



KITTITAS COUNTY FIRE DISTRICT # 7
MINUTES OF FIRE COMMISSIONERS MEETING
July 11, 2024 18:00

CALL TO ORDER: The meeting was called to order at 18:00 hours at Station 72, on July 11th, 2024. The Pledge of Allegiance was led by Chief Lowe.

PRESENT: Commissioner Chair Jeff Myers, Commission Vice Chair Justin Zipperer, Commissioner Rober Cernick, Chief Aaron Lowe, Chief Admin Officer/District Secretary Micallef, three firefighters from KCFD7, three members of HD2, and two members of the public.

ADOPTION OF AGENDA: Commissioner Cernick motioned to approve the agenda, Commissioner Zipperer seconded the motion, the Board Voted 3-0 to approve the agenda.

PUBLIC COMMENT: HD2 Commissioner and HD2 Chief gave a presentation on the levy lift that they have on the August 6 ballot. An explanation of where the levy rate is currently and where they hope to be given. Commissioner Zipperer asked what the difference in fee's were for a transport if you were a resident vs nonresident. HD2 charges \$1,000 for BLS for nonresident and \$700 for resident. HD2 thanked KCFD7 for being there over the years and for the help.

INTERIM CHIEF MCFARLAND PRESENTATION: Commissioner Zipperer motioned to pass a proclamation thanking Interim Chief McFarland for his service, motion was seconded by Commissioner Myers. Board voted 3-0 and a plaque was presented to Interim Chief McFarland and his wife.

APPROVAL OF MINUTES: Meeting minutes were presented for approval. The meeting minutes were from the June Regular Meeting, Commissioner Cernick motioned to approve and sign the meeting minutes; Commissioner Zipperer seconded the motion. The Board voted 3-0. minutes were signed.

CORRESPONDENCE: We received a thank you for how the Volunteer association handled Facebook posts about fireworks. Also received a thank you from residents of Sky Meadows on a recent medical call. FF Victor and FF Otterness were both named in the thank you.

FINANCIAL REPORT: Report was given. At the end of June the amount in all accounts was \$4,878,238.25. As of the end of June \$3,235,909.98 (57.30%) in property taxes had been collected in property taxes, and \$2,418,676.58 was still left to be collected. Commissioner Zipperer motioned to approve and sign the check registers, Commissioner Cernick seconded the motion, the Board voted unanimously to approve and sign the check registers.

CHIEFS REPORT:

- **June Call Statistics:** Report was handed out. Two significant calls Lavendar Lake house fire, and garage fire.
- **District Wide Meeting** – Happened on July 10th. Was very well attended and in that meeting Mission, Vision and Values were created. Everyone in the meeting had a voice and participation was huge.



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- Events: Liberty parade on 4th, Pioneer Days Parade, KCFD7 BBQ
- Social Media/Website: Chief has met with Hoehn and Carlson to work on changes needed to the website. Would like to move forward with having district ran Facebook page to assist in getting information out to the public since this is where people go for information.
- Admin Assistant Position: Sandy has given her notice for the end of August. The Board would like the Chief to just fill the position since it is already budgeted for.
- MSO – Rosenberry is no longer the MSO, probably won't be filling the position looking to see how else the work can be done, possibly by a training officer.
- IPAD's for Commissioners: Commissioner Myers would like to move forward with the commissioners being issued IPAD's for meeting packets.

COMMISSIONERS REPORT:

- Commissioner Myers attended the parades and BBQ, thanked the staff and volunteers for bringing lots of apparatus and showing up.

UNFINISHED BUSINESS:

a. STAFF REPORT: Engine Purchase/Local Program:

Request for purchase of two KME Engines. Commissioners request our attorney Snure look over all of the purchase documents to make sure we are following bid law with Sourcewell purchase. Commissioner Zipperer motioned to move forward with the purchase and to use the LOCAL program for financing for a total amount of \$2,016,164.78. Commissioner Cernick seconded the motion. The Board voted 3-0 to approve and have the Commissioner Chair Myers sign the purchase documents.

- b. Training Tower Update:** Looking at adjusting the structure to bring down costs yet still achieve the needed goals. Chief Lowe met with Cheri Marusa of Lifesupport and went over the changes and she understood, the meeting went very well.

NEW BUSINESS:

a. Job Descriptions:

- a. Fire Chief Job Description: Request to remove "Class C Drivers License" Commissioner Zipperer motioned to approve the job description, Commissioner Cernick seconded the motion, the Board voted 3-0 to approve the Chief's job description.

- b. Training Captain Description: Commissioner Zipperer requested the following changes: IFSAC Instructor 1 and Officer 1 required, IFSAC Instructor II and Officer II within 12 months of appointment, add ICS 300 & 400 in the first 12 months of appointment and small verbiage change to Distinguishing Characteristics section. Commissioner Zipperer motioned to approve with changes, Commissioner Cernick seconded the motion, the Board voted 3-0 to approve training captain description with changes.



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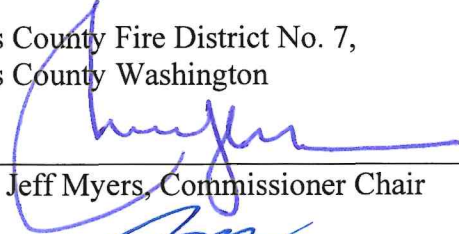
- c. Lieutenant Description: Commissioner Zipperer motion to approve, Commissioner Cernick seconded the motion, the Board voted 3-0 to approve the Lieutenant description. LT List will be good for a year with up to 6 months to extend, testing would happen for a new list as needed.
- b. Hiring of Administrative Specialist: Announcement to be posted on the 19th and run for a month.
- c. Request to Hire Part-Time Employee for ESO Implementation: Could possibly be Sandy, need to run financial numbers with minimum and maximum hours and bring to next meeting.
- d. Proclamation: Proclamation to thank Dave Renfro for the donation of the fire truck, and Thank you to Willette's for the tow.

GOOD OF THE ORDER: Commissioner Myers will be out of town later in November, would like to make sure budget is done before he has to leave. Chief Lowe and Chief Admin Micallef both plan to start budget early this year, and have approved by the November regular Commissioner meeting.


Meeting was adjourned at 7:52pm.

APPROVED

Kittitas County Fire District No. 7,
Kittitas County Washington

By: 

Jeff Myers, Commissioner Chair

By: 

Justin Zipperer, Commissioner Vice Chair

By: _____
Robert Cernick, Commissioner

ATTEST: 

Eryn A Micallef, District Secretary