

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

Minutes of: Commissioners' Board Meeting, Regular Session
Meeting date: August 14, 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. Commissioner Huffman attended via speakerphone.

Others in Attendance: Chief John Sinclair, Deputy Chief Rich Elliott, and ASM Shannon Hill and two members in the audience.

1. Call to Order: Commissioner Clerf called the meeting to Order at 1800 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

- July 12, 2018 Regular Meeting Minutes

3.2 Acknowledge Correspondence

- Thank you note to Chief Sinclair and FF Storer from KCFD 1 Chief Brandon Schmidt
- Thank you email to Chiefs Sinclair and Elliott from Douglas Goldsmith, Battalion Chief, JBLM-Yakima Training Center

3.3 Authorize to pay vouchers

August 1, 2018		
Batch #	Amount	Description
2018.08.01	\$276,859.91	Payroll - General Fund 010
2018.08.02	\$145,597.11	Payroll - EMS Fund 011
2018.08.03	\$750.00	Payroll - VEBA EMS Fund 011
2018.08.04	\$100,609.92	Accounts Payable - General Fund 010
2018.08.05	\$45,626.20	Accounts Payable - EMS Fund 011
2018.08.06	\$24,843.65	Accounts Payable - Construction Fund 020
2018.08.07	\$167.03	Accounts Payable - Equipment Fund 041
\$594,453.82		

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:

- 2018 Budget Amendment: Commissioner Clerf opened the Public Hearing at 1803 hours. Chief Sinclair presented the 2018 proposed budget amendments, reviewing the beginning budget and the line item proposed changes. Chief Sinclair explained that these changes would correct some of the structural complexities that were built in to the budget, the chief officer position to day lieutenant and the admin asst. position as examples. There was discussion regarding monies received for participating in State Mobilizations last year and election fees. There were no other questions from the Board. Commissioner Clerf closed the Public Hearing at 1838 hours.

5. Public Comment:

6. Administrative Reports:

6.1 Finance Report: Chief Sinclair presented the attached report.

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:

- The total number of calls is up some over last year, but the number of transports is down, for unknown reasons or 911 was called for non-emergent reasons. This will most likely affect EMS revenues.
- Chief Elliott discussed with the Board the Wildland Assessment letters that were sent to homeowners in high-risk areas. The District receive both negative and positive feedback from these letters, but the take away is the letters started the conversation with the homeowners regarding living in high and/or extreme risk areas.
- There was discussion regarding the vacant fire marshal position with Kittitas County, the lack of life safety inspection being done in the county and how this has a direct impact to the taxpayers in terms of insurance rates. Chief Sinclair presented a draft letter, addressed to the County Commissioners regarding this issue. Commissioner Houser made a motion for Chief Sinclair to send the letter to the County Commissioners. Commissioner Smith seconded the motion. There was no further discussion and the motion passed unanimously.
- Chief Elliott gave an update on the bid documents, SEPA, rezone and rodent abatement for Station 21.

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

- Chief Sinclair informed the Board that with the purchase of Engine 221, the old engine 221 will move to Station 2-7, Engine 271 will move to Kittitas and the oldest Kittitas engine will be surplus.
- Chief Sinclair discussed with the Board the agreement we have with Yakima Fire Department and how we responded with the ladder truck to a 3-alarm fire they had.

6.4 Commissioners Report: Captain Delvo attended the KITTCOM meeting and there was nothing to report.

7. Unfinished Business:

7.1 Lid Lift Levy Communication Plan by Liz Loomis: Ms. Loomis introduced herself to the Board, stating this is the second project that her company had done for the District. She walked the

board through the communication plan that she has for the next couple of months regarding key messages and news releases. Ms. Loomis also talked about having a series of public meetings, Facebook posts, factual letters to the editor and earned media. Earned media being news about the District that is favorable and we can tie back into the levy lid lift.

- 7.2 Interlocal Agreement between Kittitas County and Kittitas County Fire District #2 for Vehicle Use: Chief Sinclair presented this agreement stating it was regarding the use of the Command Vehicle and the Board had previously discussed allowing the County to use it. This was just the final agreement that the County Commissioners had signed. Commissioner Smith made a motion to approve the agreement. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

8. New Business:


- 8.1 Resolution 18-16: Cancel Outstanding Warrant #361328898 for \$541.50. Commissioner O'Neill made a motion to cancel the warrant. Commissioner Houser seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.2 Resolution 18-17: Cancel Outstanding Warrant # 364328950 for \$4215.95. Commissioner Smith made a motion to cancel the warrant. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.3 Kittitas County Investment Pool Agreement: Chief Sinclair presented this agreement stating that it will authorize the County to act as the investment officer for the District. Commissioner Houser made a motion to table this until next month, to give the Board the time to review the agreement. Commissioner Smith seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.4 Resolution 18-18: Amendment of the 2018 Budget. Commissioner Houser made a motion to approve the Amendment of the 2018 Budget. Commissioner Smith seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.5 Resolution 18-19: Transfer of Funds. Commissioner O'Neill made a motion to approve the transfer of funds. Commissioner Smith seconded the motion. There was no further discussion and the motion passed unanimously.

9. The Good of the Order: None


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 1921 hours.



Board Chair



District Secretary

