



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 **March 19, 2026**

CALL TO ORDER: The meeting was called to order at 1800 hours at Station 72; Chief Lowe led the pledge of allegiance.

PRESENT: Commissioner Jeff Myers, Commissioner John P. Keffer, Chief Aaron Lowe, District Secretary Micallef, five full-time firefighters, Chad Akin and four members of the public.

ADOPTION OF AGENDA: The following agenda modifications were recommended: 10E- remove policies 400 and 401; add approval of Special Meeting Minutes of March 12th; add Resolution #2026-3: Litigation Defense Policy and Procedure. Commissioner Keffer motioned to approve the modifications and adopt the agenda; Commissioner Myers seconded the motion; the Board voted 2-0 to approve.

PUBLIC COMMENT: Brian Bosserman, who is planning to apply for the Commissioner vacancy, wanted to introduce himself.

APPROVAL OF MINUTES: Commissioner Keffer motioned to approve the February meeting minutes; Commissioner Myers seconded the motion; the Board voted 2-0 to approve.

Commissioner Keffer motioned to approve the March 12, 2026 Special Meeting minutes; Commissioner Myers seconded the motion; the Board voted 2-0 to approve.

CORRESPONDENCE: None.

FINANCIAL REPORT: The Financial Report was provided to the Board; total monthly expenditure was \$491,970.53; expenses were reviewed. Commissioner Keffer made a motion to approve and sign the expense and payroll registers as presented, and Commissioner Myers seconded; the Board voted 2-0 to approve.

CHIEF'S REPORT:

- February Calls Report and Final Summary for 2025.
- Significant Events –
 - Meetings with elected leaders of Cle Elum, South Cle Elum and Roslyn at their request to discuss fire service options.
 - Meeting with law enforcement in Ellensburg regarding ICS response to regional incidents.

- Collaboration with Kittitas Fire Adapted Communities Coalition (KFACC) to update the Community Wildfire Protection Plan (CWPP) for Kittitas County.
- Kittitas County Stairclimb team did an amazing job this year in Seattle. The Commissioners expressed their appreciation to members of the team and for raising funds to fight blood cancer.
- A, B and C shift meetings, staff, and officer meetings completed.
- Lt. Hoehn is working to standardize all the brush trucks.
- Worked with “BurnBot” on \$600,000 grant that will have a match from local wildfire grant funds; possible collaboration with state Department of Transportation for fuel mitigation along highways.
- Attended the Western Fire Chiefs Conference with CRR Davies and Chris Martin from Blue Pine Fuels.
- PSE Wildfire Workshop
- Firefighter hiring and lieutenant assessment center completed.
- **Training Summary:** The summary of monthly training hours was provided.
- **Fleet Summary:** The new Excel spreadsheet presented lists all apparatus with location, status, and notes regarding needed service or issues.
- **Facilities Summary:** Total Brand Management has installed the new signs on all the stations; the company also donated several sets of updated station numbers as well as additional smaller logo decals.

COMMISSIONER’S REPORT: Commissioner Myers advised that the legislative session has finished; thankfully funding for aviation for wildfires was not cut; there was also legislation for increment financing and allowing lid lifts for up to ten years.

Commissioner Myers thanked PIO Carlson for her ongoing work with the Cle Elum Community Access Program working to distribute AED’s in our area and coordinating those locations with PulsePoint.

There will be a door-to-door Red Cross wildfire preparedness/ smoke alarm event in Sun Country and Elk Meadows this weekend; thank you to the 9-Iron Grill for hosting the coordination site and providing lunch to the volunteers.

There will be a joint Special Study Session on March 30th with Cle Elum and South Cle Elum to discuss fire service options, including possible annexation into the District.

Commissioner Keffer attended the Washington Fire Commissioner Association’s new commissioner training in Spokane.

UNFINISHED BUSINESS:

To provide the highest quality fire, rescue, and emergency services to our community in a caring and professional manner.

None.

NEW BUSINESS:

Appointment of Board Vice Chair – Commissioner Myers motioned to appoint Commissioner Keffer as Vice Chair; Commissioner Keffer seconded the motion; the Board approved 2-0.

Approval of Division Chiefs Contracts – Recommended updates identified in the prior meeting had been completed. Commissioner Keffer motioned to accept and sign the contracts; Commissioner Myers seconded the motion; the Board approved 2-0. Division Chief Akin was in the audience and signed his contract.

Acceptance of Donation from Hurwitz Estate – Commissioner Myers motioned to accept the donation with the District Secretary to sign the necessary documents; Commissioner Keffer seconded the motion; the Board approved 2-0.

Commissioner Position 3 Vacancy – Pursuant to the statute, the Commissioners nominated those who have indicated they are willing to serve: Brian Bosserman, Michael Sandsmark, Mark Vetter and Mark Folden; there have also been several other people who have contacted the Commissioners to ask about the position or who have expressed interest, but have not yet committed to applying.

The nomination period of 15-days will now be open to the public.

The Commissioners agreed that all applicants (including those previously nominated) must submit a one-page letter of interest and one-page resume to the District Secretary by April 7th at 5pm; the regular April Meeting will be moved from the 9th to the 16th to accommodate staff schedule conflicts, with a Special Meeting on April 9th for the Commissioners to interview the final Commissioner candidates.

Policy Review:

- SOP 326 Line of Duty Death and Serious Injury Investigations.
 - Commissioner Myers motioned to approve; Commissioner Keffer seconded the motion; the Board approved 2-0.

2025 Annual Call Statistical Recap – Chief Lowe provided a recap and statistical breakout of the 851 calls for service in 2025.

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Resolution 2026-3 Litigation Defense Policy and Procedure –Commissioner Keffer motioned to accept and sign the resolution; Commissioner Myers seconded the motion; the Board approved 2-0.

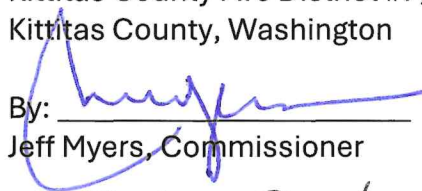
Good of the Order/Announcements:

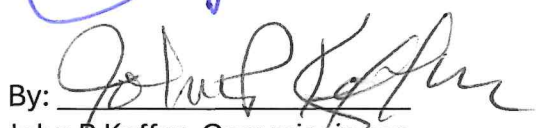
- Thank you to our volunteers and our mechanic who helped with recent snow plowing around the stations.
- Commissioner Keffer and Commissioner Myers advised they had a social gathering dinner with their spouses on March 15th; no District business was discussed.
- Former Fire Chief Russ Hobbs advised several years ago the District started working with the Conservation District to address the wildfire threat; he recently worked with Community Risk Reduction Specialist Savannah Davies and wanted the Board to know that she is a great fit for this position and does an amazing job.


ADJOURNMENT: With no further business before the Board, the meeting was adjourned at 1922 hours.

APPROVED:

Kittitas County Fire District #7,
Kittitas County, Washington

By: 
Jeff Myers, Commissioner

By: 
John P Keffer, Commissioner

By: N/A 
~~VACANT~~, Commissioner

BRIAN BOSSERMAN

ATTEST:


Eryn A Micallef, District Secretary

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