

KITTITAS COUNTY FIRE DISTRICT #2
Ellensburg, Washington

Minutes of: Commissioners' Board Meeting, Regular Session
Meeting date: September 13, 2018
Meeting time: 1900 hours
Meeting place: 400 E. Mountain View, Station 29

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

Others in Attendance: Chief John Sinclair, and ASM Shannon Hill.

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 Smith 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

- August 14, 2018 Regular Meeting Minutes

3.2 Acknowledge Correspondence

- Letter of thanks from Police Chief Ken Wade to Chief Sinclair regarding participation and support of National Night Out.
- Thanks from an appreciative citizen regarding the motorhome MCI.
- Thanks from Harborview charge nurse regarding the motorhome MCI.
- Thank you from the family members of the motorhome MCI.
- Facebook post of patient from the motorhome MCI.

3.3 Authorize to pay vouchers

September 1, 2018		
Batch #	Amount	Description
2018.09.01	\$301,795.90	Payroll - General Fund 010
2018.09.02	\$155,861.67	Payroll - EMS Fund 011
2018.09.03	\$51,605.22	Accounts Payable - General Fund 010
2018.09.04	\$18,761.57	Accounts Payable - EMS Fund 011
2018.09.05	\$37,911.05	Accounts Payable - Construction Fund 020
2018.09.06	\$2,964.04	Accounts Payable - Equipment Fund 041
\$568,899.45		

Commissioner Houser 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: Chief Sinclair presented the attached report, reviewing the financial reports and the proposed budget schedule and dates for budget workshops. Following discussion it was determined that a one day workshop the week of October 22, 2018, with the date to be finalized at the October meeting.

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

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

- The MCI event on September 3, 2018, a second bad call and the brush fires on I-90.
- A review of our participation with the Fair and Rodeo over Labor Day. Where the first aid area is set within the fairgrounds is not working and some changes will need to be made. There was discussion regarding using the mobile command unit as the first aid station. The tickets given to the EMS crew on standby during the Rodeo and those seats being resold to other patrons was also discussed.
- A review of what is happening with the County Fire Marshal position. At this time, the Kittitas County Sheriff's office has taken over responsibility for fire investigation in the county.

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

- Chief Sinclair reported on the status of the CWU contract. At this time, they are signing a one-year extension on the existing contract.
- There was discussion regarding the well at Station 21. There was communication that the City of Ellensburg was going to make the District take the well out; however, the Health Department said this is not true. Currently, there are four houses on the well; one has a failing septic tank and will eventually have to hook up to city sewer. During any new construction, the District cannot put a power transformer or anything to do with septic within 100 feet of the well. Therefore, keeping the well will create expenses, and the questions is does the District want to pass those expenses on to the well users. The Commissioners decided that the District would be keeping the well for the future use of the District.
- There was discussion on Fire Protection Contracts for residents in the Burbank Creek area. The Board determined that they are not in favor of bringing in one or two individual parcels, but if it were a section of landowners, they would consider it.
- Chief Sinclair briefed the Board on the 50-year celebration of ambulance service to the citizens of Ellensburg and Kittitas County. The celebration will be on Thursday, October 11, 2018, after the Board Meeting.

6.4 Commissioners Report: KITTCOM is in the process of completing their budget for 2019 and amending their bylaws. In 2019, the District will have a formal seat on the Board and not be part of the fire district rotation.

7. Unfinished Business:

7.1 Kittitas County Investment Pool Agreement: Chief Sinclair presented the agreement. Commissioner Smith made a motion to approve the agreement and authorize the Fire Chief to sign the agreement. Commissioner Houser seconded the motion. There was no further discussion and the motion passed unanimously.

8. New Business:

8.1 Set Budget Study Session Date: Commissioner Houser made a motion to postpone setting the date for the budget study session to the October Commissioner Meeting. Commissioner Smith seconded the motion. There was no further discussion and the motion passed unanimously.

8.2 Hiring Discussion: Chief Sinclair discussed with the Board the two active hiring lists that we have and the people that we have hired off them. Fire District 7's levy and their career firefighters were also discussed. Also discussed was what would happen if their levy failed to pass and would it be in the District's best interest to advertise, interview and create an experienced firefighter list. The Commissioner agreed that it would be worthwhile to establish such a list.

9. The Good of the Order: Commissioner Clerf requested an update on the Department of Ecology check. Chief Sinclair provided that the check is in the mail. Chief Sinclair also updated the Commissioner on GEMT.

10. Executive Session: None

11. Adjournment

Commissioner Houser made a motion to adjourn the meeting. Commissioner Smith seconded the motion. There was no further discussion and the board voted unanimously to adjourn the meeting. The meeting adjourned at 2030 hours.



Board Chair



District Secretary

