

KITTITAS COUNTY FIRE DISTRICT #2
Ellensburg, Washington

Minutes of: Commissioners' Board Meeting
Meeting date: January 13, 2022
Meeting time: 10:00am
Meeting place: 400 E. Mountain View, Station 29

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

Others in Attendance: Chief John Sinclair, Deputy Chief Rich Elliott, ASM McBride, FSM Beckett (via virtual option), Public Notary Dewitt and 9 firefighters.

1. Call to Order: Commissioner Clerf called the meeting to order at 1000 hours and led the Pledge of Allegiance along with a moment of silence for the passing of Retired Commissioner Smith.

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.

2.1 Swearing in of Commissioners Pettit and O'Neill: Public Notary Dewitt administered the oath of office to Commissioner Jerry Pettit and Commissioner Neil O'Neill. Commissioners Clerf, Ogan, Houser witnessed the administration of the oath. The Oath of Office documents were recorded with Kittitas County Records and are on file with the District Secretary at the Fire District's administrative office.

2.2 Selection of Board of Fire Commissioner Board Chair for 2022: Commissioner Houser 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 2022: Commissioner O'Neill made a motion to appoint Ross Ogan 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 Pettit made a motion to appoint Neil O'Neill as the Board representative on for the local Board of Volunteer Firefighters. Commissioner Houser 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 O'Neill made a motion to appoint Pat Clerf and Neal Houser as the Board representatives for the Financial Review Committee. Commissioner Ogan 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 Jerry Pettit and Neal Houser as the Board representatives for the Labor Management Committee. Commissioner Ogan 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 O'Neill made a motion to appoint Ross Ogan as the Board representative on the KITTCOM Board. Commissioner Houser 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 the following items were enacted with one motion:

3.1 Approve Meeting Minutes

- December 9th, 2021
- December 14th, 2021-Special Meeting
- December 30th, 2021- Public Hearing

3.2 Acknowledge Correspondence

- Thank you from John Smith's Family

3.3 Authorize to pay vouchers

JANUARY 2022		
Batch #	Amount	Description
2021.12.07	\$4,061.25	Special AP - EMS Fund 011
2022.01.01	\$340,917.72	Payroll - General Fund 010
2022.01.02	\$147,265.06	Payroll - EMS Fund 011
2022.01.03	\$11,979.72	Special Payroll - General Fund 010
2022.01.04	\$160,852.94	Accounts Payable - General Fund 010
2022.01.05	\$62,950.89	Accounts Payable - EMS Fund 011
2022.01.06	\$652.26	Accounts Payable - Equipment Fund 041
\$728,679.84		

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

4. Public Hearing: None

5. Public Comment: Josh Deherrera shared that Shop with a Cop was a success, Kyle Anderson did a great job organizing it. There was a miscommunication with one school not knowing they could participate. Kyle Anderson didn't want the kids to miss out and went door to door to each of the kids that would have attended, to deliver items. The check-in process with COVID protocols could have improved, and there was a COVID exposure at the event. Kittitas Public health managed the COVID exposure. Josh thanked the BOFC for allowing the event to be held.

6. Administrative Reports

6.1 Finance: FSM Beckett presented virtually the attached report and addressed the following:

- The overtime reports are attached for the month of December, which was below the 3-year average for the month of December.
- The financial statements are attached. FSM Beckett shared that 2021 ended with 8.8 million in revenue and 8.2 expenditures. 5.27 million in tax revenue was brought in, which is what was projected and that does not include the Station 29 bond revenue.

6.1 District Secretary Report: DS McBride presented the attached report and addressed the following:

- WFC Spring Seminar is in Spokane in April with Open Public Meetings training, taught by Brian Snure which is a requirement for Commissioners.
- Open Public Meetings Training, Public Records Act Training and Records Retention trainings are also available through the State Attorney General online.
- 2022 Commissioner Handbooks are available in the SharePoint files online.
- ICS 100,200,700 for elected officials is available through the City of Ellensburg on Tuesday, January 18th at 6pm, for anyone interested.

Commissioner Pettit had a question regarding if the District pay for the required training, DS McBride responded that the District does pay for this required training for Commissioners. Commissioner Houser had a question about how often the Public Meetings Training is required, DS McBride responded every 4 years.

6.2 Deputy Chief Report: DC Elliott presented the attached report addressed the following:

- The predicted COVID bump is occurring. It looks to be driven by new variant (omicron) and believes this will be short term bump and our community will see a significant drop off in 3-4 weeks. The new variant looks to be giving some level of immunity in the community.
- According to the READY coalition hospital bed availability is as bad or worse we have so far.
- There is talk that Health care providers may be required to wear 95 masks, while at work.
- Our daily COVID testing plan for staff is catching people COVID positive, who were not showing symptoms but later developed them. We were can send home likely contagious people.
- Our staffing is in continuously mode right now for staffing level. We are managing 2-3 people positive in the organization and after 5 days and they can return to work. We are continuing to follow all COVID precautions.
- In 2020, our EMS call statistics went down due to COVID and people not accessing healthcare. Because of this, we have been seeing sicker patients.
- Our out of county transfers over the last four years averaged at 555. In 2021, the number of out of county transfers was 483, which is significantly lower. However, because of the lack of bed availability the transfers are much further to hospitals that have open beds, increasing transport times.
- We are down 2 personnel, both paramedics due to resignations at the end of 2021. Looking forward into 2022, we are at 4 paramedics per shift. If we lose anymore people, it will put us in a medic predicament until we hire.
- Overall call volume is up 32% compounded over 10 years. This works to be about 3% per year average but last year was a 13% bump. We are expecting 2022 to see another increase. We have already started off very busy.
- Prevention fee ahead in the agenda.
- The Chief accepted a USDA grant we applied for but didn't originally get, for fire mitigation about both fire evacuation planning and fuels mitigation. The original organization that was selected backed out and we had a very attractive grant program and they offered our organization the grant. They will be here on January 31st to help with our plans. We are looing at Cooke or Coleman Canyon and doing fuel reduction to the exit corridor, possibly working with DNR to get the work done. DNR announced a similar grant and nobody else in the county has a program, so we may be awarded additional funding.

Commissioner Houser had a question about Hospital guidelines for patients. DC Elliott shared that 5 days after workers test positive, you can return to work. Patients that test positive are being sent

home if their have mild symptoms. If you are sick you are admitted into the ICU. Recently, we have people misusing 911 and asking for COVID tests.

- Rapid improvement in hospital bed availability is expected in 3-4 weeks.

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

- We have put a posting on Public Safety for Paramedics. We will be doing an assessment center on February 1st with the intention to bring a list of applicants for the BOFC during the February BOFC meeting.
- The upper county was hit hard with the snow storm. Mike and Matt were doing a great job with plowing our stations. A design flaw may have been noticed out at Station 21, between the old apparatus bay and the new station 21 roofs. Snow was falling off the old apparatus bay down onto the new station roof. Under normal conditions it would not be an issue but with the amount of snow we have seen it may be an issue.
- In the consent agenda was thank you from the Smith family. A funeral date has not been announced.
- Chief will be on vacation next week and out of state.

6.4 Commissioner Report: The Kittcom meeting is today, chief will go up there, he will take Commissioner Ogan up with him. DC Elliott is the designee for the city and will attend off duty. District 1 representative is Chief Smidt.

7. Unfinished Business:

7.1 Chief and Deputy Chief Salary Adjustment based on District 7 Interlocal Agreement: Chief Sinclair led discussion about the District 7 contract including a salary inflator. It was intended for this to happen annually but since the contract was signed, the pay has not been adjusted for DC Elliott or Chief Sinclair. The intent in the contract was for a 3% increase in 2019-2020, 3% increase in 2020-2021 and another 4% increase 2021-2022. Chief Sinclair would like to see a 10% increase to both his and DC Elliott's District 7 Salary Adjustment. Currently, the payment from District 7 is \$6,185.00 per month. This would increase DC Elliott's pay to \$550.00 per month and \$4,400 for Chief Sinclair. No further discussion occurred.

Commissioner Houser made a motion to approve the Salary Adjustment for the Chief and Deputy Chief. Commissioner Ogan seconded the motion. There was no further discussion and the motion passed unanimously.

8. New Business

8.1 Washington State Long Term Care Tax: The legislature said that this was put on hold along with the Governor. As we closed out the year, the state gave 3 different messages as to withhold from pay check for this or not. We did not collect for the January pay checks. Chief was on the WFC legislative meeting and they shared that the legislature will likely rescind the tax until the middle of 2023. The risk is if the legislature doesn't act then the District would be on the hook for the tax. Chief has advised FSM Beckett to not collect the tax based on the information he has been shared. Commissioner Pettit shared that the county is struggling with this also. The county had multiple opinions and didn't withhold the tax either. The commissioners agree to not withhold the tax for now and to relook at this issue at the next meeting.

8.2 Set Public Hearing Date for Performance Benchmarks: Commissioner Houser made a motion to set a Public Hearing Date for March 10th, 2022 @1000 hours to review and discuss performance benchmarks. Commissioner Pettit seconded the motion. There was no further discussion and the motion passed unanimously.

- 8.3 Resolution 22-01:** 2021 Wage and Stipend Schedule: Commissioner Ogan made a motion to approve the 2022 Wage and Stipend Schedule. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.
- 8.4 Resolution 21-02:** Agent to Receive Claims: Commissioner Pettit made a motion to approve Resolution 21-02, Houser seconded the motion, there was no further discussion and the motion passed unanimously.
- 8.5 Resolution 22-03:** 2022 Fee Schedule: DC Elliott lead discussion that the Fee Schedule has been updated to reflect a re-inspection fee for annual fire inspections. In the past the prevention team has found that businesses are not fixing issues that are noted in their annual fire inspections and waiting until next year to get it noted again. With the additional help in prevention, they have been able to have re-inspection follow up but are still finding that some businesses are choosing to not fix the issue. We do not want to institute a fine but do want to set a fee that is based on the loaded rate cost for the Prevention Captain to do re-inspections. The schedule reads that after the first re-inspect we will begin to charge. If somebody is making a good faith attempt to resolve issues, we will not charge them. Commissioner Pettit had a question regarding transport fees, Chief Sinclair responded that we use the same fee schedule and it has a resident vs. non-resident charge and mileage rate. Commissioner O'Neill made a motion to adopt the 2021 Fee Schedule. Commissioner Ogan seconded the motion. There was no further discussions ant the motion passed unanimously.
- 8.6 Resolution 22-04:** Authorizing Commissioners to serve as Volunteer Firefighters: Commissioner O'Neill made a motion to adopt resolution 22-04. Commissioner Pettit seconded the motion. There was no further discussions ant the motion passed unanimously.

9. Good of the Order: Chief Sinclair shared that a meeting needs to happen with the regionalization committee, and District 7. Last night, at the District 7 meeting their board chose, January 25th at 6pm. Commissioner Houser, Clerf, O'Neill were selected to be on the committee last meeting. The first meeting will take place at District 7 and alternate back for the next meeting.

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 1053 hours.

Pat Kelly

Board Chair

Dr. M. Houser

District Secretary

