



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

June 11, 2026

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

PRESENT: Commissioner Jeff Myers, Commissioner John P. Keffer, Commissioner Bosserman, Chief Aaron Lowe, District Secretary Micallef, one full-time firefighter, and two volunteer firefighters were in attendance.

ADOPTION OF AGENDA: Adding to New Business Policy #215- Stipend Reimbursement Policy; also adding Fire Chief Evaluation process; the agenda was adopted with additions.

PUBLIC COMMENT: Walt Wagner, a District 7 resident and volunteer firefighter presented information on a house for sale in Hidden Valley that has a large shop that he feels could be used as a fire station.

APPROVAL OF MINUTES:

- Meeting minutes from May 2026 Regular Meeting: Commissioner Keffer motioned to approve the meeting minutes; Commissioner Bosserman seconded the motion; the Board voted 3-0 to approve.

CORRESPONDENCE: Chief Lowe would like to thank Shannette Epperson for volunteering her EMT skills for a recent recreational event in Upper County; an email from the event leadership commended the amazing job Shannette did for them.

FINANCIAL REPORT: The Financial Report was provided to the Board; total monthly expenditure was \$610,587.49; expenses were reviewed.

The third new KME Engine was paid for from the Apparatus Reserve Fund as it was due at the time of build completion; the Local Program funding cycle closes June 24th, and once the state loan funds are received, the expense will be reimbursed to the Apparatus Reserve Fund. For this cycle, the Local Program has locked in the seven-year loan with an interest rate of 2.73%.

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

Chief Admin Officer Micallef provided the Board with a list of those who helped with the recent WSRB assessment process. Commissioner Chair Myers would like to add it to old business at the next meeting and invite all of those on the list for personal recognition.

CHIEF'S REPORT:

- The May Calls Report was presented. The last page showing response times is showing only a few calls, we will be making that report its own report to show all those calls moving forward.
- **Significant Calls-**
 - Avocado truck wreck, semi-truck fire on bridge that extended to brush and closed I-90, fatality UTV accident, two suicide medical calls. The Board discussed what we do for our responders after responding to such intense calls and overall first responder wellness.
- **Significant Events –**
 - Chief Zinko met with KITTCOM Director regarding radios and the radio system. The Board discussed the current radio challenges, the cost of dual-band radios, and the future needs of a public safety grade radio system.
 - Washington Fire Chief's meeting: post fire recovery.
 - PSE mock power poles have been installed at training tower along with a mock gas meter.
 - KITTCOM BBQ- only KCFD7 and KVFR attended from fire agencies.
 - KCFACC Meeting.
 - Evacuation Meeting.
 - Commissioner Keffer and Chief Lowe attended the recent quarterly Volunteer Association Meeting. The Board reaffirmed there is no intent, desire, or plan to eliminate volunteers in this District.
 - Suncadia and Tumble Creek HOA meetings.
 - Insurance commissioner meeting and tour in Suncadia.
- **Training Summary:** The summary of monthly training hours was provided, outlining 904 hours. Discussion on how training has changed and for the better. Both volunteers in attendance at the meeting provided gave examples of how much training has changed and how much they appreciate it, to include thanks to the paid crews for participating in the volunteer drills side by side with volunteers.

Most training has been wildland lately to prepare us for the wildfire season, to include information from Community Risk Reduction Specialist

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Savannah Davies explaining what she is doing in assessments for homeowners so our crews will have an understanding as well.

Chief Zinko met with DNR and USFS about air attack so we can coordinate well when needed. Shore-based water rescue training was led by FF Ditsworth.

- **Fleet Summary:** The Excel sheet with apparatus status was presented to the Board. Issues with T751 and E741 were discussed. The second new engine's Easytrac issues were discussed (which has prevented the engine from being placed into service at Station 73). The Board discussed their frustration at how long these warranty repairs/ issues are taking and feel the investment made in this brand-new apparatus needs to be realized by being in service, not sitting at the dealer. Chief Zinko advised he would spearhead this issue and hopes to have it resolved in the next two weeks. The Commissioners agreed to give it some additional time, but if delays persist the Board may reach out to legal counsel for options.
- **Facilities Summary:** An Excel spreadsheet of facility needs has been created for every station, understanding that some issues will take time and funds to resolve. The list will be reviewed and prioritized on a regular basis.

COMMISSIONER'S REPORT: Commissioner Myers thanked FF Ditsworth for the new signs and lighting that has been added to the meeting room.

He informed the Board that the Training Tower dedication is now scheduled for July 6th at noon.

Commissioner Myers has been a part of the state's First Responder Wellness Task Force and hopes to see District members partake in available training and conferences in the future.

Commissioner Myers provided an update regarding the flood zone issue with Station 73. After the latest meeting with the county, Department of Ecology and now the Military Department, it would appear the most reasonable solution is to add the identified flood hazard at Station 73 to the county's existing Hazards Mitigation Plan. This will satisfy the FEMA audit and may open the door to federal assistance and funding. As the station will remain non-conforming, the District should be able to make required repairs, but no building permits will be issued for new or expanded facilities on the site. Otherwise, for the purposes of the state and FEMA, the flood compliance issue will be closed.

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Commissioner Bosserman is planning a station tour with Chief Lowe to familiarize himself with the District this Saturday.

UNFINISHED BUSINESS:

- **WSRB Rating:** Will bring recognition and those involved to next meeting.

NEW BUSINESS:

- **Policy Review:** Commissioner Keffer outlined the list of all the Lexipol policies still pending, and the fact that if we keep only approving four or five per meeting, it will take over five years to complete. In his past department, not all the policies came before the Board for approval; Chief Lowe is used to this process as well.

Commissioners requested a resolution brought to the Board that allows delegation of approval authority for administrative, operational and other non-financial and non-personnel policies to the Fire Chief. Policies involving personnel matters, wages, benefits and labor relations or financial commitments will still be brought to the Board for approval.

- **Purchasing Procedures:** Commissioner Bosserman motioned to approve, Commissioner Keffer seconded the motion, the Board voted 3-0 to approve.
- **SOP 211 Purchasing and Procurement:** Commissioner Keffer motioned to approve, Commissioner Bosserman seconded the motion, the Board voted 3-0 to approve.
- **SOP 402 Fire Investigations:** Tabled- Needs work; will be brought back to next meeting.
- **SOP 403 Code Enforcement:** Tabled- Needs work; will be brought back to next meeting.
- **SOP 215 Stipend and Reimbursement:** The overall policy had already been approved, but these changes added stipends for station maintenance and apparatus repair volunteer duties. Commissioner Bosserman motioned to approve additions, Commissioner Keffer seconded the motion, the Board voted 3-0 to approve.
- **SOP 613 Training Records, SOP 614 Firefighter Health and Safety and Survival, SOP 704 Information Technology Use, SOP 710 Non-Official Use of District Property:** Commissioner Myers

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motioned to approval all the policies as presented; Commissioner Bosserman seconded the motion, the Board voted 3-0 to approve.

- **SOP 80 Vision and Goals:** Commissioner Myers suggested this policy also capture the Mission Statement, as well as any other aspirational or leadership intent in one document; this will be reviewed next month.

- **Setting Special Mid-Year Budget Review Meeting:** July 20th at 6pm. Special meeting notice will follow.
- **Resolution 2026-6 Surplus of Wildland PPE:** Commissioner Keffer motioned to approve and sign the resolution to surplus obsolete wildfire personal protective equipment; Commissioner Myers seconded the motion; the Board voted 3-0 to approve.

GOOD OF THE ORDER/ANNOUNCEMENTS:

- Chief Lowe is now the state representative for NWCG approval of tasks books for Washington state.
- Commissioner Keffer and Commissioner Myers rode on apparatus in the Easton Memorial Day Parade; no meeting was held and no business was conducted.

CLOSED SESSION: Collective bargaining: Per RCW 42.30.140(4), the Board entered a “closed session” for the purpose of *bargaining sessions with employee organizations or to consider the strategy or position to be taken by governing body during the course of any collective bargaining*. Under state law, the closed session is an exemption to the Open Public Meetings Act and does not require advance notice or announced timeframes as required with executive sessions.

The closed session started at 2015, and the regular meeting resumed at 2033 hours.

FIRE CHIEF ANNUAL EVALUATION: Commissioner Myers proposed using the same evaluation process for the Fire Chief as last year, however this time it will not review the performance against the desired traits as listed in the original recruitment announcement.

There will be an anonymous survey sent to all members of KCFD7, as well as outside stakeholders, to solicit feedback to create a 360-degree written narrative-style evaluation.

The goal will be to complete the Fire Chief’s performance evaluation for June 2025 to June 2026 by the end of July. There was no objection from the Board in using this

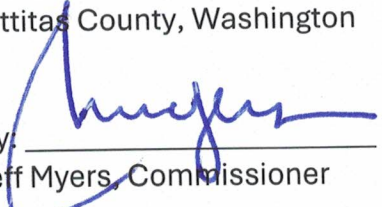
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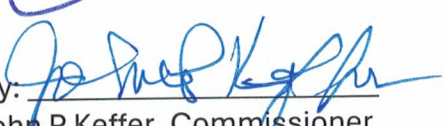
process, to include direct feedback from each of the Commissioners to be incorporated in the evaluation.

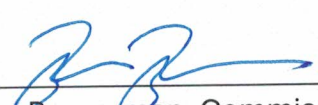
ADJOURNMENT: With no further business before the Board, the meeting was adjourned at 2037 hours.

APPROVED:

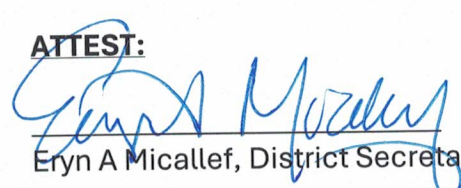
Kittitas County Fire District #7,
Kittitas County, Washington

By: 
Jeff Myers, Commissioner

By: 
John P Keffer, Commissioner

By: 
Brian Bosserman, Commissioner

ATTEST:


Eryn A Micallef, District Secretary

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