

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

**Minutes of:** Commissioners' Board Meeting, Regular Session  
**Meeting date:** Thursday, June 8, 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 three 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**

- May 11, 2017 Regular Meeting

**3.2 Acknowledge Correspondence**

- Thank-you letter from Chief Sinclair to Scott Mattson, Kittitas County Veterans Association
- Resignation letter from Kyle Eisele

**3.3 Authorize to pay vouchers**

JUNE 2017		
Batch #	Amount	Description
2017.06.01	\$251,914.60	Payroll - General Fund 010
2017.06.02	\$147,471.90	Payroll - EMS Fund 011
2017.06.03	\$50,675.16	Accounts Payable - General Fund 010
2017.06.04	\$22,045.82	Accounts Payable - EMS Fund 011
2017.06.05	\$4,505.05	Accounts Payable - Construction Fund 020
2017.06.06	\$6,818.70	Accounts Payable - Equipment Fund 041
<b>\$483,431.23</b>		<b>Total</b>

Commissioner Smith made a motion to approve the consent agenda items as presented. Commissioner O'Neill 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 presented the attached report and the following items were discussed in further detail:

- The monthly overtime was over the average due to extended sick leave and the DNR Academy. Commissioner Huffman requested information regarding the annual overtime budget.

**6.2 District Secretary Report:** No Report

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

- A 911 Diversion Program for low-risk EMS patients is under consideration. The program could divert some alpha and bravo patients to a nurse line to see if they actually need a 911 response. There is a direct marginal cost of \$250.00 just for the medic unit to leave the station.
- The City of Ellensburg is going out for a Request for Proposal (RFP) shortly for the cabulance service.
- There was discussion regarding recruitment and medical providers in Ellensburg. Statistics show that every doctor that graduates has on average 100 firm offers and people tend to practice in the area of their residency.
- The fuels mitigation efforts are going well; Captain Seemiller and FF Sandman attended a Firewise conference in Colorado Springs and presented KVFR's program. FF Sandman gave a brief report of the conference stating it was very educational.
- Chief Elliott shared with the Board the Station 21 preliminary plans layout; the Board gave direction to begin the RFQ process.

**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 Community well at Station 21. Chief Sinclair is following up with the attorney regarding lifetime coverage for the well users. Also, discussed was opportunities for funding to replace the well.
- A technical report was received from Terragraphics and a report from the Department of Ecology; there were no contaminants in the last soil sample. There will be one more report and then we should receive a no further action letter.
- There was discussion regarding the City of Ellensburg contract; the Chief is still conducting research and he may bring a recommendation to the Board next month to accept the language in the city's revised contract.

**6.4 Commissioners Report:** No Report

#### **7. Unfinished Business:** None

#### **8. New Business:**

**8.1 Resolution 17-08: Revise Authorized Credit Card Account:** FSM Simon reviewed this resolution with the Board. Commissioner Huffman had a question regarding generic credit cards, FSM Simon explained that this something the bank would not allow. Commissioner Houser made a

motion to approve Resolution 17-08. Commissioner Huffman seconded the motion. There was no further discussion and the motion passed unanimously.

- 8.2 Resolution 17-09: Cancel and Reissue Outstanding Warrant: Commissioner Smith made a motion to approve Resolution 17-09. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.3 2017 Fire Engine and Equipment: Chief Elliott presented the Fire Engine Bids giving the spec committee recommendations. Commissioner Huffman made a motion to approve the bid from General Fire and directed staff to proceed with the purchase. He also recognized Dustin Mohan and Mike Gray for their work on this project. Commissioner Smith seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.4 Station 22 Construction: Chief Elliott presented the Station 22 construction bids for review with recommendation to award the bid to Belsaas and Smith. Commissioner Huffman made a motion to approve the bid and directed staff to proceed. Commissioner Houser seconded the motion. There was no further discussion; Commissioner Smith recused himself from the vote and the motion passed 4 – 0.
- 8.5 2018 Ambulance Bid: Chief Elliott presented the ambulance bids for review with recommendation to award the bid to Braun Northwest for the 3500 chassis. Commissioner Huffman made a motion to award the bid to Braun Northwest for the 3500 chassis and direct staff to proceed with the purchase. Commissioner Houser seconded the motion. There was no further discussion and the motion passed unanimously.

**Executive Session:** At 2018 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. The executive session will be 15 minutes until 2033 hours. Commissioner Clerf requested that just the Commissioners remain during this executive session.

Following the Executive Session there was a five-minute break. The regular meeting resumed at 2033 hours.

- 8.6 **Fire Chief Contract:** Commissioner Houser made a motion to approve the Fire Chief's contract. Commissioner Smith seconded the motion. There was no further discussion and the motion passed unanimously.
9. **The Good of the Order:** Commissioner Clerf requested discussion regarding a recently dispatched fire call; many rigs responded and it turned out there was no fire and it was outside of District boundaries. He was concerned about the personnel and equipment out of service, and the overtime created and would like to see more discretion used before responding to such events. Chief Sinclair confirmed that this should have been a single rig response, and that we need to make sure we are not over committing resources especially outside of the District. Although, we want to be mindful of fires that could touch or impede into the District. At the next Captain's meeting, this will be a topic of discussion. Also discussed was the changes to Seventh Street to make it a bike safe road.

10. Adjournment

Commissioner O'Neill made a motion 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 adjourned at 2050 hours.



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Board Chair



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District Secretary