

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

**Minutes of:** Commissioners' Board Meeting, Regular Session  
**Meeting date:** February 8, 2018  
**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 Rich Elliott, ASM Shannon Hill, FSM Manda Beckett and seven 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 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.

**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 11, 2018 Meeting Minutes

**3.2 Acknowledge Correspondence**

- Thank you note from Samuel Schuster to Deputy Chief Elliott
- Thank you note from Dr. Judy Beard to Deputy Chief Elliott
- Note and donation from a New York City resident after seeing a YouTube video of the Ellensburg Parade with KVFR fire trucks in it.
- Thank you note to KVFR from Efrain Caballero, a student from Ellensburg High School who participated in the job shadow program.

**3.3 Authorize to pay vouchers**

February 1, 2018		
Batch #	Amount	Description
2018.02.01	\$238,665.11	Payroll - General Fund 010
2018.02.02	\$132,262.52	Payroll - EMS Fund 011
2018.02.03	\$36,813.35	Payroll - Volunteer - General Fund 010
2017.02.04	\$68,450.41	Accounts Payable - General Fund 010
2017.02.05	\$62,970.52	Accounts Payable - EMS Fund 011
2017.02.06	\$43,263.80	Accounts Payable - Construction Fund 020
2017.01.07	\$4,002.10	Accounts Payable - Equipment Fund 041
<b>\$586,427.81</b>		

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 as presented.

#### **4. Public Hearing:** None

#### **5. Public Comment:** None

#### **6. Administrative Reports:**

**6.1 Finance Report:** FSM Beckett and Chief Sinclair presented the attached report. Commissioners Clerf and Huffman requested a copy of the financial statement detailed report.

**6.2 District Secretary Report:** ASM 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:

- The bulk of the bags used for IV's in the US are manufactured in Puerto Rico and since the hurricane, these have been hard to come by. This situation will probably not get better until May.
- CWU College Rodeo submitted a request for BLS ambulance standby.
- Chief Sinclair reminded the Board about making a decision for the start time of the March meeting.

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

- Chief Sinclair presented a brief power point on Ground Emergency Medical Transport (GEMT) reviewing what GEMT is, that the District has enrolled in the program and has a contract with Systems Design to implement the program.
- Medicare Extender Payment – The House has now passed the bill and the Senate is going to pass a version of the bill, most likely for five years. The District is super rural, so this good news.
- Remedial Action Grant: Mary Monahan from the Department of Ecology reports that the District is still in the queue to receive this, although there are a couple of things that need to be completed by the District.
- Chief Sinclair introduced Sydney McBride to the Board.

**6.4 Commissioners Report:** No report

#### **7. Unfinished Business:**

7.1 City of Kittitas Pre-Annexation Agreement: Chief Sinclair explained the City of Kittitas attorney made a couple of minor changes to the contract and reviewed what they were. Commissioner Houser made a motion to approve the contract. Commissioner Huffman seconded the motion. There was no further discussion and the motion passed unanimously.

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

8.1 2016 – 2018 Paramedic List: Commissioner O'Neill made a motion to sunset the 2016 – 2018 Paramedic List. Commissioner Smith seconded the motion. There was no further discussion and the motion passed unanimously.

8.2 2018 – 2020 Paramedic List: Commissioner Smith made a motion to approve the 2018 – 2020 Paramedic List and give the Fire Chief the rule of the list. Commissioner Houser seconded the motion. There was no further discussion and the motion passed unanimously.

- 8.3 Purchasing Policy 200.08: Commissioner Clerf had a question on the approval authority for the Captains stated in the policy. Chief Sinclair explained that this is more about having conversations, making sure the liquidity is there before purchasing. Commissioner Huffman made a motion to approve Purchasing Policy 200.08. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.4 Solar Panels: Commissioner Smith discussed with the Board the possibility of installing solar panels on the roof of Station 29. There was discussion regarding the benefits of solar panels and the costs of installation. The Board decided that installing solar panels is definitely worth looking into. Chief Sinclair will discuss this with the architect to see if he has any concerns and look into additional information regarding solar panels for the March meeting.
- 8.5 Resolution 18-04: Declare Bad Debt: ASM Hill presented Resolution 18-04. Commissioner Huffman made a motion to approve Resolution 18-04. Commissioner Houser seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.6 March Meeting: Commissioner Huffman made a motion to set the March 8, 2018 Regular Board Meeting for 10:00am. Commissioner Houser seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.7 Information of 2017 Responses: Set Public Hearing for 2017 Performance Benchmarks: Commissioner Houser made a motion to set Public Hearing for the 2017 Performance Benchmarks on March 8, at the regularly scheduled board meeting. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.8 Ambulance Standby Request – CWU Rodeo Club: Chief Elliott presented this request. Commissioner Huffman made a motion to approve the CWU Rodeo Club Ambulance Standby Request. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

**9. The Good of the Order:** Chief Elliott informed the Commissioners that the County is moving forward with a process to make abuse of the 911 system illegal. Chief Elliott will be addressing this issue with the City of Ellensburg in two weeks and is working up the chain of command with the Department of Social and Health Services. The Commissioners thanked Chief Elliott for his work on this issue.

**10. Executive Session:** At 1100 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 20 minutes until 1120 hours. Commissioner Clerf requested that Chief Sinclair and ASM Hill remain to meet with the Board members during this executive session and stated that no action would be taken following the Executive Session. At 1120 hours Chief Sinclair extended the Executive Session for five minutes until 1125 hours.

The regular meeting resumed at 1125 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 1125 hours.

*Pat Cole*

Board Chair

*Shannon*

District Secretary

