

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

**Minutes of:** Commissioners' Board Meeting, Special Meeting Session  
**Meeting date:** January 29, 2019  
**Meeting time:** 0900 hours  
**Meeting place:** 400 E. Mountain View, Station 29

This special meeting was publicized according to the requirements of Chapter 188, Laws of 2012. Each Board member was sent a written notice via email on January 25, 2019; the Daily Record was notified via email to newsroom on January 25, 2019; a notice was posted on KVFR's website on January 25, 2019, and a notice of the special meeting was posted in the front window at the 400 E. Mountain View Street station starting on January 25, 2019.

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

**Others in Attendance:** Chief John Sinclair, FSM Manda Beckett, ASM Shannon Hill, Lieutenant DeHerrera and guest Ross Ogan and Scott Ciraulo.

**1. Call to Order:** Commissioner Clerf called the meeting to Order at 0900 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. Review of Plans and Financing for Station 21 Construction**

Chief Sinclair began the discussion regarding plans and financing for Station 21 construction with a conversation regarding the 2019 budget and making some cutbacks. Once the money is borrowed on a twenty-year bond, the loan repayment funds of \$300,000 will need to come out of existing budget. Chief Sinclair and FSM Beckett reviewed the capital items, and earmarked some items for consideration, that we may not need to purchase this year. These items consisted of the solar panels for Station 29, the Station 24 quick response unit, and the facilities maintenance person. There was continued discussion regarding the duties of a maintenance person, the ongoing maintenance of the heating system at Station 29 and the energy codes and heating systems for new commercial buildings. The plan is to make the building systems as simple as possible, but it will be more comprehensive than building a house. The Commissioners agreed that these three items should be removed from the capital projects for this year and they could be revisited after the station was built. Discussion continued on what the total amount of money to be borrowed, the cost of the building, which is projected about 3.2 million or plan for 4 million, which will cover any contingencies. Commissioner Clerf and the Board agreed that we would need one person and one person only in charge of the building. Commissioner O'Neill made a motion to proceed with construction documents and the financing package. Commissioner Smith seconded the motion. There was no further discussion and the motion was approved unanimously.

**4. Commissioner Vacancy**

Chief Sinclair and ASM Hill reviewed the Public Notice, Interview Process and Rating Sheet with the Board, explaining that these were similar to what Northshore Fire Department had used for their commissioner vacancy. The Commissioners reviewed the timeline and agreed to review the application and determine the number of applicants to be interviewed at the February 14, 2019 regular Board Meeting. Commissioner Houser made a motion to approve the process as presented with the dates amended. Commissioner Smith seconded the motion. There was no further discussion and the motion passed unanimously.

**5. Set Special Meeting Date for Commissioner Interviews**

Commissioner Houser made a motion to table setting the interview date until the February 14<sup>th</sup> Board Meeting. Commissioner Smith seconded the motion. There was no further discussion and the motion passed unanimously.

6. Good of the Order: Chief Sinclair thanked the Board for attending the appreciation banquet and the Board thanked everyone that worked to put the banquet on.

**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 0941 hours.

*Peter Hill*

Board Chair

*Shannon Hill*

District Secretary

