal Review & Evaluation	Wednesday, April 8 <sup>th</sup> , 2026 at 4:15pm
BOFC Review of Proposals/Governing Body Decisions	Thursday, April 9 <sup>th</sup> , 2026 at 7:00pm
Notice of Selected Proposal	Friday, April 10 <sup>th</sup> , 2026
Finalize Contract	Late April
Contract Commencement Date	May 1 <sup>st</sup> , 2026
Project Completion	November 1 <sup>st</sup> , 2026

## Respondent Questions and the KVFR Responses

All inquiries, requests for clarification, or interpretations regarding this RFP must be submitted in writing via email to the designated contacts below:

Roy Palmer, Fire Chief

Email: [palmerr@kvfr.org](mailto:palmerr@kvfr.org)

Questions must be submitted no later than 04/07/2026 at 4pm.

To ensure a fair and transparent process, all questions regarding this RFP must be submitted in writing. All submitted questions and the official responses will be compiled into a single document to be posted in the original RPF document on KVFR's website.

**Minimum Qualifications & Requirements:** To ensure the selected consultant possesses the necessary technical aptitude and experience to serve KVFR effectively all proposals must meet the following minimum qualifications. KVFR reserve the right to waive or amend requirements if a proposal provides a reasonable request or alternative that serves the best interests of the project:

### **Relevant Experience**

- Track Record. The consultant must have a proven track record of delivering professional services, specifically within the realm of municipal fire and EMS operational and financial feasibility studies.
- Washington State Municipal Expertise. Demonstrated experience navigating Washington state statutes related to fire districts and city fire departments is highly preferred.
- Qualified Staffing. The consultant must provide be or have staff who are well-qualified, possessing the technical knowledge.

### **Professional Requirements**

- Regulatory Standing. Consultant and any assigned personnel must be in good standing with relevant regulatory bodies and must disclose any prior sanctions.
- Possess expertise in organizational assessments, stakeholder engagement, and data-driven decision making.
- Insurance Coverage. The selected consultant must meet the Municipalities' standard insurance requirements, including Commercial General Liability, Professional Liability (Errors and Omissions), Workers' Compensation, and Automobile Liability.

### **Administrative Compliance**

- Proposal Integrity. Responding consultants must agree to honor their proposed fees and terms for a minimum of 90 days following the submission deadline.
- Public Records Acknowledgement. Respondents must acknowledge that all materials submitted will become the property KVFR and a matter of public record under Washington law.

**Scope of Services:** KVFR seeks to develop a forward-thinking Fire Services/Emergency Medical Services Standards of Coverage and Strategic Plan. The plan will be used to guide decision-

making, resource allocation, and operational priorities for the coming years. The plan will be inclusive of immediate, midterm and long-term plans. The strategic planning process will involve extensive stakeholder engagement, assessment of current and future service demands, and alignment with industry best practices to ensure KVFR continues to provide high-quality emergency response and community risk reduction services. The selected consultant will facilitate the development of a Strategic Plan and standards of coverage that provides a roadmap for KVFR's growth, operational improvements, and long-term sustainability.

The selected consultant shall prepare a comprehensive report and formal presentation. addressing, at minimum, the following functional areas:

- **Organizational Assessment:** Review of KVFR's current operations, service delivery model, response capabilities, and financial sustainability. Perform a thorough assessment of current staffing levels and roles. Conduct a condition assessment and inventory of all current apparatus, equipment, and supporting technology.
- **Facility Evaluation:** Evaluate the physical condition and geographical suitability of existing fire stations and facilities. Identify necessary facility upgrades, replacements, or requirements for new construction.
- **Service Levels:** Analyze impacts on response times, service levels, and overall community risk reduction.
- **Standardization:** Provide recommendations for equipment standardization and future deployment strategies.
  - **Efficiency Analysis.** Identify operational redundancies and specific opportunities for consolidation to improve service.
  - **Stakeholder Engagement:** Conduct meetings, surveys, and focus groups with internal and external stakeholders, including KVFR personnel, elected officials, community members, and partner agencies.
  - **Community Risk and Service Demand Analysis:** Evaluate incident trends, demographic shifts, and future service demands to ensure resource alignment with emerging risks.
  - **Strategic Priorities and Goal Setting:** Facilitate workshops to establish key priorities, goals, and performance benchmarks for KVFR's future operations.
  - **Financial Planning:** Develop ongoing operational cost projections using immediate, 5, 10, and 20-year horizons. Clearly identify potential cost savings or necessary increases in funding. Recommend funding options, including shared cost formulas, capital improvement planning, and grant opportunities.
  - **Implementation and Performance Metrics:** Develop a framework for monitoring progress, measuring success, and updating the standards of coverage and strategic plan over time.

## **Final Deliverables:**

**Written Report:** Consultant must provide a comprehensive written report. A detailed written report containing all findings related to the scope of services, including the operational, financial, and organizational analysis. A step-by-step implementation plan with specific milestones, decision points, and required approvals. The report must be submitted in both a high-resolution, print-ready format and a versatile digital format.

**Executive Summary:** A concise executive summary written for a non-technical audience, suitable for broad public distribution and posting on municipal websites. Key findings, advantages/disadvantages, and the final recommendation must be clearly summarized to facilitate informed community discourse.

**Presentation:** A formal presentation will be delivered in the form of an open public meeting.

A PowerPoint or equivalent which contain relevant data visualizations, charts, and maps to explain complex findings. Supporting documentation and data tables are used to reach financial or operational conclusions, provided in a format accessible to KVFR staff.

**Proposal Submission Requests:** To facilitate an efficient and objective evaluation, all respondents must organize their proposals in the following order and include the specific information requested below and title the request “RFP KVFR Standards of Coverage and Strategic Plan”:

### **Submittal Letter**

Provide an executive summary of the proposal identifying overview of the consultant’s qualifications, experience, and approach to strategic planning. This letter must be signed by an individual authorized to legally bind the firm to the terms of the proposal.

### **Consultant Profile**

Provide the consultants legal name, ownership structure, and the number of years in business. Include the number of office locations, total number of employees, and a summary of services offered. Provide a narrative (including both qualitative and quantitative data) demonstrating a proven track record of successfully delivering fire and EMS studies. Include specific client case studies or examples of work completed for municipalities.

**Project Approach and Timeline:** Provide a detailed description of the methodology and timeline for delivering the standards of coverage and strategic plan.

### **Assigned Professional Team & Qualifications**

Identify the name, title, and contact details of the specific personnel who will be assigned to this project. Provide professional biographies or qualifications and experience relative to the scope of services.

### **References**

Provide references or examples of other standards of coverage and strategic plans from municipalities where the consultant has performed similar work.

### **Conflicts of Interest & Regulatory Sanctions**

Disclose any real or perceived conflicts of interest related to establishing a relationship with KVFR. If a conflict exists, provide a plan for how your firm will mitigate it.

### **Other Relevant Qualifications**

This section is open ended for respondents to offer additional information about their Consultant firm, assigned team, or unique services that may not have been explicitly requested in the RFP but would provide value to the Municipalities.

### **Fee Proposal**

Itemized Cost Breakdown. Consultants must provide a detailed, itemized list of costs associated with each major task identified in the scope of services. The proposal must conclude with a definitive "Not-to-Exceed" total price for the entire project, inclusive of all professional fees, travel, materials, and administrative expenses. All quoted fees must remain valid and binding for a period of 90 days following the proposal submission deadline.

### **Insurance and Liability**

Provide a confirmation and proof of professional liability insurance and other applicable coverage. The selected consultant must meet the Municipalities' standard insurance requirements, including Commercial General Liability, Professional Liability (Errors and Omissions), Workers' Compensation, and Automobile Liability.

**Rejection of Proposal:** The District shall have the right to reject any or all proposals.

### **Contract Award:**

KVFR will assess each submission based on the criteria below to determine which proposal offers the best overall value. KVFR reserves the right to make an award without further discussion of the proposal submitted. Proposals will be evaluated based on:

- Proposed Approach, demonstration to achieve the scope of service objectives and Work Plan (35%)
- Consultant Qualifications and Experience (30%)
- Fee Structure and Cost Competitiveness (25%)
- Stakeholder Engagement and Reporting Strategy (10%)

### **All bid submissions must include the following to be considered complete:**

- KVFR is not responsible for any costs incurred by proposers in the preparation or submission of their proposals.
- KVFR reserve the following rights, which may be exercised at their sole discretion to reject any or all proposals, to waive informalities or irregularities, to request additional information or clarification, to modify the scope of work, to negotiate terms with the selected consultant, to cancel or reissue the RFP.
- Indemnification. The selected consultant shall indemnify and hold harmless KVFR including their officers, employees, and agents, from and against all claims arising out of the consultant's performance of services, except to the extent caused by KVFR's negligence.
- By submitting a proposal, the consultant certifies that the submission is made without collusion with any other proposer and that the firm has not knowingly disclosed its proposal to any competitor.

*Kittitas County Fire District No. 2, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.*

**INTERLOCAL COOPERATIVE AGREEMENT  
BETWEEN KITTITAS VALLEY FIRE AND RESCUE AND CITY OF ELLENSBURG  
FOR SHARING INFORMATION TECHNOLOGY (IT) SERVICES**

THIS AGREEMENT is made and entered into this 12th day of March 2026, by and between City of Ellensburg (“Ellensburg”) and Kittitas Valley Fire and Rescue (“KVFR”), both of which are municipal corporations, pursuant to the authority granted by Chapter 39.34 RCW, Intergovernmental Cooperation Act.

WHEREAS, the Interlocal Cooperation Act, as amended and codified in Chapter 39.34 RCW provides for interlocal cooperation between government agencies; and

WHEREAS, KVFR desires to use Ellensburg’s services for maintaining its Information Technology (“IT”) systems and equipment, and Ellensburg agrees to provide services in return for payment by KVFR; and

WHEREAS, this Agreement maximizes public benefit by providing Ellensburg’s services to KVFR that they are not equipped to provide themselves; and

WHEREAS, both Ellensburg and KVFR will benefit from using an agreement which defines and protects the interests of both parties; and

WHEREAS, Ellensburg and KVFR arranged for the sharing IT services under an Interlocal Agreements executed March 12, 2012, and November 5, 2015, and agree to continue sharing IT services under the terms and conditions of this Agreement which supersedes and replaces those previous agreements; and

WHEREAS, City Council authorized the execution of this Agreement by action taken at a regular meeting; and

WHEREAS, KVFR’s Board authorized the execution of this Agreement by action taken at a regular meeting.

NOW THEREFORE, in consideration of the benefits to be derived and the terms and conditions set forth herein Ellensburg and KVFR do hereby agree as follows:

**ARTICLE I  
PURPOSE**

1.01 PURPOSE. The purpose of this Agreement is to set forth the terms and conditions under which Ellensburg will continue to provide and/or share IT resources with KVFR.

**ARTICLE II  
SERVICES BY ELLENSBURG**

2.01 RESOURCES OF CITY. Ellensburg shall provide KVFR with the scope of work described in Exhibit A attached hereto and incorporated herein.

2.02 AVAILABILITY OF RESOURCES. Ellensburg shall make a reasonable effort to assure the availability of the IT services to KVFR. KVFR recognizes that from time to time, planned and inadvertent loss of access to resources may occur.

2.03. COOPERATIVE PURCHASING. Each year of this Agreement, Ellensburg will procure hardware and invite KVFR to be included in a cooperative purchase, providing KVFR pays Ellensburg for the cost of the hardware.

**ARTICLE III  
ADMINISTRATION**

3.01 ADMINISTRATOR. The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.

- 3.01.01 Ellensburg's representative shall be the IT Director
- 3.01.02 KVFR's representative shall be the Fire Chief

**ARTICLE IV  
DURATION AND RENEWAL OF AGREEMENT**

4.01 DURATION AND RENEWAL. This Agreement shall be effective on the date first indicated above and when executed by both parties, and shall continue through December 31, 2026. Thereafter, this Agreement shall automatically renew annually on January 1<sup>st</sup>, unless terminated by either party.

**ARTICLE V**  
**COMPENSATION TO ELLENSBURG**

5.01 COMPENSATION TO ELLENSBURG. Ellensburg agrees to provide KVFR the scope of work specified in Exhibit A, Scope of Work, in exchange for the payment of an annual fee based on the IT Cost Allocation and Description of Fees methodology specified in Exhibit B, attached hereto and incorporated herein, which shall be updated on October 1, 2026, and on October 1<sup>st</sup> annually thereafter, to establish the annual fee for the following year.

Exhibits A and B shall be reviewed by the IT Director during Ellensburg's biennial budget process. The IT Director may change or modify Exhibits A and B to ensure they are equitable for both parties. The IT Director shall provide KVFR a sixty-day advance notice of any change to Exhibit B that increases the annual fee to KVFR.

5.02 INVOICES. Ellensburg shall invoice KVFR one half of the annual fee established in Section 5.01 in the first and third quarters of each calendar year for resources to be provided by Ellensburg for that calendar year.

5.03 PAYMENT TO ELLENSBURG. KVFR shall pay the amount invoiced and due within thirty (30) days after billing.

**ARTICLE VI**  
**PERFORMANCE OF AGREEMENT**

6.01 COMPLIANCE WITH ALL LAWS. Each party shall comply with all federal, state, and local laws, rules, regulations, and ordinances applicable to the performance of this Agreement, including without limitation, all those pertaining to wages and hours, confidentiality, disabilities, and discrimination. In addition, the parties agree to comply with the City's Data Sharing Agreement, Exhibit C, attached hereto and incorporated herein.

6.02 MAINTENANCE AND AUDIT OF RECORDS. Each party shall maintain books, records, documents and other materials relevant to its performance under this Agreement. These records shall be subjected to inspection, review and audit by either party or its designee, and the Washington State Auditor's Office. Each party shall retain all such books, records, documents and other materials for the applicable retention period under federal and Washington law.

6.03 ON-SITE INSPECTIONS. Either party or its designee may evaluate the performance of this Agreement through on-site inspection to determine whether performance is in compliance with

the standards set forth in this Agreement, and in compliance with federal, state and local laws, rules, regulations and ordinances.

6.04 TREATMENT OF ASSETS AND PROPERTY. No fixed assets or personal or real property will be jointly or cooperatively, acquired, held, used, or disposed of, except as provided by this Agreement. KVFR designated server space shall be considered exclusive to KVFR. The compensation paid by KVFR shall cover all associated costs.

6.04.01 PUBLIC RECORDS REQUESTS. Except as otherwise provided for in this agreement, each party will be responsible for responding to requests for public records made to their respective agency. In no event shall KVFR records stored in the KVFR designated server space be considered to relate to the conduct of City government; or be prepared by the City, owned by the City, used by the City for City purposes, retained by the City, or in the possession of the City. Any KVFR records, whether primary or backup, that are located on City owned servers shall be considered KVFR property. KVFR shall have full ownership of the interest, and the City shall have no right to access KVFR records on the KVFR designated portions of the server except for the purpose of providing IT support in the manner outlined in this Agreement.

6.05 IMPROPER INFLUENCE. Each party agrees, warrants, and represents that it did not and will not employ, retain, or contract with any person or entity on a contingent compensation basis for the purpose of seeking, obtaining, maintaining, or extending this Agreement. Each party agrees, warrants, and represents that no gratuity whatsoever has been or will be offered or conferred with a view towards obtaining, maintaining, or extending this Agreement.

6.06 CONFLICT OF INTEREST. The elected and appointed officials and employees of the parties shall not have any personal interest, direct or indirect, which gives rise to a conflict of interest.

## **ARTICLE VII INDEMNIFICATION AND INSURANCE**

7.01 INDEMNIFICATION. Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability shall attach to Ellensburg by reason of entering into this contract except as expressly provided herein.

7.02 INSURANCE. Each party shall maintain general liability coverage at all times, and such liability coverage documents shall be made available to the other party on an annual basis. Each

party may choose to share the other party's coverage documents with their insurance carrier or risk pool. The failure of any insurance carrier or self-insured pooling organization to agree to or follow the terms of this section shall not relieve any individual party from its obligations under this Agreement.

## **ARTICLE VII DISPUTES**

8.01 TIME. Time is of the essence of this Agreement.

8.02 GOVERNING LAW AND VENUE. This Agreement shall be governed exclusively by the laws of the State of Washington. The Kittitas County Superior Court shall be the sole proper venue for any and all suits brought to enforce or interpret the provisions of the Agreement.

8.03 ATTORNEY'S FEES. If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any of the provision of this Agreement, each party shall pay its own attorney's fees incurred in that action, arbitration or proceeding.

## **ARTICLE IX TERMINATION**

9.01 TERMINATION. Any party hereto may terminate this Agreement upon ninety (90) days' notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purposes of giving notice under this paragraph. If this Agreement is so terminated, any outstanding fees which have not been billed by Ellensburg and paid by KVFR shall be prorated as of the termination date based on the annual fee for that contract year.

## **ARTICLE X GENERAL PROVISIONS**

10.01 CHANGES, MODIFICATIONS, AMENDMENTS AND WAIVERS. Except as provided in Article V - Compensation to Ellensburg, the Agreement may only be changed, modified, amended, or waived by written agreement signed by the parties and approved by each party's legislative authority. Any waiver of a term or condition of this Agreement shall apply only to the specific act, occurrence or omission and shall not constitute a waiver as to any other term or condition or future act, occurrence or omission. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

10.02 ASSIGNMENT. Neither party may assign its rights or delegate its duties under this Agreement, whether by assignment, further subcontract or other means. Any such attempted assignment or delegation shall be void and shall constitute a material breach of this Agreement.

10.03 SEVERABILITY. In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Agreement are declared severable.

10.04 ENTIRE AGREEMENT. This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement this 12th day of March, 2026.

APPROVED BY THE CITY OF ELLENSBURG

APPROVED BY KITTITAS VALLEY FIRE &  
RESCUE

\_\_\_\_\_  
Heidi Behrends Cerniwey, City Manager

\_\_\_\_\_  
Andrew Polak, Commissioner

ATTEST:

By: \_\_\_\_\_  
Beth Leader, City Clerk

\_\_\_\_\_  
Pat Clerf, Commissioner

APPROVED AS TO FORM:

\_\_\_\_\_  
Jerry Pettit, Commissioner

By: \_\_\_\_\_  
Chris Horner, City Attorney

\_\_\_\_\_  
Neil O'Neill, Commissioner

\_\_\_\_\_  
Scott Ciraulo, Commissioner

## Exhibit A - Scope of Work

### 1. Overview and Purpose.

With guidance from KVFR's staff regarding the specifics of work, Ellensburg shall assist KVFR's staff with IT services, including but not limited to, acquisition and configuration of personal computing, network, and server equipment, Microsoft licensing, and help desk support.

### 2. Description of Services

During regular business hours, 8:00 AM to 5:00 PM, Monday to Friday excluding Ellensburg recognized holidays, Ellensburg will provide:

- Based on Ellensburg's technology equipment maintenance plan, acquire and replace
  - Desktop, laptop, and tablet computers on a four-year cycle
  - Network and server equipment, if any, on a six-year cycle
- Microsoft Enterprise Agreement software licenses (Microsoft 365 and Windows, Teams, SharePoint, OneDrive, server operating system, SQL, Exchange, and client access licenses)
- Software updates for Microsoft Enterprise Agreement software, as evaluated and approved by Ellensburg
- Centrally managed antivirus, malware, and spam protection
- Backup and recovery of Ellensburg's file stores
- Public records request search of email
- On-site and virtual desktop support services for
  - KVFR desktops, laptops, tablets, network hardware, and servers (if any)
  - Software utilized on KVFR desktops, laptops, network hardware and servers (if any)
  - Email, voice, and data access
  - GIS data and mapping
  - Printer connectivity
  - WiFi door locks

Additional services may be requested and scheduled during normal business hours, as available, billed at a rate of \$35/hour.

Ellensburg may also provide IT support services for KVFR mission critical hardware and software outside of regular business hours, billed at a rate of \$65/hour.

Ellensburg is under no obligation to provide maintenance and support for any hardware that exceeds replacement life based on Ellensburg's maintenance plan.

KVFR will request support from Ellensburg by email to [help@ellensburgwa.gov](mailto:help@ellensburgwa.gov).

## Exhibit B – Cost Allocation and Description of Fees

The fee to KVFR for IT Services will be calculated based on the principles in the Ellensburg's Cost Allocation Policy and the Budgeting, Accounting, and Reporting System (BARS) manual published by the Washington State Auditor's Office (SAO). In addition, if activity for KVFR significantly exceeds the allocation amounts, additional charges will be negotiated between the IT Department and KVFR.

This includes the requirements of RCW 43.09.210. This RCW states in part,

*"All service rendered by, or property transferred from, one department,... institution, or public service industry to another, shall be paid/or at its true and full value by the department,... institution, or public service industry receiving the same, and no department,... institution, or public service industry shall benefit in any financial manner whatever by an appropriation or fund made for the support of another. "*

This statute is regularly summarized as the "beneficiary pays" principle.

The SAO requires the city to maintain a well-developed plan that includes relevant, up-to-date information about our administrative costs and how to distribute them. Additionally, SAO requires that the allocation factors must equitably allocate the costs based on the beneficiary pays principle.

In addition to the requirements for equitable and well documented allocation, the city endeavors to implement a cost allocation plan that creates predictable and steady allocations. Although the city cannot guarantee specific allocations in future years because future activity isn't certain, the allocation amount can be predictably estimated and presumed to follow the general proportional usage of IT Department services and the underlying changes to IT Department costs.

Cost allocation analysis will be completed every two years in preparation for the city's biennial budget development process. The analysis will establish the rates for the following two years. Allocation factors and their relative weights will be evaluated to ensure compliance with the city's cost allocation policy. Additional allocation factors may be identified to better assign the costs of the IT Department work to the beneficiary (KVFR).

The allocation factors are described as follows for each of the IT Department cost centers.

- **Administrative** – Services necessary for managing and maintaining the IT Department, including leadership and supervision, policy development, budget, utilities, space rental, risk management, and professional services.
- **Network** – Services necessary for providing networking, business continuity, disaster recovery, and security.

- **Desktop** – Services necessary for providing desktop support, including training and travel, vehicle, small tools and minor equipment, and supplies.
- **Enterprise** – Services necessary for providing communications, and enterprise software, e.g., Microsoft, financial, human resource, records management.
- **Business Analyst** – Services necessary for process improvement and application support.
- **GIS** – Services necessary for providing geo-special systems and support.

Allocation amounts are based on the cost to provide the cost center services, times the percentage of replacement cost of equipment used by KVFR, times a weight factor of the amount of the cost center services used by KVFR.

For example, if the cost of providing the Desktop cost center services is \$100,000, and KVFR uses 15% of the equipment on the Ellensburg maintenance plan, the cost center base would be \$15,000 (100,000 \* 0.15). If KVFR uses 80% of the services provided in the cost center, the allocation cost would be \$12,000 (15,000 \* 0.8).

Based on the current cost allocation analysis, 2026 KVFR costs will be.

<b>KVFR Annual Equipment Replacement Cost</b>				
Equipment	Qty	Cost	Total	
Desktop	17	\$ 400	\$	6,800
Laptop	25	\$ 400	\$	10,000
Tablet	27	\$ 225	\$	6,075
Mini PC	1	\$ 300	\$	300
24" Monitor	23	\$ 55	\$	1,265
27" Monitor	0	\$ 88	\$	-
Server	3	\$ 2,000	\$	6,000
Switch	0	\$ 1,500	\$	-
KVFR Equipment Replacement Cost			\$	30,440
Ellensburg Equipment Replacement Cost			\$	247,828
KVFR % of Total Equipment Cost				10.94%

<b>KVFR Service Cost</b>				
Cost Center	Factor	IT Cost	KVFR Cost	
	10.94%			
Administrative	5.47%	\$ 517,547	\$	28,307
Network	5.47%	\$ 303,680	\$	16,610
Desktop	10.94%	\$ 206,832	\$	22,626
Enterprise	2.73%	\$ 1,307,573	\$	35,759
Business Analysts	0.00%	\$ 312,275	\$	-
GIS	2.73%	\$ 522,346	\$	14,285
KVFR Service Cost			\$	117,587

## Exhibit C - Data Sharing Agreement

This Data Sharing Agreement (“DSA”) is entered into by and between City of Ellensburg (“Ellensburg”) and Kittitas Valley Fire and Rescue (“KVFR”), both of which are municipal corporations organized and existing under the State of Washington, each a “Party” or collectively “Parties,” pursuant to the authority granted by Revised Code of Washington (“RCW”) Chapter 39.34 RCW and 43.09 RCW.

### AGENCY PROVIDING DATA:

Agency Name: KVFR  
Contact Name: Roy Palmer  
Title: Interim Fire Chief  
Address: 400 E Mountain View, Ellensburg, WA 98926  
Phone: (509) 933-7235  
E-Mail: palmerr@kvfr.org

### AGENCY RECEIVING DATA:

Agency Name: City of Ellensburg  
Contact Name: Jim Goeben  
Title: IT Director  
Address: 501 North Anderson Street, Ellensburg, WA 98926  
Phone: (509) 925-8617  
E-Mail: goebenj@ellensburgwa.gov

### 1. PURPOSE OF THE DSA

The purpose of the DSA is to provide the requirements and authorization for KVFR to exchange confidential information with Ellensburg. This DSA is entered into between Ellensburg and KVFR to ensure compliance with legal requirements and Executive Directives (Washington State Governor’s Executive Order 16-01, RCW 42.56, and Office of the Chief Information Officer (“OCIO”) policy 141.10) in the handling of information considered confidential.

### 2. DEFINITIONS

“Confidential Data” means any (i) nonpublic information or Data designated as confidential; (ii) any information or Data, given the nature of the information, Data, or circumstances surrounding disclosure, should reasonably be understood to be confidential; or (iii) any information not subject to or exempted from disclosure under the Washington State Public Records Act pursuant to 42.56 RCW.

“Data” means any digital representation of information, knowledge, facts, concepts, data programs, or instructions that are being prepared or have been prepared in a formalized

manner and are intended for use in a data network, data program, data services, or data system.

“Data Access” refers to rights granted to Ellensburg employees to access KVFR Data stored on Ellensburg systems/networks; directly connect to KVFR systems, networks and/or applications; combined with required information needed to implement these rights.

“Data Transmission” refers to the methods and technologies to be used to move a copy of the Data between systems, networks and/or employee workstations.

“Data Storage” refers to the place Data is in when at rest. Data can be stored on removable or portable media devices such as a USB drive or Ellensburg managed systems or OCIO or Washington State approved services.

“Data Encryption” refers to enciphering Data with a National Institute of Standards and Technology (“NIST”)-approved algorithm or cryptographic module using a NIST-approved key length. Encryption must be applied in such a way that it renders Data unusable to anyone but the authorized users.

“Personal Information” means information defined in RCW 42.56.590(10).

### 3. PERIOD OF AGREEMENT

The term of this DSA shall coincide with the Sharing IT Services Interlocal Cooperative Agreement.

### 4. JUSTIFICATION FOR DATA SHARING

Ellensburg and KVFR arranged for Ellensburg’s IT Department to provide Sharing IT Services (“Services”) to KVFR as defined in Exhibit A of the Interlocal Agreement dated January 5, 2026. In the performance of the Services, KVFR will share data with Ellensburg.

### 5. DESCRIPTION OF DATA TO BE SHARED

The Data to be shared includes information and Data related to conducting business and those stored in systems and passing through networks identified in Exhibit A.

### 6. DATA ACCESS

For Ellensburg to provide IT Services identified in Exhibit A to KVFR, Ellensburg IT Department staff will have direct access to KVFR data stored on or passing through Ellensburg’s network and systems, or network or systems managed by Ellensburg. Ellensburg shall restrict and limit access to KVFR’s Data and system only to those employees who require access in support of the Services. Ellensburg shall immediately notify KVFR in writing when access is no longer needed.

If desired, with Ellensburg's express written permission, Ellensburg may provide direct, access into its network or system for the express and limited purpose of accessing Ellensburg's systems necessary to perform the Services. KVFR shall restrict and limit access to Ellensburg's system only to those employees who require access in support of the Services. KVFR shall immediately notify Ellensburg in writing when access is no longer needed.

#### 7. DATA TRANSMISSION

Transmission of Data between KVFR and Ellensburg outside of Ellensburg's network or managed systems will use a secure and encrypted NIST approved, method that is commensurate to the sensitivity of the Data being transmitted.

#### 8. DATA STORAGE AND HANDLING REQUIREMENTS

KVFR shall clearly identify all Confidential Data and store it in a secure and compartmentalized location with access limited to the least number of Ellensburg employees and only those employees who reasonably and necessarily require access specifically to perform their obligations pursuant to this DSA.

#### 9. INTENDED USE OF DATA

Ellensburg will access KVFR Data in support of their Services and responsibilities described in Exhibit A of the Interlocal Agreement.

#### 10. CONSTRAINTS ON USE OF DATA

Ellensburg agrees and warrants that it will strictly limit use of information obtained under this DSA to the purpose of carrying out the Services described in Exhibit A of the Interlocal Agreement.

#### 11. SECURITY OF DATA

Ellensburg shall exercise the highest duty of care and take all such actions as are reasonably necessary and appropriate to preserve and protect KVFR's Data from unauthorized physical and electronic access, incursion, or loss. Ellensburg complies with the requirements of WaTech Policy and Standards for data security and access controls to ensure the confidentiality, and integrity of all data shared. Ellensburg and its employees who require access to KVFR's Data shall not disclose, use, sell, transmit, inform, or make available to any entity, person, or body any of KVFR's Data, nor shall it copy, photograph, or otherwise reproduce any of KVFR's Data, except as a necessary part of performing its obligations pursuant to this DSA, or as otherwise required by law.

## 12. NON-DISCLOSURE OF DATA

Ellensburg employees shall not disclose, in whole or in part, KVFR Data to any individual or agency, unless this DSA specifically authorizes the disclosure. Data may be disclosed only to persons and entities that have the need to use the Data to achieve the stated purposes of this DSA. In the event of a public disclosure request for the KVFR's Data, Ellensburg will notify the requestor to contact KVFR and timely notify the KVFR in writing to records@kvfr.org. Further restrictions include:

- a) Ellensburg shall not access or use KVFR's information or Data for any commercial or personal purpose.
- b) Any exceptions to these limitations must be approved in writing by KVFR.
- c) Ellensburg shall ensure that all staff and employees with access to the Data described in this DSA are aware of the use and disclosure requirements of this DSA and shall advise new staff and employees of the provisions of this DSA.

## 13. DATA DISPOSAL

Upon request by Ellensburg or KVFR, or at the end of the DSA term, or when no longer needed, copies of Confidential Information/Data must be returned or destroyed, except as required to be maintained for compliance or accounting purposes.

## 14. INCIDENT NOTIFICATION AND RESPONSE

The compromise of Confidential Information or reasonable belief that confidential information has been acquired and/or accessed by an unauthorized person that may be a breach that requires timely notice to affected individuals under RCW 42.56.590 or any other applicable breach notification law or rule must be reported to the KVFR contact.

If Ellensburg does not have full details about the incident, it will report what information it has and provide full details within 15 business days of discovery. To the extent possible, these initial reports must include at least: A. The nature of the unauthorized use or disclosure, including a brief description of what happened, the date of the event(s), and the date of discovery; B. A description of the types of information involved; C. The investigative and remedial actions Ellensburg took or will take to prevent and mitigate harmful effects and protect against recurrence; D. Any details necessary for a determination of whether the incident is a breach that requires notification under RCW 42.56.590, or any other applicable breach notification law or rule. E. Any other information KVFR or Ellensburg reasonably requests.

## 15. OVERSIGHT

KVFR and Ellensburg shall have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this DSA to assure compliance.

16. TERMINATION

The term of this DSA shall coincide with the Sharing IT Services Interlocal Cooperative Agreement. However, once Data is accessed by Ellensburg or any Ellensburg staff or employees, this DSA is binding as to the confidentiality, use, and disposition of all Data received as a result of access, unless amended in writing by the mutual agreement of both parties.

17. AWARENESS AND TRAINING

Ellensburg and KVFR shall ensure that all staff with access to the data shared through this DSA are aware of the use and disclosure requirements of applicable WaTech Policy and Standards and RCW 42.56.590. Ellensburg will comply with all state requirements and training regarding handling, storage, and transmission of confidential data.

18. DISPUTE RESOLUTION

This DSA has and shall be constructed as having been made and delivered in the State of Washington and the laws of the State of Washington shall be applicable to its construction and enforcement. In the event a dispute arises between the parties concerning any matter involving this DSA, the parties shall first meet and confer in an attempt to resolve their dispute informally. If the parties cannot agree on a resolution, any judicial proceeding between the parties needed to enforce any provision of this DSA shall be brought solely in a court of competent jurisdiction in Kittitas County, Washington.

19. GOVERNANCE

- a) The provisions of this DSA are severable. If any provision of this DSA is held invalid by any court that invalidity shall not affect the other provisions of this DSA, and the invalid provision shall be considered modified to conform to the existing law.
- b) In the event of a lawsuit involving this DSA, venue shall be proper only in Kittitas County, Washington.

20. AMENDMENTS/MODIFICATIONS

No Provision of this DSA may be amended or modified except by written agreement signed by the Parties.

**KITTITAS COUNTY FIRE DISTRICT #2**  
**Ellensburg, WA**  
**RESOLUTION #26-04**

**SUBJECT:** DECLARATION OF SURPLUS

**WHEREAS,** District staff has examined and/or tested the need of certain inventory to determine functionality and reparability, compatibility with newer equipment, technology obsolescence, or NFPA standards compliance and serviceability, and

**WHEREAS,** the following inventory has been determined that it no longer meets the needs of the District:

**Books:**

- Hazardous Materials for First Responders 5<sup>th</sup> (Qty: 6)
- Hazardous Materials for First Responders 5th exam prep (Qty: 4)
- Explosive and Toxic Hazardous Materials
- Chemistry of Hazardous Materials
- Flammable Hazardous Materials 2nd Edition
- Essentials of Firefighting 7th Ed (Qty: 16)
- Essentials of Firefighting 7th Ed exam prep (Qty: 16)
- Fire Investigator Second Ed
- Fire and Emerg Services Instructor Seventh ED
- Fire and Emerg Services Instructor Eighth Ed (Qty: 2)
- Firefighters Handbook FFI and FFII third Ed
- Fire Officers Guide to Operating Aerial Ladders
- Building Construction for the Fire Service
- Firefighting
- Fire Attack
- Fire Instructors Training Guide
- Pride and Ownership0 a Firefighters Love for the Job
- Fire Service Hydraulics
- Building Construction for the Fire Service- 2nd Ed
- Fire Fighting Principles
- NFPA Fighting Rural Fires (Qty: 2)
- Firefighting Strategies and Tactics
- Q & A- A Study Guide to Fire Service Hydraulics
- Fire Suppression Techniques and Ops Manual-Hose
- Engine Co Fireground Ops
- Fire Suppression Techniques and Ops Manual-ladder
- Street Smart Firefighting
- Strategic and Tactical Considerations on the Fireground
- The Sourcebook for Fire Company Training Evolutions 2nd ED
- The Sourcebook for Fire Company Training Evolutions 3rd ED
- Volunteer Training Officer's Handbook
- Vehicle Extrication-A Practical Guide
- Pumping apparatus Driver Operator handbook
- Aerial apparatus Driver Operator handbook
- Active Training
- Fire Officer Coaching

- IFSTA Company Officer 5th ED
- IFSTA Fire and Emerg Services Co Officer 4th ED
- IFSTA Fire and Emerg Services Co Officer 4th ED STUDY GUIDE (Qty: 3)
- IFSTA Chief Officer 2nd ED
- Firefighting Strategy and Leadership
- Winning the fire service leadership Game
- From Losers to Winners
- Managing Human Resources in small and mid-sized companies
- Fire Officers handbook of tactics
- Fire Command (Qty: 2)
- Managing People (Qty: 2)
- Managing Disciplinary Challenges in the Fire Service (Qty: 2)
- A leadership guide for Combination Fire Departments
- Command Safety (Qty: 3)
- Fire Command (Qty: 2)
- The Merck Manual- 14th Ed
- Beyond the Street- A handbook for EMS Leadership and Management
- Medical Terminology-6th ED
- Human Physiology
- S-230 Instructor Guide (2004)
- S-230 Student workbook (2004) (Qty: 18)
- L-180 Instructor Guide (2008)
- L-180 Student Workbook (2008) (Qty: 9)
- S-131 Student workbooks ((2016) (Qty: 7)
- S-2360 Crew Boss Instructor Guide (2004)
- Leadership for the wildland fire officer (Qty: 2)
- Interagency Standards for Fire and Fire aviation ops (Qty: 2)
- Incident Commanders Organizer (Qty: 2)
- Assessing Struct. Ignition Potential from Wildfire
- Binders From Elliott: Central Pierce PFF/LT books, Spokane SOPS, ETC
- Binders From Delvo: Old Conf. Space, Hybrid Safety, rescue tools
- 2020 PALS Book (Qty: 12)- Tag K000329

**DVD-VHS:**

- "Unplugged" Brennan and Bruno VHS
- EMS Operations: why things go Right- why things go wrong By Gordon Graham
- Collapse Rescue for the Fire Service VHS- three tapes programs 1-3
- On Deadly Ground VHS Recording
- Chelan Fire Storm '94 VHS Tape 1 and Tape 1
- Truss Roof Collapse VHS
- USMC Combat Leadership VHS
- 8 steps for highly effective negotiation

**Hard Cases:**

**THEREFORE,**

BE IT RESOLVED, that the Board of Fire Commissioners, Kittitas County Fire District 2, hereby declare as surplus the above referenced list.

Adopted on the 12<sup>th</sup> of March 2026 at the regular meeting of the Board of Fire Commissioners.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Commissioner

Attest to:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner



# KITTITAS VALLEY FIRE & RESCUE

400 E Mountain View • Ellensburg, WA 98926 • 509.933.721

## Kittitas Valley Fire & Rescue Fire Chief Search Timeline



<u>Meeting Date(s)</u>	<u>Task</u>
March 12 <sup>th</sup> , 2026 BOFC Meeting	<ul style="list-style-type: none"> <li>Board of Fire Commissioner’s (BOFC) Appoints Fire Chief Recruitment Committee (FCRC)</li> <li>Entire board independently reviews Fire Chief Job Description and submits recommendations to District secretary.</li> </ul>
March 19 <sup>th</sup> , 2026	<ul style="list-style-type: none"> <li>FCRC reviews internal stake holders and external stakeholder insight into Fire Chief characteristics and leadership skills collected during 2024 recruitment process.</li> <li>Entire board submits recommendations to District secretary and FCRC reviews.</li> </ul>
March 26 <sup>th</sup> , 2026	FCRC completes edits on job description/job description feedback.
March 31 <sup>st</sup> , 2026	FCRC prepares fire chief search timeline and begins initial work on recruitment and application documents.
April 9 <sup>th</sup> , 2026 BOFC Meeting	<b>FCRC will present at the BOFC meeting the Fire Chief Job description, timeline/fire chief search, application, and recruitment documents for approval.</b>
April 14 <sup>th</sup> , 2026	FCRC finalizes job description, and recruitment documents and makes any recommended changes from the BOFC.
April 16 <sup>th</sup> , 2026	FCRC finalizes application processes.
April 21 <sup>st</sup> , 2026	<b>Fire chief position advertisement release and application release.</b>
April 30 <sup>th</sup> , 2026	FCRC prepares for interview phase. <ul style="list-style-type: none"> <li>Establish interview panel participants consisting of internal/external stakeholders and commissioners.</li> </ul>
May 14 <sup>th</sup> , 2026	FCRC provides a status update and discuss interview phase at the BOFC meeting (Executive Session).
June 9 <sup>th</sup> , 2026	<b>Application Deadline</b>
June 10 <sup>th</sup> , 2026	FCRC Screening of Applications.
June 11 <sup>th</sup> , 2026	FCRC Screening report of Applicants to BOFC (Executive Session).
June 25 and June 26, 2025	1 <sup>st</sup> Round of Interviews
June 26 <sup>th</sup> , 2026	BOFC (Executive Session) to determine finalists will be held. Finalist candidate

<b>Special BOFC Meeting</b>	notification
<b>July 10<sup>th</sup>, 2026</b>	Final Interviews
<b>July 13<sup>th</sup>, 2026 Special BOFC Meeting</b>	Announcement to candidates of final selection and extends offer to candidate. BOFC discusses contract negotiations.
<b>July 13<sup>th</sup>, 2026- July 17<sup>th</sup>, 2026</b>	FCRC negotiates contract with Fire Chief candidate.
<b>July 21st, 2026</b>	Announcement to KVFR and community of selected Fire Chief
<b>August 6<sup>th</sup>, 2026</b>	KVFR Fire Chief Candidate Meet & Greet
<b>November 1st, 2026</b>	Incoming Fire Chief on boards and shadows interim Fire Chief and Deputy Chief.
<b>January 1<sup>st</sup>, 2027</b>	Selected Fire Chief Candidate Assumes Kittitas Valley Fire & Rescue Chief