

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

**Minutes of:** Commissioners' Board Meeting  
**Meeting date:** July 8, 2021  
**Meeting time:** 1900 Hours  
**Meeting place:** 400 E. Mountain View, Station 29

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

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

**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 Houser made a motion to approve the agenda. Commissioner Huffman 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**
  - June 10, 2021 Meeting Minutes
- 3.2 Acknowledge Correspondence**
  - Card of thanks with donation from Ralph & JoAnn Allphin
  - Card of appreciation from the Kittitas County Sheriff's Office
  - Card of appreciation from TCA Architecture
- 3.3 Authorize to pay vouchers**

JULY 2021		
Batch #	Amount	Description
2021.07.01	\$314,285.75	Payroll - General Fund 010
2021.07.02	\$172,114.20	Payroll - EMS Fund 011
2021.07.03	\$33,851.16	Special Payroll - EMS Fund 011
2021.07.04	\$71,461.72	Accounts Payable - General Fund 010
2021.07.05	\$46,381.19	Accounts Payable - EMS Fund 011
2021.07.06	\$2,915.51	Accounts Payable - Equipment Fund 041
<b>\$641,009.53</b>		

Commissioner Ogan made a motion to approve the consent agenda items as presented. Commissioner Huffman 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:** The 4<sup>th</sup> of July celebration in Kittitas went well. Kittitas National Night out is taking place August 3<sup>rd</sup> and the City of Kittitas has invited KVFR to have a presence.

#### **6. Administrative**

**6.1 Finance** June Overtime hours are down, historically from what they would normally be for the past 4 years. State auditor's office found no issues and no recommendations for KVFR, the exit conference is scheduled for July 14<sup>th</sup> 0830.

**6.2 District Secretary Report-No Report**

**6.3 Deputy Chief Report**

- Dr. Larsen reported to City Council that 41% is the vaccine rate in Kittitas County. L&I has not given noticed about relaxation of masking in the workplace for non-vaccinated persons.
- Rick Tuckness has retired and is going to a volunteer position with KVFR. Rick was heavily involved in community paramedicine and it is a loss for the organization. Chief Elliott will be the coordinator of the community liaison between KVFR and Kittitas County Health network, which has signed a contract with HD2 to do our community paramedicine.
- The county has seen an increase in complex fires over the past month. We have utilized mutual aid, but the fire season is set to be a tough year. Koffman Road Fire where 2 primary structures were lost, Vantage Highway Fire, ACX Hay Press Fire and Wilson Creek Fire.
- The Resident program has 3 new volunteer firefighters. Some of our current Residents have been getting hired and will be moving on from the program.
- Probationary FF/PM Sarah Riel is returning from academy at the end of July.
- Dan Johnson has moved into the new inspector assignment. Drew Perry will fill the Training Lt. Position. Moving the two members takes two medics away from the line. We are looking at hiring a new paramedic.

**6.4 Chief Report**

- Bed bug infestation has occurring in the firefighter sleeping quarters at Station 29. KVFR is working on mitigating the issues and will provide training to shift members about bed bug prevention.
- Auvil Fruit is requesting to annex into the fire District. Chief will be working on this project.
- District 7 will be hiring a Day Captain and is finishing up interviews soon to fill that position.

**6.5 Commissioners Report** Commissioner Huffman reported on the KITTCOM, they just finished their auditors meeting they had nothing major with just a couple of exit items. KITTCOM is looking at 1/10<sup>th</sup> of 1% sales tax to provide additional funding. They don't currently have a policy to create a hiring list but are seeking a procedure to create one that would be good for one year.

#### **7. Unfinished Business**

**7.1 Resolution 21-09:** Declaration of Surplus- Discussion occurred about the Surplus of the Command van, which would be done through a government surplus site. Commissioner Huffman made a motion to approve Resolution 21-09. Commissioner Houser seconded the motion, there was no further discussion and the motion passed unanimously.

**7.2 Fire Chief Contract:** Commissioner Huffman made a motion to table the Fire Chief Contract until next meeting. Commissioner Ogan seconded the motion. There was no further discussion and the motion passed unanimously.

**8. New Business**

**8.1 Resolution 21-07:** Cancel and Reissue Warrant- Commissioner Huffman made a motion to approve Resolution 21-07. Commissioner O'Neill seconded the motion, there was no further discussion and the motion passed unanimously.

**8.2 Resolution 21-08:** Cancel and Reissue Warrant- Commissioner Huffman made a motion to approve Resolution 21-08. Commissioner Clerf seconded the motion, there was no further discussion and the motion passed unanimously.

**9. Good of the Order:** None

**10. Executive Session:** RCW 42.30.110(1)(g) – To review the performance of a public employee: Commissioner Clerf announced that the Board would be taking a 5-minute break from 2005 until 2010 and then go into Executive Session pursuant to RCW 42.30.110(1)(g) to discuss the performance of a public employee. The Executive Session will be for 20 minutes until 2030 hours. Commissioner Clerf requested that Chief Sinclair remain to meet with the Board members during the executive session. The regular meeting resumed at 2030 hours.

**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 2032 hours.

*Pet L. Hous*

Board Chair

*Sharon Hous*

District Secretary

