



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

August 13, 2026 - 6:00 p.m.

CALL TO ORDER: The meeting was called to order at 1800 hours at Station 72 with the Pledge of Allegiance.

PRESENT: Commissioner Jeff Myers, Commissioner John P. Keffer, Commissioner Brian Bosserman, Chief Aaron Lowe, District Secretary Eryn A. Micallef, and one full-time firefighter.

ADOPTION OF AGENDA: Commissioner Keffer moved to amend the agenda by adding item 10C, Resolution 2026-11: Emergency Declaration. Commissioner Bosserman seconded the motion. The Board voted 3-0 to approve the amended agenda.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: The minutes of the July 2026 regular meeting and the July 20th special meeting were presented. Commissioner Keffer moved to approve the July regular meeting minutes. Commissioner Bosserman seconded the motion. The Board voted 3-0 to approve.

Commissioner Keffer moved to approve the July 20th special meeting minutes. Commissioner Bosserman seconded the motion. The Board voted 3-0 to approve.

CORRESPONDENCE: None.

FINANCIAL REPORT: The financial report was provided to the Board. Total monthly expenditures were \$652,306, and the expenses were reviewed.

Commissioner Keffer moved to approve and sign the expense and payroll registers as presented. Commissioner Bosserman seconded the motion. The Board voted 3-0 to approve.

CHIEF'S REPORT:

- **Calls:** The July calls report, including a new report showing call types and year-to-date totals, was presented. Through July 31, the District responded to 521 incidents for the year. July was the busiest month, with 105 incidents, and February was the slowest, with 52. Stations 76 and 73 led in call volume.

- **Significant Events:** Chief Lowe provided an update on the Three Queens Fire. AP Triton is conducting a countywide Standards of Coverage study involving all fire districts, and the kickoff meeting occurred. No update was available regarding the WSRB rating. Other reported activities included the Suncadia HOA picnic, volunteer firefighter meetings, the Wildfire Defense Council, an interview with the University of Washington regarding prescribed fire, the DNR Statewide Wildfire Situation Summary, shift meetings, and officer meetings. All BLS units were relicensed, and missing licenses were identified and updated.
- **Significant Calls:**
 - Spokane Complex - Engine 722 (Lt. Hoehn and FF Meador)
 - Swauk Creek Fire - August 2, 2026
 - Three Queens Fire
 - Chief Lowe is serving as Agency Administrator. A land use agreement (LUA) was in place for use of the Commissioners' meeting room, which was being used daily for incident meetings.
- **Training Summary:** The monthly training summary reported 647 hours. The new report provided a breakdown by training type, with company training accounting for 72 percent of the total.
- **Fleet Summary:** The apparatus status spreadsheet was presented to the Board. A study of the District's apparatus and station placement is needed.
- **Facilities Summary:** Station 72 has a bat issue in the attic area, and pest control is scheduled to install bat-prevention measures. A waterline serving Station 72 broke and was repaired.

COMMISSIONERS' REPORT: Commissioner Myers updated the Board regarding meeting with the City of Roslyn about a possible administrative services contract that the city has proposed. Chief Lowe was developing the steps for a phased approach, which could evolve into full consolidation. The commissioners requested timelines for each phase to ensure the process did not remain open-ended.

Commissioners Keffer and Bosserman proposed holding a Board study session to identify the District's needs and expectations for any future consolidations. The item will be added to the next Board meeting agenda.

IAFF contract negotiations were scheduled to begin the following Monday, and Commissioner Keffer will be part of the negotiation team for the District.

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Commissioners Keffer and Myers attended the I-90 Life Support dinner auction and sat at separate tables. Both also attended the Three Queens community information meeting held at the high school. No District business was discussed.

UNFINISHED BUSINESS:

- **Resolution 2026-8 - Surplus:** A 1996 Ford brush truck and five GMAC center consoles were proposed for surplus. Commissioner Bosserman moved to approve and sign the resolution. Commissioner Keffer seconded the motion. The Board voted 3-0 to approve.
- **Chief Annual Evaluation:** Commissioner Myers reported that only few evaluation inputs have been received. He requested that an Executive Session be added to the next regular Board meeting for the commissioners to discuss the evaluation.

NEW BUSINESS:

- **Resolution 2026-9 - New Fund: Capital Facilities Replacement Fund.** Commissioner Bosserman moved to approve and sign the resolution. Commissioner Keffer seconded the motion. The Board voted 3-0 to approve.
- **Resolution 2026-10 - New Fund: Capital Equipment Fund.** Commissioner Bosserman moved to approve and sign the resolution. Commissioner Keffer seconded the motion. The Board voted 3-0 to approve.
- **Resolution 2026-11 - Emergency Declaration:** A water pipe at Station 72 broke, creating the potential to flood the station and parking lot. Because of the risk of significant damage, the station's operational need for water, and its use by the Three Queens Fire management team, immediate action was necessary. Commissioner Bosserman moved to approve and sign the resolution. Commissioner Keffer seconded the motion. The Board voted 3-0 to approve.
- **Transfer from Apparatus Reserve to Reserve Fund:** The names assigned to these funds were established by prior Boards and lack clarity. The Board directed District Secretary Micallef to consult with the County Auditor about renaming the funds at the county to align with the fund names used in our Budget. The item was continued until the next meeting.

GOOD OF THE ORDER/ANNOUNCEMENTS:

- Commissioner Keffer will be unavailable September 14 through October 2.
- Commissioner Myers will be unavailable October 11 through November 8.

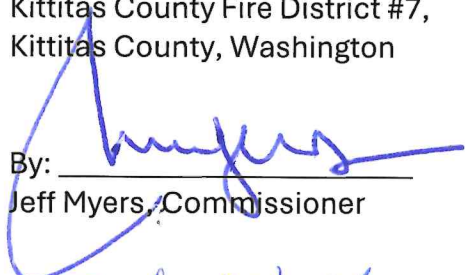
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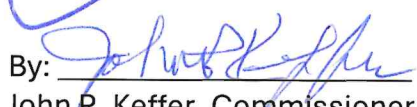
CLOSED SESSION: A closed session for contract negotiations under RCW 42.30.140 was not needed.

ADJOURNMENT: With no further business before the Board, the meeting was adjourned at 1935 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

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