

KITTITAS COUNTY FIRE DISTRICT #2
Ellensburg, Washington

Minutes of: Commissioners' Board Meeting
Meeting date: March 10, 2021
Meeting time: 1000 Hours
Meeting place: 400 E. Mountain View, Station 29

The special meeting was publicized according to the requirements of Chapter 188, Laws of 2012. Each Board member was sent a written notice via e-mail; the Daily Record was notified via an e-mail, a notice was posted on KVFR's website and the notice of special meeting was posted in the front window at 400 E. Mountain View on March 4, 2021.

Commissioners in Attendance: Pat Clerf, Neal Houser, Neil O'Neill, Glenn Huffman and Ross Ogan.

Others in Attendance: Chief John Sinclair, Deputy Chief Elliott, Finance Manager Manda Beckett, Training Assistant Sydney McBride and Training Captain Josh Klopfer. Shannon Hill had an excused absence.

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 Ogan 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 the following items were enacted with one motion:

- 3.1 Approve Proposed Meeting Minutes**
 - February 11, 2020 Meeting Minutes
- 3.2 Acknowledge Correspondence: None**
- 3.3 Authorize to pay vouchers**

MARCH 2021		
Batch #	Amount	Description
2021.03.01	\$313,963.82	Payroll - General Fund 010
2021.03.02	\$172,222.82	Payroll - EMS Fund 011
2021.03.03	\$41,993.46	Accounts Payable - General Fund 010
2021.03.04	\$27,439.10	Accounts Payable - EMS Fund 011
2021.03.05	\$2,658.77	Accounts Payable - Equipment Fund 041
	\$558,277.97	

Commissioner O'Neill made a motion to approve the consent agenda items as presented. Commissioner Huffman seconded the motion. There was no further discussion. The Board voted unanimously to approve the consent agenda as presented.

4. Public Hearings: Performance Benchmarks:

Review 2020 Benchmarks and set 2021 Benchmarks: Commissioner Clerf opened the Public Hearing at 1001 hours to review the 2020 Benchmarks and set 2021 Benchmarks. Deputy Chief Elliott did not have anything to report for 2020. He reviewed and summarized benchmarks for 2021 and noted that we are in the 90th percentile for turn out times. Statistically a significant downturn for turn out time but it didn't have too much of an effect on overall response time. KITTCOM needs technology upgrades that would bring AVL technology, KITTCOM is looking at making improvements in the future that would improve reporting and help with safety. Commissioner Huffman affirmed this information based on attending the KITTCOM meetings. There were no comments from the public and Commissioner Clerf closed the public hearing at 1017 hours.

5. Public Comment: None

6. Administrative

6.1 Deputy Chief Report: DC Elliott presented the attached report and addressed the following.

- COVID cases are increasing in younger people, the population less severely affected by COVID. Masking regulations in the workplace may change in the coming weeks but KVFR will follow Public Health and L&I directions.
- Call volume is back up but majority of the increase has been in False Alarm calls. We haven't had any complex implements
- 2021 Recruit class is about halfway through the course, 10 of the 12 recruits are still in the class. The training burn is scheduled for April 3, 2021.
- Increasing frequency in developers asking general questions for specific projects. A major increase in residential development happening in our community and developers asking for multiple different versions which takes times and is becoming a problem for work management. Commissioner Clerf proposed charging developers after a certain number of requests.

6.2 Finance Report

- The overtime reports. Overtime is below 4-year average.
- All County Reports Reconciled. Financial Statements are attached.

6.3 Chief Report

- Ransomware attack information has been distributed to anyone who was affected. Chief and Shannon continue to monitor and work with the city on this.
- COVID vaccines are not going to be required for KVFR members but encouraged. Right now, about 50% of the organization vaccinated.
- Former employee has named KVFR in a law suite related to an ongoing appeal of L&I rejection of their PTSD claim. KVFR will be represented in court.
- The prevention division is seeing a major increase in workload. Chief will present some plans on how to mitigate the workload and provide them in the April Board Meeting. Commissioner Huffman is not in support of asking more money from the City and prefers to see the cost passed down to the developers.

- Many of employees are getting close to retiring from the organization. We have started succession planning for the retirements.
- Fire District 7 is having positive steps with Cle Elum to look at a possible merger.
- KVFR received additional GEMT money that was not budgeted.

6.4 Commissioners Report: Commissioner Clerf gave a brief update regarding the finance committee meeting. Amendment of 2020 Budget wording needed to be changed on the resolution.

7. Unfinished Business: None

8. New Business

- 8.1 Ambulance Standby Request:** Ellensburg High School: Commissioner Houser made a motion to approve the Ellensburg High School standby request, Commissioner Ogan seconded the motion, there was no further discussion and the motion passed unanimously.
- 8.2 Ambulance Standby Request:** Kittitas School District: Commissioner Huffman made a motion to approve the Kittitas High School standby request, Commissioner Houser seconded the motion, there was no further discussion and the motion passed unanimously.
- 8.3 2020 Pension Participation Certification Form:** Commissioner Ogan made a motion to approve the 2020 Pension Participation Certification Form, Commissioner O’Neill seconded the motion, there was no further discussion and the motion passed unanimously.
- 8.4 Resolution 21-03: Amendment of the 2020 Budget:** Amended: Commissioner Huffman made a motion to approve Resolution 21-03, Commissioner O’Neill seconded the motion, there was no further discussion and the motion passed unanimously.
- 8.5 Resolution 21-04: 2021 Performance Benchmarks:** Commissioner O’Neill made a motion to approve Resolution 21-04, Commissioner Houser seconded the motion, there was no further discussion and the motion passed unanimously.
- 8.6 Shared Leave Policy:** The Commissioners were given time to review the draft shared leave policy.

9. Good of the Order: Commissioner Houser presented his desire to improve communications within the fire service across Washington State. After reviewing firefighter incidents, he believes there were many times that communication could have changed the outcome and he would like Chief Sinclair to bring this to the Washington State Fire Chief’s.

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 1117 hours.



 Board Chair



 District Secretary

