KITTITAS COUNTY FIRE DISTRICT 7

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4244 Bullfrog Road — Cle Elum, Washington 98922 — (509) 649-2789 — Emergency Dial 911

Board of Fire Commissioners Meeting Minutes

October 8, 2026 - 6:00 p.m.

CALL TO ORDER: The regular meeting was called to order at 1800 hours. Division Chief Zinko led the Pledge of Allegiance.

PRESENT: Commissioner Chair Jeff Myers, Commissioner John P. Keffer, Commissioner Brian Bosserman, Chief Aaron Lowe, Chief Administrative Officer and District Secretary Eryn A. Micallef, Division Chief Zinko, one volunteer, and one member of the public.

ADOPTION OF AGENDA: Item 10B, Commissioner Award Discussion, was removed from new business and moved to executive session. All other agenda items were retained. Commissioner Bosserman moved to approve the amended agenda. Commissioner Keffer seconded the motion. The Board voted 3-0 to approve. The award discussion was subsequently held in open session, as recorded under New Business.

PUBLIC COMMENT: Dan Sanders, a District volunteer, asked what the District was doing to address false alarms in Suncadia. He thanked the District and Savannah Davies for fuels reduction treatments in the Liberty area. He also asked about the status of the WSRB rating and its potential effect on insurance rates.

Brett Engstrom, a resident of the Lauderdale area, asked whether there were future plans for a fire station in that area. Commissioner Myers reported that he had spoken with the county commissioners about potential impact fees and planned further discussion about contributions from future developments toward fire stations.

APPROVAL OF MINUTES: The September 2026 meeting minutes were presented with no corrections. Commissioner Bosserman moved to approve and sign the minutes. Commissioner Keffer seconded the motion. The Board voted 3-0 to approve, and the minutes were signed.

CORRESPONDENCE: None.

FINANCIAL REPORT: The September check registers were reviewed, and questions regarding individual expenses were addressed. The batches were presented as follows:

- Batch 09.01.26: Mid Month Payroll - $166,510.91.
- Batch 09.02.26: SCBA Flow Test Machine - $24,963.15.
- Batch 09.03.26: End-of-Month Payroll - $178,933.80.
- Batch 09.04.26: Accounts Payable - $37,596.39.

- Total: $408,004.25.

Commissioner Keffer moved to approve and sign the check registers. Commissioner Bosserman seconded the motion. The Board voted 3-0 to approve, and the registers were signed.

CHIEF'S REPORT:

- **Calls:** The District responded to 83 incidents in September, averaging 2.8 incidents per day. The report described an approximately 17 percent decrease from the prior month.
- **Significant Calls:** Responses included a CPR call and calls involving smoke showing. Commissioner Keffer raised a concern regarding the Hospital District's response non priority to a CPR call at his church. Chief Lowe will follow up with Geoff at the Hospital District.
- **Significant Events:** All staff participated in developing the budget. Chief Lowe worked with Representative Dent on a wildfire resilience summit scheduled for November 11 and 12 in Suncadia. Attendance will be by invitation only, with limited invitations; Commissioner Myers was invited. The District's AP Triton work was completed, with future in-person meetings to be scheduled. The Community Wildfire Protection Plan (CWPP) was nearing completion, and the District was providing input. Shift meetings were held, and assigned duty shifts were being changed from two-day assignments to week-long duty shifts.
- **Training Summary:** September training totaled 807 hours, including 427 hours of company training.
- **Fleet Summary:** A fleet summary was presented. The Division Chief and two firefighters traveled to Hillsboro, Oregon, to inspect the new third KME engine and check on the damaged KME engine. Work on both engines was less advanced than expected, but the visit helped clarify the work needed. Staff will also evaluate the older UTV and whether to invest additional funds in it or to surplus it.

COMMISSIONERS' REPORT: Commissioner Bosserman had no additional activities to report. Commissioner Keffer reported that contract negotiation meetings were going well. Commissioners Keffer and Bosserman had dinner together; no District business was discussed.

Commissioner Myers attended a Washington Fire Commissioners Association legislative session. He reported that participants were advised that state budget funding was limited. Discussion included proposed changes to the commissioner appointment process and the Washington State Patrol's request for additional mobilization funding.

Commissioner Myers also attended the First Responders Wellness Summit at the University of Washington and reported strong attendance. Topics included drug and alcohol issues, responders' assistance to people experiencing addiction, and the effects on responders who encounter those issues. The Board discussed making wellness a greater focus within the District, including addressing what personnel saw and felt after incidents in addition to the operational focus of after-action reviews. Commissioner Myers attended the first weekend of Suncadia Harvest Fest, and Commissioner Keffer planned to attend the second weekend.

UNFINISHED BUSINESS:

- **Transfer from Apparatus Reserve to Regular Reserve:** This item was moved to the 2027 budget discussion.
- **Administrative Services Contract:** Roslyn was planning a meeting to discuss funding Microsoft Office 365 to support email services consistent with the District's platform. Work also continued on a Vector Solutions subscription that would allow Roslyn to receive District-assigned training through a parent-child account arrangement. Chief Lowe was working on a potential mechanical shop contract with the Cle Elum-Roslyn School District under which the District could use the school district's shop and provide mechanical services.
- **Board Principles for Future Fire and EMS Consolidations:** Commissioner Myers presented the Guiding Principles for Fire Service Consolidation document. Commissioner Keffer supported it as a useful overview for Chief Lowe when approached by other districts. The Board discussed applying the phases to each scenario. Commissioner Myers will revise the document to specify that a consolidation must provide a benefit and be in the best interests of both communities, identify the approving board for each government structure, and add structure and numbering to the primary tests. Commissioner Bosserman moved to approve the document with the edits. Commissioner Keffer seconded the motion. The Board voted 3-0 to approve with the edits.
- **WSRB Rating:** Following a telephone conversation with WSRB, the District was awaiting a letter confirming the information provided. An improved rating was anticipated; written confirmation remained pending.
- **Fire Management Agreement with The Nature Conservancy:** The agreement remained under development, and the item was removed from consideration.

NEW BUSINESS:

- **2027 Budget Discussion:** The Board reviewed the proposed budget line by line. Commissioner Myers described his preferred presentation format. Staff will revise the format and bring the budget back to the November meeting for finalization. The renamed funds were identified.
- **Commissioner Award Discussion:** The Board held the award discussion in open session. Commissioner Bosserman moved to nominate the award recipient. Commissioner Keffer seconded the motion. The recipient will be announced at the award ceremony.

GOOD OF THE ORDER AND ANNOUNCEMENTS: Chief Administrative Officer Micallef reported that the audit was underway. Recommendations were anticipated, including likely changes to the purchasing policy. Policy revisions will wait until all auditor recommendations are received. The audit was expected to close at the November meeting.

Commissioner Bosserman will be away for the next meeting. A Microsoft Teams connection will need to be arranged so he can participate remotely.

CLOSED SESSION: The Board entered closed session at 2031 hours under RCW 42.30.140(4) to consider collective bargaining strategy. No expected duration was announced. The Board reconvened in open session at 2046 hours.

ADJOURNMENT: With no further business before the Board, the meeting was adjourned at 2046 hours.

APPROVED:

Kittitas County Fire District #7,
Kittitas County, Washington

By: _____
Jeff Myers, Commissioner

By: _____
John P. Keffer, Commissioner

By: _____
Brian Bosserman, Commissioner

ATTEST:

_____
Eryn A. Micallef, District Secretary