

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

Minutes of: Commissioners' Board Meeting, Regular Session
Meeting date: Thursday, May 11, 2017
Meeting time: 1900 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 five members in the audience.

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 Houser made a motion to approve the agenda. Commissioner Smith seconded the motion. There was no further discussion. The Board voted unanimously to approve the agenda as amended.

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

- April 13, 2017 Regular Meeting

3.2 Acknowledge Correspondence

- "Above and Beyond Award" letter and note to Amber Simon from Bias Software.
- Facebook post of appreciation
- Thank you/appreciation note to Alice DeWitt and Manda Beckett from Michael Painter, Director of Professional Services, Washington Association of Sheriffs and Police Chiefs

3.3 Authorize to pay vouchers

MAY 2017		
Batch #	Amount	Description
2017.05.01	\$236,527.89	Payroll - General Fund 010
2017.05.02	\$131,939.59	Payroll - EMS Fund 011
2017.05.03	\$41,268.50	Accounts Payable - General Fund 010
2017.05.04	\$18,568.39	Accounts Payable - EMS Fund 011
2017.05.05	\$4,057.17	Accounts Payable - Construction Fund 020
2017.05.06	\$4,474.02	Accounts Payable - Equipment Fund 041
	\$436,835.56	Total

Commissioner O'Neill made a motion 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: 2017 Performance Benchmarks: Commissioner Clerf opened the Public Hearing at 1902 hours. Chief Elliott reviewed the 2017 Performance Benchmarks with the Board. There was discussion regarding reducing some of the standards because the physical limitations of the previous headquarters fire station are gone. Also discussed was the Aircraft Response Rescue Firefighting (ARRF) reporting and putting in a standard of 900 seconds for first response. The Board discussed lowering the nighttime response time down to three minutes. Commissioner Huffman believes that the standard should be set that is achievable and provide a better delivery of service, but below 200 seconds. Also discussed was a delay that is built into our reporting, based on the dispatcher having to manually key in the time, so the figures are actually better than they look, but the times are based on what is entered into the report. At the July meeting, Chief Elliott will bring some additional data related to the response numbers for further discussion. Commissioner Clerf closed the Public Hearing at 1930 hours.

5. Public Comment: None

6. Administrative Reports:

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

- Capital Facilities Plan: Following discussion, the decision was made to schedule a Capital Facilities planning meeting for June 8, 2017 at 6:00pm. Commissioner Houser made a motion to schedule a special meeting at 6pm for the next three meetings; June 8, 2017, July 13, 2017 and August 10, 2017, for a Capital Facilities planning meeting. Commissioner Houser seconded the motion. There was no further discussion and the motion passed unanimously.

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:

- There was discussion regarding burn restrictions and burn bans. Implementation of fire bans will happen by using a science-based approach this year. The ban will go into effect based on the weather, not a specific date and this approach is easier to defend to the public.
- Chief Elliott updated the Board on the progress of the Station 22 plans.

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

- Chief Sinclair briefed the Board regarding the ongoing issues with the construction of Station 2-9, a meeting is planned with the construction company and the architects.
- Commissioner Smith talked about the express one-year warranty on new construction however; there is also a state law that warranty issues are the result of faulty workmanship that law extends to seven years.
- Merger Discussion: Chief Sinclair and Elliott will meet with the Chiefs of District 1 and 7 to discuss further details and come up with a "what if" plan relative to the merger process.
- Portable radios vs pagers: The pagers cost about \$380.00 and once they are out of date, they are unable to be serviced. Radios cost about \$350.00 and can be programmed to page.

- **Root Cause Analysis:** Two incidents in the last month where individuals have received minor injuries, so we are implementing a root cause analysis on what caused these incidents – when they are safety related. Commissioner Huffman requested to review the reports.

6.4 Commissioners Report: Commissioner Huffman reported on the KITTCOM meeting. KITTCOM is still down several dispatchers, they are in the process of implementing a succession plan and they are looking at changing out the radios in the next ten years. Additionally, he is trying to get the Interlocal Agreement changed to separate KVFR from the rest of fire departments and give us our own vote.

7. Unfinished Business:

7.1 City of Ellensburg Contract: Chief Sinclair reviewed with the Board what discussions he had with the City Manager regarding this agreement. Chief Sinclair requested that the Board approve and sign the contract and give it to the city and move forward. There was discussion regarding a contract with the City and not the County and the differences between the two entities. It was decided to table this until the June meeting and in the meantime, Chief Sinclair will talk to Jerry Pettit and gather more information. Commissioner Smith made a motion to table the City Contract to the June meeting. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

8. New Business:

8.1 Ambulance Bid Approval to Proceed: Commissioner Houser made a motion to approve staff to proceed with the ambulance bid. Commissioner Huffman seconded the motion. There was no further discussion and the motion passed unanimously.

8.2 Interlocal contract for Cooperative Purchasing with HGACBuy: Commissioner Huffman made a motion to approve the contract and authorize the Fire Chief to sign it. Commissioner Smith seconded the motion. There was no further discussion and the motion passed unanimously.

8.3 Station 21 Well: Chief Sinclair briefed the Board on options regarding the well at Station 21. There are three houses left on the well and one person believes they have a lifetime agreement for water from the well. There was discussion regarding what the cost of a latecomer's agreement with the city would cost.

8.4 Resolution 17-06 Performance Measures: Chief Sinclair presented this resolution, with his advice being to pass the resolution as presented and revisit with potential changes in July. Commissioner Huffman so motioned with Commissioner Houser seconding the motion. There was no further discussion and the motion passed unanimously.

8.5 Status of Current Hiring List: Chief Sinclair discussed with the board the status of the current hiring lists and the idea of testing and creating a new firefighter EMT/PM list. There was also discussion regarding the consideration of sun setting both lists once a new list is established. The Board directed staff to begin the testing process.

8.6 Resolution 17-07: Cancel and reissue Outstanding Warrant: Commissioner Smith made a motion to cancel and reissue the outstanding warrant. Commissioner Houser seconded the motion. There was no further discussion and the motion passed unanimously.

Commissioner Huffman requested the Board for consideration for him to attend the Fire Rescue International Conference in July. He would like to represent the Board as the Chief is ending his tenure as the IAFC President. Additionally, there are many classes for elected officials at this conference. The cost of his attendance would be approximately \$2000.00. Chief Sinclair stated that it is appropriate for

a commissioner to attend and there is money in the budget for commissioner education. The Board agreed and directed staff to make the arrangements.

9. Executive Session: At 2100 hours Commissioner Clerf announced the Board was going into Executive Session as authorized by RCW 42.30.110(1)(g) to review the performance of a public employee, following a five-minute break. The executive session will be 15 minutes until 2120 hours. Commissioner Clerf requested that Chief Sinclair remain to meet with the Board members during this executive session.

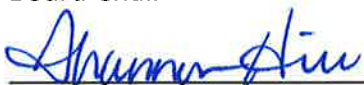
The regular meeting resumed at 2120 hours.

10. Adjournment

Commissioner O'Neill made a motion to adjourn the meeting. Commissioner Smith seconded the motion. There was no further discussion and the board voted unanimously to adjourn the meeting. The meeting adjourned at 2120 hours.



Board Chair



District Secretary