

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

Minutes of: Commissioners' Board Meeting, Regular Session
Meeting date: Thursday, March 8, 2018
Meeting time: 1000 hours
Meeting place: 400 E. Mountain View, Station 29

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

Others in Attendance: Chief John Sinclair, Deputy Chief Rich Elliott, ASM Shannon Hill, and FSM Manda Beckett.

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 O'Neill 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

- February 8, 2018 Meeting Minutes

3.2 Acknowledge Correspondence

- Thank you note to Chief Elliott for the Fire and Safety Classes for Hearthstone staff.
- Thank you & certificate from Kittitas County Chamber of Commerce for 2018 membership.
- Thank you note to Shannon Hill for Deputy Chief Brian Pearson.

3.3 Authorize to pay vouchers

March 1, 2018		
Batch #	Amount	Description
2018.03.01	\$242,010.75	Payroll - General Fund 010
2018.03.02	\$138,028.72	Payroll - EMS Fund 011
2018.03.03	\$1,500.00	Payroll - VEBA
2018.03.04	\$61,724.84	Accounts Payable - General Fund 010
2018.03.05	\$20,797.26	Accounts Payable - EMS Fund 011
2018.03.06	\$3,468.07	Accounts Payable - Construction Fund 020
2018.03.07	\$10,695.79	Accounts Payable - Equipment Fund 041
	\$478,225.43	

Commissioner O'Neill 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: 2018 Performance Benchmarks: Commissioner Clerf opened the Public Hearing at 1002 hours. Chief Elliott reviewed the 2017 performance benchmarks and our performance with the Board. Overall, with the exception of the turnout times, Chief Elliott was very happy with the response times. The turnout time standard between 0700 hours to 2200 hours was set at 125 seconds, the standard was met 86.7 percent of the time, with the goal being 90 percent or better. This led to a discussion as to why this was happening and what to do to correct the issue. Both Chief Sinclair and Elliott agreed that there is a cultural element with staff that needs to be worked on. The station layout is working; the issue is in controlled hustle, heading to the rig once the tones go off isn't happening. The decision was made to drop the standard by 15 seconds, believing this is manageable standard to meet, making this an area of focus and a change in behavior. Commissioner Clerf closed the Public Hearing at 1030 hours.

5. Public Comment: None

6. Administrative Reports:

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

- Chief Sinclair discussed with the Board how the EMS Billing Clerk's wages traditionally have been accounted for in the budget, with a percentage coming from EMS, operations and prevention. Chief Sinclair would like this positions salary to be 100% tracked in the EMS budget, understanding that there are aspects of the job that carry over into different areas. He and FSM Beckett plan to look at some structural changes in the 2018 budget and will bring a report to the Board in May. Chief Elliott added that he does not believe that this change would be misrepresenting the actual cost. He does work in both operations and EMS and his salary completely comes out of the general budget.

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 gave an update to the Board on the individual living on Number 6 Road. There were 76 calls that KVFR responded to, but the true impact was about 120 calls to all agencies. He has moved to a DSHS facility in Shoreline.
- The Annual Report will be available next month.
- Discussion regarding General Fire and when the pre-conn site visit will happen for the new fire engine. The engine should be here in June. Chief Sinclair will contact the manager, who is now our contact person, after the meeting.
- Chief Sinclair has been assigning line of duty death reports to the shifts for review, looking where we have similar hazards and the decision trees of what was done and what should have been done differently.
- Chief Elliott gave a review of the conferences that he has recently attended.

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

- Chief Sinclair discussed the oral histories that he is having Sydney work on and requested that the Board members participate in an interview and add to the story.
- Chief Sinclair updated the Commissioners on the Remedial Action Grant.

- Commissioner Clerf asked about the scheduling of the annual audit; Chief Sinclair and FSM Beckett are hoping that it can take place in May.

6.4 Commissioners Report: None

7. Unfinished Business: None

8. New Business:

- 8.1 Budget Adjustment/Brush Trucks: Chief Sinclair presented this topic of discussion regarding Board approval to purchase two new pickups. Originally, the Board had approved \$119,000.00 for two new trucks, a brush truck to replace B201 and a truck to replace the old prevention pickup. At this time, Chief Sinclair is asking for an additional \$50,000.00 to outfit the second new truck as a brush truck. Commissioner Huffman made a motion to approve a budget adjustment for \$50,000.00. Commissioner Houser seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.2 Labor Agreement/MOU's: Chief Sinclair presented a couple of MOU's that corrected what are essentially scribe errors. One deals with language regarding sick leave buy out and the other deals with an error in what the 2.5% salary amount was. Commissioner Houser made a motion to approve the Labor Agreement MOU's. Commissioner Huffman seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.3 Resolution 18-05: Performance Benchmarks: Chief Sinclair presented this resolution. Commissioner Huffman made a motion to approve Resolution 18-05. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

9. The Good of the Order: Chief Sinclair asked the Board if they wanted to amend the meeting time for the April meeting. The Commissioners determined that they wanted to return to the original schedule with the meeting at 1900 hours.

10. Executive Session: None

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 1129 hours.



Board Chair



District Secretary

