

KITTITAS COUNTY FIRE DISTRICT #2
Ellensburg, Washington

Minutes of: Commissioners' Board Meeting, Regular Session
Meeting date: Thursday, July 13, 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 Rich Elliott, District Secretary Shannon Hill, FSM Amber 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 O'Neill 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 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

- June 8, 2017 Study Session Meeting Minutes
- June 8, 2017 Regular Meeting Minutes

3.2 Acknowledge Correspondence

- Thank-You from Bares and Broncs
- Thank-You from the Brunson's.
- Thank-you to Rich Elliott from Sherri Kuehl, Meadow's Place
- Thank-you to Victoria McFarland, Josh DeHerrera, and Kyle Buchannan from Christopher Perry, for the care of his stepmother.
- Thank-you note to operations from Captain Delvo regarding the Cooke canyon fire.
- Thank-you letter from David Oja to his KVFR family.
- Letter of resignation and thank-you from Eric Enders.
- Thank-you email from Chief Evans for the help on the Thorp Prairie Road Fire.
- Thank you email from Lori Brown, Aging & Long Term Care to Rich Elliott.

3.3 Authorize to pay vouchers

JULY 2017		
Batch #	Amount	Description
2017.07.01	\$267,343.11	Payroll - General Fund 010
2017.07.02	\$152,251.99	Payroll - EMS Fund 011
2017.07.03	\$42,198.30	Accounts Payable - General Fund 010
2017.07.04	\$20,002.42	Accounts Payable - EMS Fund 011
2017.07.05	\$1,220.07	Accounts Payable - Construction Fund 020
2017.07.07	\$3,750.21	Accounts Payable - Equipment Fund 041
	\$486,766.10	Total

Commissioner Houser 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 as presented.

4. Public Hearing: None

5. Public Comment: Kevin Mohan addressed the Board, requesting that the Board and staff address the issue of absorbing the cost of sending a new hire firefighter to the academy and then having the new hire resign the position within the first year of employment. Commissioner Clerf and Chief Sinclair stated that they had been discussing this and were considering making it a condition of employment that a new hire would have to pay back the District the cost of the academy if they left within a certain time period.

6. Administrative Reports:

6.1 Finance Report: FSM Simon presented the attached report and there was discussion in further detail on the following items:

- Commissioner Clerf had a question regarding repairs and maintenance during the financial statement review.

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

6.2 Deputy Chief Report: Chief Elliott presented the attached report and there was discussion in further detail on the following items:

- Chief Elliott would like to see a stricter vetting process regarding paramedic certifications with new hires.
- The new cabulance should be in service in late October, early November. If crews respond to a call and are not the right transport agency, they can call the cabulance. Fire, police or a medical provider can only originate a call for the cabulance.
- Yakima County is piloting a new nurse diversion program. A similar program may be started here with buy in from Dr. Horsley and KITTCOM.
- Chief Elliott gave a brief comparison of where we were with in-house ambulance billing and where we are now with Systems Design.
- Chief Elliott discussed some of the issues in working with Kittitas County Fire District #4 (Vantage) and plans to alleviate them.

6.3 Chief's Report: Sinclair presented the attached report and there was discussion in further detail on the following items:

- Station 2-9 issues regarding the roof and the insulation were discussed; Wine County now has their insurance company involved. Some of the ductwork may have been done incorrectly, the ground radar shows a low spot and the civil engineers are discussing this with the general contractor.

6.4 Commissioners Report:

- Commissioner Huffman reported that the nurse referral line had been discussed at the KITTCOM meeting and what the cost would be and the possibility of agencies sharing the cost.

7. Unfinished Business: None

8. New Business:

- 8.1 Resolution 17-10: Concurrence with Request of City of Kittitas to Annex to Kittitas County Fire District #2, Request Kittitas County to Call a special Election on the Annexation: Chief Sinclair presented this resolution, stating that the City of Kittitas had not passed the required ordinance in order for us to pass this resolution. The City of Kittitas is meeting on July 25, 2017 to pass a new ordinance. In the meantime, the BoFC can approve this resolution as to form, sign the resolution once the City of Kittitas has corrected their ordinance. Commissioner Smith made a motion to approve the resolution as to form and sign following a corrected ordinance from the City of Kittitas. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.2 Station 21 Architect Interview: Chief Elliott and Commissioner Smith reviewed with the Board the results of the architect interviews. Chief Sinclair stated that we should be receiving a letter from TCA releasing them from the previous contract regarding Station 21. Commissioner Huffman made a motion directing staff to begin negotiations with BORArchitecture detailing a scope of work once we have a release letter from TCA. Commissioner Houser seconded the motion. There was no further discussion and the motion passed unanimously.

9. The Good of the Order: None

10. Executive Session: At 2030 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 10 minutes until 2040 hours. Commissioner Clerf requested that Chief Sinclair, Chief Elliot, HR Hill and Union President Wallace remain to meet with the Board members during this executive session.

The regular meeting resumed at 2040 hours.

11. 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 2041 hours.

Pat P...

Board



District

Secretary