

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

Minutes of: Commissioners' Board Meeting
Meeting date: April 9th, 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: Interim Chief Roy Palmer, Deputy Chief Chris Moen Via Phone, ASM McBride, and numerous firefighters and members of the public.

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

2. Approval of Agenda:

Commissioner O'Neill made a motion to approve the agenda. Commissioner Pettit 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

- March 12th-Meeting Minutes
- April 1st- Special Meeting Minutes

3.2 Acknowledge Correspondence

- Thank you note from Brookside Funeral Home
- Donation in memory of Hayden Fisher

3.2 Authorize to pay vouchers

March 2026			
Amount	Description	Amount	Description
\$722,508.79	GEN FUND 010	\$896,257.94	PAYROLL
\$267,703.29	EMS FUND 011	\$96,152.78	CLAIMS
\$2,198.64	EQUIPMENT FUND 041		
\$992,410.72			

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: None

6. Administrative Reports

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

- The overtime reports are attached for the month of March. OT hours were 538 for March.
- The financial statements were not reconciled and not available from the county yet.
- Large expensive were for Target solutions a training software and the November commissioner election.

- The budget committee should look at late April for a meeting to start work on the priority based budgeting and mid year budget items.
- Thank you to LT. Wallace, he applied for and received HB1168 grant funding for fire shelters.

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

- PDC filing is due by April 15th for commissioners.
- We have our pst profile open and will be doing the assessment center on May 13th, 2026.
- The WFCIA is hosting a class called “transforming fire service culture” in June. Commissioner Pettit has been registered.

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

- Runs are down 2.5% over this time last year. We are also down transfers.
- We have 3 members at the Washington State Fire Academy. Graduation is next Friday.
- The Training division hosted a wildland field day.
- Currently at ESO and learning what is going on to be able to run some reports for.
- Thank you to Sydney for all of her hard work keeping things together. Thank you to Brad for going above and beyond with the grant opportunity.
- Since Chief Goldsmiths departure he has been on duty 76% of the time. The duty chief is an essential part of KVFR’s response model and would like to be there to support everyone on the line. Chief Moen is requesting assistance with the Duty Chief responsibility. There was no further comment.

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

- We have hired Nick Jones, he will be joining KVFR on the 15th of April.
- We have a testing process coming up and will hopefully get a few more people onboard.
- Chief Palmer stated to think we are doing nothing is an incorrect statement, you have created a monster with an incorrect statement, he doesn’t agree with Chief Moen that we have to have a duty officer at that level or the frequency. We need to rely on our officers to run the shift. If it were a simple answer he would give it. He had a meeting with Rich Elliott and he is open to doing more than what he is doing for duty chief. Chief Palmer stated we will have to work on it but there is no simple solution. We have very capable officers that can do their job and we need to empower them to do their job. There is no simple solution and appreciates where DC Moen is coming from but disagrees with his methodology for Duty Chief. Through the strategic planning process, will identify the need and how to move forward.
- Chief Palmer had a nice meeting today with the Sheriff and you have a great relationship them.
- Engine 282 has been in Yakima for the last 5 months. They believed they found it was more of a grounding situation than the ECU itself. Mike hopes to come down and get that back into our stable.
- Chief Palmer would like to remind the board about the strategic plan and needing to move forward with this.
- He talked to WSRB on the telephone and went through a lot of the stuff and looking forward to working with Eric and the WSRB team being onsite. Chief Palmer is an ISO guy so this will be a good experience.
- The firefighter contract is up at the end of the year and we need to do negotiations in the next few months. There are lots of other contracts to be negotiated. We have a lot of projects in front of us.

6.5 Commissioner Report:

- Commissioner Pettit shared that Kittcom met today and they have two new techs to work on projects. They will be able to do testing before they move to the sights. They are about halfway through training. Things are moving forward with Kittcom. Commissioner Polak had no further business to share.
- Commissioner Clerf shared that LMC had a meeting, a few things were cleared up and they are looking forward to starting contract negotiations.

7. Unfinished Business:

7.1 Ambulance Billing: ASM McBride attended a training regarding ambulance billing and spoke about the following:

- Rates do not directly drive reimbursement rate.
- Medicare & Medicaid set the ceiling for billing.
- Payer mix drives financial outcomes.
- Documentation directly impacts payment outcomes. Good reports equal good billing returns.
- KVFR may want to consider changing some of the billing practices including removing resident vs nonresident because that method typically gives the discount to insurance companies not the individuals due to the payor mix of KVFR.
- Recommends having a analysis of billing procedures and potentially PCG do a more in-depth study.

8. New Business

8.1 Resolution 26-06: Lid Levy Lift and Lid Levy Process: Discussion occurred amongst the commissioners about the need to raise taxes. Commissioner Pettit shared that he feels the community is stressing with the rising taxes and costs, but where we are with our organization, we need to have some additional revenue, we need to be able to provide revenue to work very hard for our community. Commissioner Pettit struggles with what our tax payers will have to do but the agency needs additional money. People are struggling, 15 cents per \$1000 is not a large increase, or amount of money. Commissioner Pettit is in support of the levy resolution. Commissioner Pettit made a motion to approve Resolution 26-06. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously. Commissioner Clerf commented that as far as economics go, he doesn't want to pay more taxes but it will help the budget and services for the community. Commissioner Pettit stated that farmers are struggling.

8.2 Resolution 26-05: Litigation Defense: Commissioner Pettit made a motion to approve Resolution 26-05. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

8.3 Fire Chief Job Description: ASM McBride presented an updated Fire Chief Job Description. Discussion occurred amongst the commissioners that some of the things have to stay where it is for the situation of the agency right now, regarding mostly duty chief. Commissioner Polak asked if the duplication got eliminated 4.1 and 4.8. ASM said yes, it did. Commissioner Pettit, appreciated the comment about working on the duty chief. Commissioner O'Neill asked questions regarding the physical demands and felt there was repetitiveness. Eliminate repetitiveness under work environment. Commissioner Pettit made a motion to approve the fire chief job description with the discussed edits. Commissioner Polak seconded the motion. There was no further discussion and the motion passed unanimously.

8.4 RFP Strategic Plan and Standards of Coverage: The chair asked if the RFP's have been reviewed, chief Palmer has looked at them but nothing was scored. The chair believes that these should be evaluated and scored and bring a recommendation back to the full board before we award the bid.

Commissioner Polak stated that he would normally agree but a company has been hired from Kittitas County to do an entire standard of coverage. They may be able to reduce the amount of time. Chief Palmer believes that though it might be a good study the data and information gathered may not be KVFR specific. The chair is thinking we need to table this and evaluate what the county currently has. Commissioner O'Neill commented that there is some value in the study by the county to consider. The proposals we have got need to be reviewed. The board would like to find out the timeline on standards of coverage for the county. Commissioner Polak made a motion to create a subcommittee to research this and report back. Commissioner Pettit seconded the motion. There were no further discussion and the motion passed unanimously.

8.5 City of Kittitas: KVFR was approached about providing fire marshal services to the City of Kittitas. ASM McBride sent over some information regarding the cost analysis to the city with the intent for this position to include a chief of prevention/training. The board directed the agency to continue pursuing this contract.

8.6 Resolution 26-07: Credit Cards: The credit cards were changed back in August but we are finding the amounts are too low for the amount of business use we have. ASM is requesting an increase to the credit card limits. Commissioner O'Neill made a motion to approve Resolution 26-06 and Commissioner Pettit seconded the motion. There were no further discussion and the motion passed unanimously.

9. Good of the Order: None.

10. Executive Session: None.

12. Adjournment

Commissioner O'Neill made a motion to adjourn the meeting. Commissioner Pettit seconded the motion. There was no further discussion and the board voted unanimously to adjourn the meeting. The meeting adjourned at 8:07pm.



Board Chair



District Secretary

