

**Kittitas County Fire District #2  
Ellensburg, Washington**

**Minutes of:** Commissioners' Board Meeting  
**Meeting date:** June 10, 2021  
**Meeting time:** 1915 Hours  
**Meeting place:** 400 E. Mountain View, Station 29

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

**Others in Attendance:** Chief John Sinclair, Deputy Chief Elliott, ASM Shannon Hill, and Sydney McBride. There were four firefighters in attendance.

**1.Call to Order:** Commissioner Clerf called the meeting to Order at 1915 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 the following items were enacted with one motion:

**3.1 Approve Proposed Meeting Minutes**

- May 13, 2021 Meeting Minutes

**3.2 Acknowledge Correspondence**

- Card of appreciation from patient

**3.3 Authorize to pay vouchers**

<b>JUNE 2021</b>		
<b>Batch #</b>	<b>Amount</b>	<b>Description</b>
2021.06.01	\$325,514.73	Payroll - General Fund 010
2021.06.02	\$183,890.27	Payroll - EMS Fund 011
2021.06.03	\$36,651.35	Accounts Payable - General Fund 010
2021.06.04	\$13,733.87	Accounts Payable - EMS Fund 011
2021.06.05	\$7,371.65	Accounts Payable - Equipment Fund 041
<b>\$567,161.87</b>		

Commissioner Ogan made a motion to approve the consent agenda items as presented. Commissioner Houser seconded the motion. There was no further discussion. The Board members voted unanimously to approve the agenda as presented

**4. Public Hearings:** None

**5. Public Comment:** None

**6. Administrative:**

**6.1 Finance:** Chief Sinclair presented the attached report and addressed the following:

- Overtime hours are above the 4-year average for the month of May, but still within the budget projection. This can be attributed to the number of personnel utilizing sick leave.
- The state auditor has done the opening series of questions to commence our annual audit. Majority of the audit this year will be done via zoom.

**6.2 District Secretary Report:** District Secretary Shannon Hill presented the attached report and addressed the following:

- The District has contracted with Public Safety Testing, for the hiring process. We are moving forward with establishing a list of candidates.
- L&I has a risk reduction program on the 16<sup>th</sup> of June, for Fire Departments. Our participation will provide the District with a discount for workers insurance premiums.

**6.3 Deputy Chief Report:**

Chief Elliott presented the attached report and addressed the following:

- COVID numbers are trending positively in Kittitas county. We are relaxing masking policy based on L&I and CDC recommendations for vaccinated personnel.
- We have been seeing a wave of EMS activity recently, potentially caused by people not seeing their doctors during COVID-19 pandemic. 2021 EMS incident numbers are trending up.
- Fuels in this county are much drier than they would be this time of year. Drought looks to continue based on current projections.

**6.3 Chief Report:** Chief Sinclair presented the attached report and addressed the following:

- He met with the new City Manager of Ellensburg, they talked about ongoing challenges with the Prevention Division and fire protection contracts.
- The Fire Marshal met with Chief Elliott and Chief Sinclair to talk about fire code to allow BBQ's and Tragers during the burn ban. A fireworks ban is in effect within the City of Ellensburg and Kittitas County. City of Kittitas is excluded.
- Lt. Tuckness is retiring and officially announced his last day as June 29<sup>th</sup>. Drew Perry is moving to the Day Lt. position. Lt. Mohan will go back to shift.
- Near misses have occurred over the past two weeks. One being a chap strike from a chainsaw operation on a wildland fire incident. The other was during the live fire training at YTC (Yakima Training Center) when a SCBA mishap occurred. Everything turned out o.k. with lessons to learn from both near misses. A root cause analysis is being completed by Lt. Mohan on the chainsaw incident.

**6.5 Commissioners Report:** Commissioner Clerf gave an update regarding the inspector position and budget position after meeting with the Finance Committee and Union Executive Board, earlier this month.

**7. Unfinished Business:**

**7.1 Prevention/Inspector Position:** Discussion occurred about the need for an inspector position in the Prevention Division and what apparatus the new position would drive, if approved.

Commissioner Houser made a motion to approve the prevention/inspector position. Commissioner O'Neill seconded the motion, there was no further discussion and the motion passed unanimously.

**8. New Business:**

**8.1 Staffing Study:** Deputy Chief Elliott presented the attached report looking at the costs benefits analysis of moving from seven minimum staffing to eight minimum staffing. Discussion occurred about brining the minimum staffing up during peak wildland season. Commissioner Houser made a motion to finance minimum staffing to eight for 7 to 12 hours each shift, starting in July and ending in mid-September. Commissioner Ogan seconded the motion. There was no further discussion and the motion passed unanimously.

**8.2 Fire Chief Contract:** Commissioner Ogan made a motion to table the Fire Chief contract until next meeting. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

**8.3 200.10 Inventory Policy:** Commissioner Houser made a motion to approve the amendments to the inventory policy. Commissioner Ogan seconded the motion. There was no further discussion and the motion passed unanimously.

**9. 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 2033 hours.

---

Board Chair

---

District Secretary