

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

**Minutes of:** Commissioners' Board Meeting, Regular Session  
**Meeting date:** April 12, 2018  
**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, ASM Shannon Hill 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 Houser 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**

- March 8, 2018 meeting Minutes

**3.2 Acknowledge Correspondence**

- Thank you email to Chief Sinclair from retired Battalion Chief Wayne Garden
- Letter of resignation from Steven Lozano

**3.3 Authorize to pay vouchers**

<b>April 1, 2018</b>		
<b>Batch #</b>	<b>Amount</b>	<b>Description</b>
2018.04.01	\$272,263.17	Payroll - General Fund 010
2018.04.02	\$152,279.01	Payroll - EMS Fund 011
2018.04.03	\$41,667.50	Accounts Payable - General Fund 010
2018.04.04	\$25,120.42	Accounts Payable - EMS Fund 011
2018.04.05	\$70,486.06	Accounts Payable - Construction Fund 020
2018.04.06	\$99,412.54	Accounts Payable - Equipment Fund 041
<b>\$661,228.70</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 as presented.

**4. Public Hearing:** None

**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:

- Overtime was higher in March due to injuries, FMLA leave and two at the academy.
- There was discussion regarding new software the County Treasurer's office is implementing for automatic investing.

**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:

- Station 21: There was discussion regarding the architect drawings and plans for Station 21. The Board provided direction to move forward and have the architect put together a bid ready package.
- New Recruits: Chief Elliott reported that all staff are making a better effort to engage the new recruits and keep them active in the hopes they will be an active volunteer.
- Kittitas County is in the process of hiring a new Fire Marshall.
- Chief Elliott gave a report on the meeting with Board of County Commissioners related to the Wildland Urban Interface (WUI) Code and the history of problems within the Kittitas County Fire Marshall's office. He is leading resolution of said problems with the Kittitas County Fire Chiefs Association and relevant county officials.

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

- Chief Sinclair updated the Board on the GEMT process.
- There was discussion related to the open burn policy and large pile burns. The DOE is not monitoring large pile burns and there are associated costs if the District needs to respond. Under discussion was the possibility of charging for responses to large pile burns. Staff is going to do additional research and have a recommendation at the June meeting.

**6.4 Commissioners Report:** None

**7. Unfinished Business:** None

**8. New Business:**

- 8.1 MRSC Rosters, Small Works, Consultant, and Vendor Rosters: Commissioner Houser made a motion to approve the MRSC Rosters. Commissioner Smith seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.2 Resolution 18-06: Transfer of Funds: Commissioner Smith made a motion to approve the transfer of funds. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.3 2017 Annual Report: Chief Sinclair presented the 2017 Annual Financial Report to the Board for their review.
- 8.4 Levy Lid Election: Chief Sinclair presented information and led discussion regarding a levy lid lift. Attorney Brian Snure created a levy lid left for the November general election, which will

raise the tax rate back up to \$1.50 for the next six years. We will present the resolution at the May meeting.

- 8.5 Day Lieutenant: Chief's Sinclair and Elliott discussed with the Board the position of Day Lieutenant, reviewing the job description, hours spent between prevention and training and other aspects of the job. Staff will be asking for approval of the position at the May meeting.
- 8.6 Meeting Date Change: Commissioner Houser made a motion to change the May meeting date from May 10, 2018 to May 16, 2018. Commissioner Smith seconded the motion. There was no further discussion and the motion passed unanimously.

**9. The Good of the Order:** Chief Sinclair gave an update on the Desert Claim Wind Project.

**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 2020 hours.

  
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Board Chair

  
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District Secretary

