

KITTITAS COUNTY FIRE DISTRICT #2
Ellensburg, Washington

Minutes of: Commissioners' Board Meeting, Regular Session
Meeting date: January 11, 2018
Meeting time: 1900 hours
Meeting place: 400 E. Mountain View, Station 29

Commissioners in Attendance: Pat Clerf, Neil O'Neill, Neal Houser, and John Smith. Commissioner Glenn Huffman had an excused absence.

Others in Attendance: Chief John Sinclair, District Secretary Shannon Hill, FSM Manda Beckett and two members in the audience.

1. Call to Order: Commissioner Clerf called the meeting to Order at 1002 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 presented.

2.1 Swearing in of Commissioners Clerf and Houser: District Secretary Hill administered the oath of office to Commissioner Pat Clerf and Commissioner Neal Houser. Commissioners Smith and O'Neill witnessed the administration of the oath. The Oath of Office documents were recorded with Kittitas County Records and are on file with the District Secretary at the Fire District's administrative office.

2.2 Selection of Board of Fire Commissioner's Board Positions for 2018: Commissioner Smith made a motion to retain the same commissioners in their current positions, Pat Clerf for Board Chair, John Smith as Vice Chair, and Neill O'Neill and Neal Houser as Representatives on the Local Board of Volunteer Firefighters. Commissioner O'Neill seconded the motion. There was no further discussion. The board voted unanimously to approve the positions as presented.

2.3 Selection of Board representative on Financial Review Committee: Commissioner Houser made a motion to appoint John Smith as the Board representative on the Financial Review Committee. Commissioner O'Neill seconded the motion. The Board voted unanimously to approve the position as presented.

2.4 Selection of Board representative on Labor Management Committee and KITTCOM: Commissioner Smith made a motion to retain the same commissioners in their current positions for representative on the Labor Management Committee, Commissioners Huffman and Houser and Commissioner Huffman on the KITTCOM Board. Commissioner O'Neill seconded the motion. The Board voted unanimously to approve the positions 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

- December 11, 2017 Meeting Minutes

3.2 Acknowledge Correspondence

- Thank you letter and Certificate of Appreciation to Chief Sinclair from the IAFC Wildland Fire Program Team for support of the Ready, Set, Go! Program.
- Thank you letter from Bryan Pearson, Deputy Chief of Kittitas County Fire & Rescue 7 to Deputy Chief Elliott thanking him for his support in their hiring process.
- Thank you letter from Bryan Pearson, Deputy Chief of Kittitas County Fire & Rescue 7 to Captain Delvo thanking him for his support in their hiring process.

- Thank you note to Joe, Shannon and Alice from an administrative support applicant.

3.3 Authorize to pay vouchers

JANUARY 2018		
Batch #	Amount	Description
2018.01.01	\$260,946.22	Payroll - General Fund 010
2018.01.02	\$142,434.82	Payroll - EMS Fund 011
2018.01.03	\$79,500.00	Special - VEBA - General Fund 010
2017.01.04	\$42,600.00	Special - VEBA - EMS Fund 011
2017.01.05	\$45,280.74	Accounts Payable - General Fund 010
2017.01.06	\$21,503.02	Accounts Payable - EMS Fund 011
2017.01.07	\$1,406.60	Accounts Payable - Construction Fund 020
2017.01.08	\$213,565.72	Accounts Payable - Equipment Fund 041
\$807,237.12		

Commissioner Smith made a motion to approve the consent agenda items as presented. Commissioner Houser 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: None

6. Administrative Reports:

6.1 Finance Report: Chief Sinclair presented the attached report, reviewing ending fund balances and beginning fund balances. Chief Sinclair discussed the changes in this finance report as compared to the previous finance reports. The Commissioners were unanimous that they were comfortable with the format of the report.

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

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

- Review of the new medic unit, including the gas mileage.
- Discussion regarding some of the EMS high end users and abuse of the 911 system.
- Review of personnel and equipment relating to the Kittitas annexation.
- Review of Station 21 and the updated plans that the committee has come up.

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

- The Medicare Extender Payments were discussed and how it could affect the District's financial bottom line.
- Station 2-9 assessment of roof leak areas and possibility of black mold.
- District #7 Update: Chief Sinclair gave an update of some of the happenings as related to District #7. A vocal minority of the community is against any new taxes, not supportive of the nine new hires and believe the district should remain a volunteer district.
- Roslyn, South Cle Elum and Cle Elum are looking at merging as a Fire Authority.

6.4 Commissioners Report: Chief Sinclair will be attending the 1:30 KITTCOM meeting today.

7. Unfinished Business

7.1 Sage Consulting Contract: Chief Sinclair presented the contract. This contract covers the process of the SEPA plan, which needs to be completed before any new building can take place on the property. The SEPA process will take a couple of months. Commissioner Smith made a motion

to approve the contract and authorize the Fire Chief to sign it. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

- 7.2 City of Kittitas Pre Annexation Agreement: Chief Sinclair presented the Kittitas Pre-Annexation Agreement, reviewed the contract and reviewed their city council meeting that he attended. Commissioner Houser made a motion to approve the City of Kittitas Pre-Annexation Agreement. Commissioner Smith seconded the motion. There was no further discussion and the motion passed unanimously.

8. New Business:

- 8.1 Amendment to the Professional Services Agreement between Systems Design West and Kittitas Valley Fire & Rescue: Chief Sinclair reviewed what Ground Emergency Medical Transport (GEMT) is and how it affects KVFR. This agreement with Systems Design will enable KVFR to be enrolled in the GEMT program and overseen by Systems Design. Commissioner O'Neill made a motion to approve the agreement. Commissioner Smith seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.2 Resolution 18-01: 2018 Wage and Stipend Schedule: Commissioner Smith made a motion to approve Resolution 18-01. Commissioner Houser seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.3 Resolution 18-02: Revised Authorized Credit Card Accounts: Commissioner Houser made a motion to approve Resolution 18-02. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.4 Resolution 18-03: Transfer of funds: Commissioner Smith made a motion to approve Resolution 18-03. Commissioner Houser seconded the motion. There was no further discussion and the motion passed unanimously.

9. The Good of the Order: None

At 1125 hours Commissioner Clerf called for a 10 minute break.


10. Executive Session: At 1135 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 thirty minutes until 1205 hours. Commissioner Clerf requested that Chief Sinclair remain to meet with the Board members during this executive session and stated that no action would be taken following the Executive Session.

The regular meeting resumed at 1205 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 1205 hours.


Board Chair


District Secretary

