

KITTITAS COUNTY FIRE DISTRICT #2
Ellensburg, Washington

Minutes of: Commissioners' Board Meeting, Regular Session
Meeting date: February 9, 2017
Meeting time: 1000 hours
Meeting place: 400 E. Mountain View, Station 29

Commissioners in Attendance: Pat Clerf, Neil O'Neill, Neal Houser, John Smith and Glenn Huffman.

Others in Attendance: Chief John Sinclair, Deputy Chief Elliott, District Secretary Shannon Hill, FSM Simon and two members in the audience.

1. Call to Order: Commissioner Clerf called the meeting to Order at 1000 hours and led the Pledge of Allegiance.

2. Approval of Agenda:

Commissioner Smith made a motion to approve the agenda as presented. Commissioner Houser 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 of the following items were enacted with one motion:

3.1 Approve Meeting Minutes

- January 12, 2017 Minutes

3.2 Acknowledge Correspondence

- Thank you note to Chief Elliott for giving a tour

3.3 Authorize to pay vouchers

FEBRUARY 2017		
Batch #	Amount	Description
2017.02.01	\$240,411.36	Payroll - General Fund 010
2017.02.02	\$136,056.87	Payroll - EMS Fund 011
2017.02.03	\$33,290.79	Payroll - General Fund 010 - Volunteers
2017.02.04	\$45,878.85	Expenses - General Fund 010
2017.02.05	\$19,838.18	Expenses - EMS Fund 011
2017.02.06	\$1,667.27	Expenses - Construction Fund 020
2017.02.07	\$655.58	Expenses - Equipment Fund 041
	\$477,798.90	Total

Motion was made by Commissioner O'Neill to approve the consent agenda items as presented. Commissioner Smith seconded the motion. There was no further discussion. The Board voted unanimously to approve the consent agenda items as presented.

4. Public Hearing: None

5. Public Comment: None

6. Administrative Reports:

6.1 Finance Report: FSM Simon's presented the attached report and the following items were discussed in further detail:

- Overtime was discussed, January being the busiest month in history, which included a decrease in transfers. February is also looking to be very busy.
- FSM Simon discussed the investment plan and that the first investment had been made.

6.2 District Secretary Report: District Secretary Hill presented the attached report.

6.2 Deputy Chief Report: Chief Elliott presented the attached report and the following items were discussed in further detail:

- Narcotics Loss: The security processes are being re-evaluated and policies are being updated. The EPD investigation has basically stalled out. Card readers for Station 21 will probably be one of the upgrades needed. The total cost for security upgrades will be about \$14,000. Changing the door codes at the volunteer stations was also discussed.
- There was discussion on EMS transfers and participation from Hospital District 2. Chief Elliott informed the Board that staff was tracking the transfers out of KVH, including releasing doctors and transfers out of the hospital due to not enough staffing.
- The Station 22 plans were discussed and a proposal will be submitted at the March Commissioner meeting for approval to go out to bid.
- A proposal will be presented at the April Commissioner meeting to go out to bid (open bid) for a new medic unit, with an anticipated delivery date of Spring 2018.
- Chief Elliott discussed the SAFER Grant application that is going to be submitted.
- Chief Elliott gave an update of the Recruit School class; they are doing well.
- Liberty Call: Chief Elliott discussed the issue of serious patients (MVA's) from upper county, (scene of accident) being transported to KVH and then having to be transported out of the county to another hospital, usually on the west side, due to the seriousness of injuries.

6.3 Chief's Report: Chief Sinclair presented the attached report and the following items were discussed in further detail:

- There was discussion regarding the proposed storage building in the back lot and that we would be required to install a hydrant for that building. Also, discussed was the big silver barn adjacent to our property and the owner's willingness to rent/long term lease part of that building to the District for storage needs. Chief Sinclair requested permission from the Board to explore the option of using that barn for our storage needs. The Board agreed for Chief Sinclair to pursue discussions with the owner.
- Chief Sinclair briefed the board on the latest draft of the City of Ellensburg Contract, highlighting some of the changes. The final contract should be under New Business at the March meeting. Commissioner Huffman had questions regarding the number that we would be using from

Exhibit A, Chief Sinclair stating it would be the built value, not including the contents. There was also discussion regarding the water usage provisions included in the draft contract.

- Chief Sinclair informed the Board that he had received a memo from Barb Graff, Director, Office of Emergency Management for the City of Seattle. She is asking for support for HB 1995, which would create a historic building rehabilitation financing pilot program in the State Department of Commerce. This bill would address unreinforced masonry buildings. Chief Sinclair requested Board approval and received it to write a letter of support.
- Chief Sinclair informed the Board regarding discussion and a meeting that he and Chief Elliott had with District 7 Chiefs about a merger between District 7 and District 2. During that discussion it was decided that both Districts would apply for SAFER Grants. Part of the grant application is a letter of support from the Board of Commissioners. Chief Sinclair read the letter to the Board and requested that Chairman Clerf sign the letter. The Board agreed that Chairman Clerf should sign the letter to be included with the grant application.

6.4 Commissioners Report: None

7. Unfinished Business:

- 7.1** Set Special Meeting date to reschedule Capital Facilities Planning Workshop: Due to a lack of quorum at the January 31 meeting, the Special Meeting needs to be rescheduled. Chief Sinclair suggested dates of February 27th or March 3rd. Commissioner Clerf set a special meeting date for March 3, 2017 at 10:00am

8. New Business:

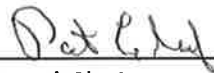
- 8.1** Resolution 17-04: Declare as Bad Debt; Authorize Write-Off: DS Hill presented Resolution 17-04. Commissioner Houser made a motion to approve the referenced accounts as uncollectible and authorize the write-offs as bad debt. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.2** EMS Transport Fee Billing Policy: DS Hill presented the revised EMS Transport Billing Policy for approval. Following discussion regarding granting approval of financial assistance the Board requested language be added to the policy to include Board review and approval of financial assistance, if warranted. Commissioner Huffman made a motion to approve the policy as amended. Commissioner Smith seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.3** Resolution 17-05: Revise Authorized Credit Card Accounts: FSM Simon presented Resolution 17-05 stating that Administrative Assistant DeWitt's job duties/responsibilities have changed and Chief Sinclair had approved the credit card authorization with a \$2,000 limit for her. Commissioner Houser made a motion to approve Resolution 17-05. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.4** Certification of 2016 Volunteer Firefighter Pension Participation: DS Hill presented the Certification Form to the Board. Commissioner Huffman made a motion to certify the form and authorize the Board Chair to sign. Commissioner Smith seconded the motion. Commissioner's Clerf and Houser recused themselves from the vote as they are volunteers with the District. There was no further discussion and the motion passed unanimously with a 3-0 vote.
- 8.5** Establish Merger Committee: Chief Sinclair discussed with the Board the possibility of a consolidation between Kittitas County Fire Districts 1, 2 and 7, stating he had been approached by Chief's Wiseman and Pearson from Fire District #7. Chief Sinclair stated that there are many

things that would have to be discussed and determined if this to happen, but first is determining if the Board is even interested in moving forward to explore such an option. The Board agreed that they were interested in exploring the option of consolidation, establishing a committee and having a joint board meeting with the Commissioners from Fire District 1 and 7. Chief Sinclair will look at the possibility of a joint board meeting in April or May. Commissioners Houser and Huffman stated they would like to be on the committee.

9. Executive Session: None

10. Adjournment

A motion was made by Commissioner O'Neill to adjourn the meeting. Commissioner Houser seconded the motion. There was no further discussion and the board voted unanimously to adjourn the meeting. The meeting was adjourned at 1125 hours.



Board Chair



District Secretary

