



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

January 8, 2026

CALL TO ORDER: The meeting was called to order at 1800 hours at Station 72; Commissioner Keffer lead the pledge of allegiance.

PRESENT: Commissioner Jeff Myers, Commissioner John P. Keffer were in attendance, Commissioner Zipperer had an unexpected absence due to his work. Chief Aaron Lowe, District Secretary Micallef, one full-time firefighter, and two members of the public.

ADOPTION OF AGENDA: Striking “Job Descriptions” as that will be brought up at a later meeting date. Commission Keffer motioned to approve the agenda with the change, Commissioner Myers seconded the motion, the Board voted 2-0 to approve the agenda.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: The Meeting Minutes from the December regular meeting were presented along with January 2nd special meeting. Commissioner Keffer made a motion to approve the regular meeting minutes, and Commissioner Myers seconded. The Board voted 2-0 to approve and sign the December regular meeting minutes.

Commissioner Keffer made a motion to approve the January 2nd special meeting minutes, and Commissioner Myers seconded. The Board voted 2-0 to approve and sign the special meeting minutes.

CORRESPONDENCE: None

FINANCIAL REPORT: The Financial Report was provided to the Board; the total monthly expenditure was \$586,754.90. Expenses were reviewed and discussed.

Commissioner Keffer made a motion to approve and sign the expense and payroll registers, and Commissioner Myers seconded. The Board voted 2-0 to approve and sign the expense and payroll registers as presented.

CHIEF’S REPORT:

- December and Year End Call Statistics – Calls and types were presented; a discussion about having a more in-depth end of the year report was had and we will work on a comprehensive annual recap report.

- Significant Calls-
 - Apparent Structure Fire, was just smoking shingles, extinguished prior to arrival.
 - Trooper involved collision on I-90.
 - Another apparent structure fire that was wire related, no fire.
 - In the year end calls report, it reflected 44 “aid given” calls by KCFD7. Commissioner Keffer asked for more detail on aid given and aid received over the year at the next meeting.
- Chiefs' Goals – The list was reviewed and updated; format now includes priority level for each goal.
- Significant Events –
 - Shop with a Cop & Firefighter was well attended by volunteers, and administrative staff.
 - Suncadia Santa Parade
 - KITTCOM Meeting
 - Day wireless meeting about radio issues-radios have been working a little better since Sky Meadows repeater has been updated. KCFD7 will be working with KITTCOM to test new dual band radios in our first out apparatus.
 - Division Chief applications are finalized. 13 applications with some really well qualified candidates. Six applicants will move on to interviews on the 22nd of this month.
 - Meet and greet with Kittitas County Conservation District about their goals and KFACC.
 - Officer Meetings.
 - Mandatory administrative trainings were finished before year end.
 - Community Christmas Basket Event – received praise from Jeremy Habberman of KVFR about how our FF Wesson handled this event. He went well above and beyond to make sure that the family chosen received everything they wanted. FF Wesson’s professionalism and follow-through was really appreciated.

Training Summary: A summary of monthly training hours was provided. We need an annual training report. To be provided at the next meeting.

Fleet Summary: A fleet summary report was provided to the Board, summary of note:

- E721 - electrical issues.
- E731 - Warranty work and front-end alignment.
- Online training for E-One electrical systems (two day training)
- T751 - Trying to find a vendor with parts available.

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- Generators were inspected and serviced so that they are ready in case of electrical failure.

Facilities Summary: No report this month.

COMMISSIONER'S REPORT: Commissioner Myers reminded the Board that Legislative day is January 29th. Attending this will allow commissioners and Chief to have access to their legislators and give them time to speak to the needs of the Fire District. Commissioner Myers, Commissioner Keffer and Chief Lowe expressed interest in attending.

Commissioner Myers would also like to thank the Kittitas County Stair Climb Team for their hard work and fundraising efforts. It has been great to see the whole county work together towards such a great cause that hits home for some many of us.

UNFINISHED BUSINESS:

Training Tower Update: Currently there is a delay with the Kittitas County Building Department related to the installation of the electrical service and burn prop because a county employee has not been available.

The District did receive the gracious donation of \$20,000 for the hydrant installation from Dave and Diane Ewing.

NEW BUSINESS:

Commissioner Chair and Vice Chair Elections – Commissioner Keffer nominated Commissioner Myers to be Board Chair and Commissioner Zipperer to be Board Vice Chair for 2026. Commissioner Myers seconded the motion, and the Board voted 2-0 to approve.

Resolution 2026-1 Per Diem – Per Diem set for 2026. Commissioner Keffer motioned to approve the resolution. Commissioner Myers seconded the motion, the Board voted 2-0 to approve and sign Resolution 2026-1.

Resolution 2026-2 - Meeting Dates and Times – Regular Commissioner Meetings are set for the second Thursday of each month at 1800. These meetings will take place at Station 72 (5511 Airport Road, Cle Elum, WA 98922). Commissioner Keffer motioned to approve the resolution setting dates and times for regular commissioner meetings, Commissioner Myers seconded the motion. The Board voted 2-0 to approve and sign Resolution 2026-2.

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Commissioners as Volunteers Discussion – In the past Commissioners were allowed to be volunteers; currently Commissioners agree it is in the best interest not to volunteer. Commissioners agreed that a resolution allowing commissioners to be volunteer firefighters is not necessary.

Policy Review:

- SOP 202 District of Agency Directive
- SOP 204 Liability Claims
- SOP 205 Electronic Mail
- SOP 206 Administrative Communications
- SOP 208 Annual Planning Calendar

These are standard Lexipol policies. These were provided to the Union representatives but the District has not yet received a response. Commissioner Keffer moved to approve all policies tentative to the approval of the Union. Commissioner Chair Myers seconded the motion. The Board voted 2-0 to tentatively approve the policies as presented.

Good of the Order/Announcements: Commissioner Myers would like to ask if Commissioner Keffer would be the representative of the Board to review the new District Lexipol policies prior to commissioner meetings. Commissioner Keffer was happy to be the representative.

District Secretary Micallef advised the Board that we received both a Grant from IAFC for \$15,000 and the DOH Trama Grant for a little over \$900.

Chief Lowe advised that he and CRR Specialist Davies would be attending IAFC Evacuation planning conference in Leavenworth the following weekend in conjunction with law enforcement representatives from Cle Elum and the Sheriff's Office.

ADJOURNMENT: With no further business before the Board, the meeting was adjourned at 1858 hours.

Board of Volunteer Firefighters Pension and Relief Meeting – The Meeting commenced at 1859 hours to review two invoice vouchers for a volunteer's medical services from a prior injury. Chief Lowe motioned to approve and sign the vouchers, District Secretary Micallef seconded the motion, the Board voted 3-0 to approve the vouchers and submit them to the state pension board for processing.

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The meeting was adjourned at 1900 hours.

APPROVED:

Kittitas County Fire District #7,
Kittitas County, Washington

By: 
Jeff Myers, Commissioner Chair

By: _____
Justin Zipperer, Commissioner Vice Chair

By: 
John P Keffer, Commissioner

ATTEST:


Eryn A Micallef, District Secretary

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