

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

**Minutes of:** Commissioners' Board Meeting  
**Meeting date:** January 8<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, Scott Ciraulo (Virtually)

**Others in Attendance:** Deputy Chief Chris Moen, ASM McBride, FSM Cramer 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.

**2.1 Swearing in of Commissioner Polak:** Public Notary McBride administered the oath of office to Commissioner Andy Polak. Commissioners Clerf, Pettit, O'Neill witnessed the administration of the oath. The Oath of Office documents were recorded with Kittitas County Records and are on file with the District Secretary at the Fire District's administrative office.

**2.2 Selection of Board of Fire Commissioner Board Chair for 2026:** Commissioner O'Neill made a motion to appoint Pat Clerf for Board Chair. Commissioner Pettit seconded the motion. There was no further discussion. The Board voted unanimously to approve the position as presented.

**2.3 Selection of Board of Fire Commissioner Vice Chair for 2026:** Commissioner O'Neill made a motion to appoint Commissioner Pettit for Vice Chair. Commissioner Pettit seconded the motion. There was no further discussion. The Board voted unanimously to approve the position as presented.

**2.4 Selection of Board representative on local Board of Volunteer Firefighters:** Commissioner Pettit made a motion to appoint Neil O'Neill as the Board representative on for the local Board of Volunteer Firefighters. Commissioner Polak seconded the motion. There was no further discussion. The Board voted unanimously to approve the position as presented.

**2.5 Selection of Board representative on the Financial Review Committee:** Commissioner O'Neill made a motion to appoint Jerry Pettit and Andy Polak as the Board representatives for the Financial Review Committee. Commissioner Clerf seconded the motion. There was no further discussion. The Board voted unanimously to approve the position as presented.

**2.6 Selection of Board representative on the Labor Management Committee:** Commissioner Pettit made a motion to appoint Scott Ciraulo and Pat Clerf as the Board representatives for the Labor Management Committee. Commissioner O'Neill seconded the motion. There was no further discussion. The Board voted unanimously to approve the position as presented.

**2.7 Selection of Board representative at KITTCOM:** Discussion occurred that the Chief attends this meeting but the board would still like to see two commissioners assigned. Commissioner O'Neill made a motion to appoint Jerry Pettit and Andy Polak as the Board representative on the KITTCOM Board. Commissioner Clerf seconded the motion. There was no further discussion. The Board voted unanimously to approve the position as presented.

**2.8 Selection of Board representative at Volunteer Officer Meeting:** Commissioner O’Neill made a motion to appoint Jerry Pettit and Pat Clerf as the Volunteer Officer meeting. Commissioner Polak seconded the motion. There was no further discussion. The Board voted unanimously to approve the position 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**

- December 11, 2025 Meeting Minutes
- December 18, 2025 Special Meeting Minutes
- December 19, 2025 Special Meeting Minutes
- December 23, 2025 Special Meeting Minutes
- December 29, 2025 Special Meeting Minutes

**3.2 Acknowledge Correspondence**

- Thank you Note from Kent R. Davault
- Happy Holidays and New Year Card from Brenda

**3.3 Authorize to pay vouchers**

Summary of Payments December 2025-Current			
Amount	Fund Breakdown	Amount	Description
\$601,606.54	General Fund 010	\$736,959.68	Payroll
\$299,674.47	EMS Fund 011	\$180,451.16	Accounts Payable
\$597.86	Equipment Fund 041		
\$15,531.97	Construction Fund 020		
		<b>\$917,410.84</b>	

Commissioner Pettit made a motion to approve the Consent Agenda. Commissioner O’Neill seconded the motion. There was no further discussion. The Board voted unanimously to approve the agenda as presented.

**4. Public Hearing:** None

**5. Public Comment:**

- A-Shift would like to thank the commissioners for the prime rib on Christmas, lots of their families were able to join them for the meal.

**6. Administrative Reports**

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

- The overtime reports are attached for the month of December. OT hours were 524, the lowest for 2025.
- The financial statements are not reconciled because the reports are not available from the county as of today. The bottom line is looking better than originally projected due to the spending freeze in the last quarter of the year. However, January will be a very large AP month with many of the items being shifted to Q1 of 2026.
- We received a large \$10,000 donation from a private donation.

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

- The banquet is tomorrow at 6pm at the Armory.
- Legislative Day is on January 29<sup>th</sup>. Commissioner Pettit commented that he would like to attend.

- WFC Spring Seminar is in Spokane with a new commissioner training on March 14<sup>th</sup>. Commissioner Polak would like to attend.

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

- December call volume was slightly above average. The YTD total of calls is 5422, a 9% increase over last year. EMS is up 7% and fire is up 19%, there were 10 more structure fires this year, natural wildland fires were down.
- Newly hired members training is going well and they will be going to the academy at the end of January. The training division put on a agency wide drill that went really well.
- The slip tank was returned to YTC and the 5<sup>th</sup> wheel training paperwork is being sent. The trailers were in good condition and can be used.
- Chief Palmer will be arriving tomorrow and attending the banquet.
- NERIS is the new federal reporting platform and we are working on developing training for the program.

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

- Meetings originally scheduled with Chief Goldsmith are being attended by DC Moen and ASM McBride, the County Chief meeting will be at KVFR and we have a hospital meeting next Monday.

**6.5 Commissioner Report:**

- Commissioner Pettit reported on the meeting with Kittitas County, there was very good conversation and we had three attorneys in the room. KVFR will provide sample contracts from other agencies.
- Commissioner Pettit reported that Kittcom is going well and they are getting hardware installed on Blewett Pass, which will help with service.
- Commissioner Clerf attended the LMC meeting and would like to get started on labor negotiations.
- Overall the board would like to emphasize that they are going to continue to work on the strategic plan and starting the process for hiring a permanent fire chief.

**7. Unfinished Business:**

**7.1 Non-Taxed Entities:** This item was discussed above under commissioner report regarding the meeting with the county.

**8. New Business**

**8.1 200.08 Purchasing Policy and Procedures:** Commissioner Pettit made a motion to approve policy 200.08. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

**8.2 Resolution 26-01 2026 Wage and Stipend Schedule:** Commissioner O'Neill made a motion to approve Resolution 26-01. Commissioner Pettit seconded the motion. There was no further discussion and the motion passed unanimously.

**8.3 Resolution 26-02 2026 Fee Schedule Amendment:** Commissioner O'Neill made a motion to approve Resolution 26-02. Commissioner Pettit seconded the motion. There was no further discussion and the motion passed unanimously.

**8.4 Resolution 26-03: Authorizing Commissioners to serve as Volunteer Firefighters:** Commissioner O'Neill made a motion to approve Resolution 26-03. Commissioner Polak seconded the motion. There was no further discussion and the motion passed unanimously.

**8.5 Set Public Hearing Date for 2026 Performance Benchmarks:** Commissioner Pettit made a motion to set a Public Hearing Date for March 12<sup>th</sup> @1900 hours to review and performance benchmarks.

Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

**8.6 Revenue Sources Taxed and Non-Taxed:** ASM presented the attached report and discussed funding mechanisms for KVFR. The board discussed to have more information provided regarding the impact fees and how there could have been revenue with WinCo and other businesses. ASM said she would have more information for that at the next meeting.

**8.7 Deputy Fire Chief Personal Services Contract:** Commissioner Clerf recused himself from the item. Commissioner Pettit made a motion to approve the DC personal services contract. Commissioner O'Neill seconded the motion. There was no further discussions ant the motion passed unanimously.

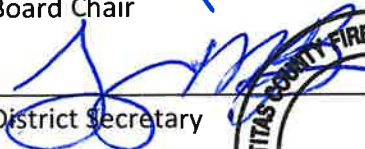
**9. Good of the Order:** Commissioner Clerf would like to welcome Andy Polak as a commissioner and thank Ross Ogan for his service.

**10. Executive Session:** At 2002 Commissioner Clerf announced that the Board would be going into executive Session pursuant to RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee and RCW 42.30.140(4)(b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress." The Executive Session would be for 30 minutes until 2032. 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 2032 it was announced that executive session would be extended for 15 minutes until 2047. The regular meeting resumed at 2047 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 2048 hours.

  
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Board Chair

  
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District Secretary

