



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

September 10, 2026 - 6:00 PM

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

PRESENT: Commissioner Jeff Myers, Commissioner John P. Keffer, Commissioner Brian Bosserman, Chief Aaron Lowe, Chief Administrative Officer and District Secretary Eryn A. Micallef, one volunteer, and two firefighters.

ADOPTION OF AGENDA: Commissioner Keffer moved to approve the agenda with the addition of item E: EFT Policy. Commissioner Bosserman seconded the motion. The Board voted 3-0 to approve the amended agenda.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: The August 2026 regular meeting minutes were presented. Commissioner Bosserman moved to approve and sign the minutes. Commissioner Keffer 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 \$673,672.54, 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 August call statistics and breakdown by call type were presented. The District responded to 89 calls in August.
- **Significant Calls:** The Three Queens Fire was managed by Pacific Northwest Complex Incident Management Team 13. Kittitas County Fire District 7 served as agency administrator. Chief Lowe reviewed the incident strategic alignment process and delegation of authority. Daily meetings in the Commissioners' room included the 0700 operations briefing, 1000 cooperators meeting, and 1700 hours incident commander and agency administrator meeting. During the month, the District also supported the Colwash Fire with an immediate needs strike team; responded to a vegetation fire across I-90; had a multiple-patient I-90 collision with multiple patients

that was not declared a mass casualty incident; and sent personnel to the Alliance Road Fire.

- **Significant Events:** Three Queens Fire meetings included cooperators meetings, incident strategic alignment process meetings, and incident commander and agency administrator meetings. Other activities included shift meetings, volunteer firefighter training with participation by the City of Roslyn, a Washington Fire Chiefs meeting, the Wildfire Defense Council, and DNR statewide wildfire situation summary meetings. The District continued work on the AP Triton required information for the Standards of Coverage project. Chief Lowe met with Representative Tom Dent and Hillary Franz; a Wildfire Caucus meeting in being planned for November. Work on the Community Wildfire Protection Plan (CWPP) update continued during the month.
- **Standard Operating Procedures:** Updates were underway for the uniform policy regarding collar brass and name plates on Class A uniforms; SOP 500- patient care reports; and SOP 502- patient refusal of pre-hospital care; pending EMS and MSO updates; SOP 919- roadway incident safety (regarding compliant and noncompliant safety vests); SOP 918- personal firearms, with Commissioner Myers reviewing legal issues; and SOP 505- controlled substances accountability, pending EMS review and possible policy modification because the District does not carry controlled substances.
- **Fire Prevention:** The District identified and contacted leaders of HOAs near the Three Queens Fire, including newly identified Associations. Six Associations on the east side of the lake remained under evacuation orders. Staff maintained contact to identify gated properties and confirm a universal emergency access code for triage and structure protection should the fire advance into the District. Chief Lowe coordinated planning on a wildfire-resistant construction and landscaping course and recruited stakeholders positioned to implement mitigation measures. He compiled homeowner, parcel, and acreage information along evacuation routes for fuels treatment planning, visited areas of concern, documented possible treatment sites, assisted with updates to the CWPP draft, and met with homeowners for home ignition zone assessments and answer preparedness questions.
- **Training Summary:** The August training summary reported 729.85 hours, most of which was company training.
- **Fleet Summary:** Chief Administrative Officer Micallef developed a new fleet report showing which apparatus were in and out of service in a more accessible format than the prior spreadsheet.
- **Facilities Summary:** Soap dispensers for the new extractor's were being delivered for installation and use in the decontamination rooms.

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COMMISSIONERS' REPORT: Commissioner Bosserman toured the volunteer stations with Chief Lowe and visited the Three Queens Fire base, where he reviewed the day's incident action plan. Commissioner Keffer attended a second public meeting regarding the fire at the high school. The three commissioners, Chief Lowe and their wives had dinner together; no District business was discussed or conducted.

Commissioner Myers attended a state First Responder Wellness Task Force meeting and has been forwarding peer support and other wellness related training notices to Division Chief Akin. He also attended one of the Three Queens Fire morning briefing where he was asked to address the fire teams. Commissioner Myers attended the WSRB meeting at the District office with the administrative team where the preliminary assessment results were reviewed.

UNFINISHED BUSINESS:

- **Transfer from Apparatus Reserve to Regular Reserve and Renaming of Funds:** The Board discussed renaming fund 641-040 to "Apparatus Reserve Fund" and 641-041 to "Operating Reserve Fund". Commissioner Myers moved to approve the name changes. Commissioner Keffer seconded the motion. The Board voted 3-0 to approve.

The commissioners requested a list of all District reserve fund names for future reference. The separate agenda item on updating/ renaming funds was addressed under this item. Finalizing the balances of the reserve funds will be discussed at the next meeting.

- **Administrative Services Contract:** The Board reviewed a preliminary three-phase approach for an Administrative Services Contract with the City of Roslyn Fire Department. Each phase would allow for evaluation before proceeding to the next level of cooperative service. No final arrangement was established as this was only a preliminary recommendation from the Fire Chiefs.

The next phase was expected to include costs so the Board could assess the services and obligations involved.

The Board recessed for a brief break at 1911 hours and reconvened at 1913 hours.

NEW BUSINESS:

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- **2027 Budget Timeline and Date Planning:** A budget timeline will be determined with a preliminary 2027 budget review planned for the October regular Board meeting.
- **Board Principles for Future Fire Service Consolidations:** Commissioner Bosserman proposed the creation of a Board framework to guide discussions with neighboring agencies should there be interest in consolidation or changes in fire services. He favored a phased approach tailored to each agency.

The Board held an extensive discussion regarding benefits to residents, efficiency, fair taxation and service levels, clear responsibilities and accountability, liability, legal authority, statutory methods for consolidation, and written possible agreements. Existing policies would also be considered.

This topic will return as unfinished business at the next meeting.

- **Fire Management Agreement with The Nature Conservancy:** The Board reviewed concerns with the proposed agreement's insurance requirements. Chief Administrative Officer Micallef sent the agreement to the District's insurer, which identified requirements it could not meet under the proposed language. The Commissioners directed staff to seek further review of the agreement, including by our legal counsel.
- **EFT Policy:** Chief Administrative Officer Micallef explained that the District's last audit identified the need for an electronic funds transfer policy. Because Lexipol did not have a policy available, she adapted a policy from another district for review.

Commissioner Bosserman moved to approve the EFT policy. Commissioner Keffer seconded the motion. The Board voted 3-0 to approve.

GOOD OF THE ORDER/ANNOUNCEMENTS: None

CLOSED SESSION: The Board entered a closed session under RCW 42.30.140(4) to discuss collective bargaining strategy at 2008 hours and reconvened at 2110 hours.

EXECUTIVE SESSION: The Board entered executive session at 2116 hours under RCW 42.30.110(1)(g) to review the performance of a public employee, specifically to finalize the annual performance evaluation of Chief Lowe for June 2025- June 2026.

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The announced expected duration was until 2130 hours. The Board reconvened at 2132 hours.

After reconvening in open session, Commissioner Keffer moved to approve Chief Lowe's 2025-2026 performance evaluation. Commissioner Bosserman seconded the motion. The Board voted 3-0 to approve. The Board Chair will meet with Chief Lowe to present and review the final evaluation.

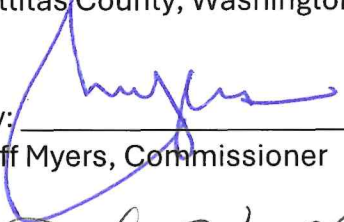
Commissioner Bosserman thanked Chief Lowe for helping him learn about the District. Commissioner Keffer thanked him for improvements to the quality of life of District residents and our staff. Commissioner Myers observed that the evaluation was similar to the prior year and recognized the District's significant progress and professional changes under Chief Lowe's second year of leadership.

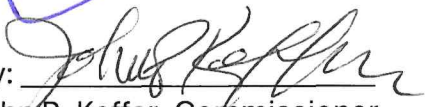
However, the Commissioners also shared their concerns about Chief Lowe putting in too many hours and the need to establish a manageable work-life balance.

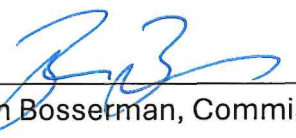
ADJOURNMENT: With no further business before the Board, the meeting was adjourned at 2140 hours.

APPROVED:

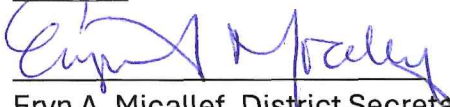
Kittitas County Fire District #7,
Kittitas County, Washington

By: 
Jeff Myers, Commissioner

By: 
John P. Keffer, Commissioner

By: 
Brian Bosserman, Commissioner

ATTEST:


Eryn A. Micallef, District Secretary

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