

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

**Minutes of:** Commissioners' Board Meeting, Regular Session  
**Meeting date:** January 15, 2019  
**Meeting time:** 1000 hours  
**Meeting place:** 400 E. Mountain View, Station 29

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

**Others in Attendance:** Chief John Sinclair, Deputy Chief Elliott, Lt. Josh DeHerrera, ASM Shannon Hill, FSM Manda Beckett and guests Wes Edwards and Jim Nelson.

**1. Call to Order:** Commissioner Clerf called the meeting to Order at 1000 hours and led the Pledge of Allegiance.

**2. Approval of Agenda:**

Commissioner Huffman 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.

**2.1 Selection of Board of Fire Commissioner Board Chair for 2019:** Commissioner Huffman made a motion to appoint Pat Clerf for Board Chair. Commissioner O'Neill seconded the motion. There was no further discussion. The Board voted unanimously to approve the position as presented.

**2.2 Selection of Board of Fire Commissioner Vice Chair for 2019:** Commissioner O'Neill made a motion to appoint Glenn Huffman for Vice Chair. Commissioner Houser seconded the motion. There was no further discussion. The Board voted unanimously to approve the position as presented.

**2.3 Selection of Board representative on local Board of Volunteer Firefighters:** Commissioner Huffman made a motion to appoint Neil O'Neill as the Board representative on for the local Board of Volunteer Firefighters. Commissioner Smith seconded the motion. There was no further discussion. The Board voted unanimously to approve the position as presented.

**2.4 Selection of Board representative on the Financial Review Committee:** Commissioner Huffman made a motion to appoint Pat Clerf and Neal Houser as the Board representatives for the Financial Review Committee. Commissioner Smith seconded the motion. There was no further discussion. The Board voted unanimously to approve the position as presented.

**2.5 Selection of Board representative on the Labor Management Committee:** Commissioner O'Neill made a motion to appoint Neal Houser and Glenn Huffman as the Board representatives for the Labor Management Committee. Commissioner Smith seconded the motion. There was no further discussion. The Board voted unanimously to approve the position as presented.

**2.6 Selection of Board representative at KITTCOM:** Commissioner Houser made a motion to appoint Glenn Huffman as the Board representative on the KITTCOM Board. Commissioner O'Neill seconded the motion. There was no further discussion. The Board voted unanimously to approve the position 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**

- December 13, 2018 Regular Meeting Minutes

### 3.2 Acknowledge Correspondence

- Letter of resignation from Commissioner Smith

### 3.3 Authorize to pay vouchers

JANUARY 2019		
Batch #	Amount	Description
2019.01.01	\$360,698.11	Payroll - General Fund 010
2019.01.02	\$181,207.69	Payroll - EMS Fund 011
2019.01.03	\$61,684.80	Accounts Payable - General Fund 010
2019.01.04	\$28,233.92	Accounts Payable - EMS Fund 011
2019.01.05	\$7,054.45	Accounts Payable - Equipment Fund 041
<b>\$638,878.97</b>		

Commissioner Smith made a motion to approve the consent agenda items as presented. Commissioner Houser 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. Unfinished Business:

#### 6.1 Station 21 Project Discussion with Wes Edwards and Jim Nelson:

Wes Edwards reported that the firm is working on getting this project back up to speed. The total budget that they are looking at is around 3.5 million. Plumbing and mechanical components are pricey, but they are working to keep cost down. There was discussion regarding these costs, different codes that affect costs, the price of materials and sales tax. There was also discussion regarding the existing well and if there would be cost savings if District abandoned the well. Discussion continued regarding the pros and cons of abandoning the well. If the well is to be decommissioned it would need to be done the week before September 13 substantial completion of Phase 1. The commissioners decided to decommission the well. Chief Sinclair will meet with the attorney to draft a letter to the three properties that are still using the well. The bidding schedule will be that advertisement of construction bids go out on March 24, with the plans available for distribution on the 25, and a bid date of May 16. Also discussed was pre-alerting bidders, asking them to make a commitment that they would bid the project.

Jim Nelson reported on financing for the project, discussing interest rates, and the difference between public bonds vs. private placement. There was continued discussion regarding the amount of financing needed, the length of repayment and if various capital improvements should be included in the language of the bond resolution. Mr. Nelson also reviewed the bond timeline with the Board. There were no further questions for Mr. Nelson or Mr. Edwards and they both left the meeting. Chief Sinclair stated that he would schedule a time for Manda and him to meet with the bond attorney.

At 1119 hours, Commissioner Clerf called for a 5-minute break, resuming at 1124 hours.

## **7. Administrative Reports:**

**7.1 Finance Report:** Chief Sinclair reviewed the financial report, stating that while the District is growing, ambulance transports are down and this does affect our revenue stream. We are starting to receive some GEMT money and there is House Bill 1358, which would create a way to bill for calls we respond to but do not transport.

**7.2 District Secretary Report:** District Secretary Hill presented the attached report.

**7.2 Deputy Chief Report:** Chief Elliott presented the attached report and there was discussion in further detail on the following items:

- Chief Elliott gave a review of the Cabulance service and changes being made, expanding the service to the county and tentative approval for the assisted living facilities and skilled nursing facilities the ability to use the service.
- There was discussion regarding overtime, scheduling leave, long-term sick leave and minimum staffing.

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

- Chief Sinclair recognized Commissioner Smith and thanked him for his years of service to the Fire District and community.
- Chief Sinclair presented a fire adaptive video.

**7.4 Commissioners Report:** Commissioner Huffman updated the Board on the KITTCOM Board Meeting regarding Snoqualmie Pass Fire Department moving from KITTCOM dispatch to NORCOM.

## **8. New Business:**

8.1 Resolution 19-01: 2019 Wage and Stipend Schedule: Commissioner Houser made a motion to approve Resolution 19-01. Commissioner Smith seconded the motion. There was no further discussion and the motion passed unanimously.

8.2 Resolution 19-02: Transfer of Funds: Commissioner O'Neill made a motion to approve Resolution 19-02. Commissioner Smith seconded the motion. There was no further discussion and the motion passed unanimously.

8.3 Interlocal Cooperation Agreement Renewal for Use of Command Van: Commissioner Smith made a motion to approve the Interlocal Cooperative Agreement. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed 4 to 1, with Commissioner Huffman opposed.

8.4 2019 Lateral List: Commissioner Huffman made a motion to approve the 2019 Lateral List and give Chief Sinclair the rule of the list. Commissioner Smith seconded the motion. There was no further discussion and the motion passed unanimously.

**9. The Good of the Order:** Commissioner Clerf suggested a special meeting to review the budget in depth and to discuss the procedure of replacing Commissioner Smith. Commissioner Houser made a motion to set a special meeting for January 29, 2019 at 0900 hours to discuss Station 21 financing and discuss procedure for replacing Commissioner Smith. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

**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 1306 hours.



Board Chair



District Secretary

