



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 **May 14, 2026**

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

PRESENT: Commissioner Jeff Myers, Commissioner John P. Keffer, Commissioner Bosserman, Chief Aaron Lowe, District Secretary Micallef, and two full-time firefighters.

ADOPTION OF AGENDA: Commissioner Bosserman motioned to approve the agenda, Commissioner Keffer seconded the motion, and the Board Voted 3-0 to approve.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

- Meeting minutes from April 16th Regular Meeting: Commissioner Keffer motioned to approve the meeting minute; Commissioner Bosserman seconded the motion; the Board voted 3-0 to approve.
- Meeting minutes from April 16th Special Meeting: Commissioner Keffer motioned to approve the 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 expenditure was \$537,030.48; expenses were reviewed. 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'S REPORT:

- April Calls Report was presented.
- Significant Calls-
 - Concurrent calls: small brush fire, two motorcycle accident at five corners, scaffolding collapse that required airlift to Harborview. A structure fire in the Sun Country community had a great response from our mutual aid partners and Red Cross.
- Significant Events –

- WSRB Rating meeting on 5/12/2026. Thank you Kristin Carlson and Eryn Micallef for all the work on this, and to everyone who contributed; we should have a preliminary report in 30-60 days.
- Work continues updating the Community Wildfire Protection Plan.
- Officer's Meeting.
- Labor Management Meeting.
- Attended the Fire Academy graduation for two new firefighters.
- **Training Summary:** The summary of monthly training hours was provided.
- **Fleet Summary:** The Excel sheet with apparatus status was presented to the Board. Division Chief Zinko is working daily with our Fleet Mechanic to outline his day and facilitate his needs so that more time can be spent completing pending maintenance and repairs.
- **Facilities Summary:** Stations were toured by all Chiefs with the intent of assessing the presentation and readiness of each station; multiple unused or obsolete items will need to be declare surplus- resolutions to follow.

COMMISSIONER'S REPORT: Commissioner Bosserman completed the new Commissioner training through the Washington Fire Commissioners Association; the legal update was presented by the attorney for the District, Brian Snure.

Commissioner Chair Myers reported that he sent the letter to I-90 Life Support explaining delays in the training tower build.

Commissioner Myers, Chief Lowe and CAO Micallef also attended a meeting with the county and the Department of Ecology regarding the Station 73 flood level compliance issue; the plan moving forward is to detail the flood risk of this location on the county's Hazard Mitigation Plan; this could open some federal funding for future mitigation. The next meeting will include the state Military Department to discuss options for amending the plan.

The District has been invited to a Suncadia Wildfire presentation on May 20th at 4pm.

For the record, Commissioner Myers and Commissioner Keffer both attended the state Fire Academy graduation for our two newest firefighters as well as new fire engine push-in ceremony for E721, but no meeting was held and no business was conducted. Commissioner Keffer and Commissioner Bosserman noted that they both attended a funeral, but again no meeting was held and no business was conducted.

UNFINISHED BUSINESS:

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- **WSRB Rating:** The WSRB rating inspection, held every five years, was completed after a great effort from all staff to research and provide the requested information. The staffing of station 76, three new fire engines, automatic aid agreements, pre-fire attack planning, community risk reduction efforts, public education, and other service improvements since the last rating period should positively impact our next rating.

However, many of the outlying volunteer stations lack the required six “interior attack qualified” firefighters living within five miles of the station to consider the station as having an active response. This will impact the ratings of these stations and demonstrates the challenges in adequately staffing rural fire stations, especially since the WSRB ratings seem to favor urban areas and completely ignore the wildfire threat, preparation and response, which is certainly a huge consideration for our District.

NEW BUSINESS:

Policy Review:

- **KCFD7 Uniform Policy:** The Board made changes to the section of the policy to allow off-duty personnel to wear certain portions of District uniform attire, such as hats and t-shirts, to recognize the pride our District members have in serving our community. Changes to Appendix A and B, with the Board indicating that the appendix can be updated by the Fire Chief as uniform items change (availability, brands, vendors, etc.) without the policy having the policy updated by the Board. Commissioner Bosserman motioned to approve with changes; Commissioner Myers second the motion; the Board voted 3-0 to approve.
- **SOP 200 – Organizational Structure:** need to change 200.3.1 to say “District”. Commissioner Bosserman motioned to approve with changes; Commissioner Myers second the motion; the Board voted 3-0 to approve.
- **SOP 503 – Advance Health Care Directives:** Commissioner Keffer motioned to approve the policy; Commissioner Bosserman seconded the motion; the Board voted 3-0 to approve.
- **SOP 611 – Discriminatory Harassment Training:** Commissioner Bosserman motioned to approve the policy; Commissioner Myers seconded the motion; the Board voted 3-0 to approve.

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- **SOP 701 Personal Communication Devices:** Commissioner Myers motioned to approve the policy; Commissioner Bosserman seconded the motion; the Board voted 3-0 to approve.
- **SOP 709 Photography and Electronic Imaging.** Commissioner Keffer motioned to approve the policy; Commissioner Bosserman seconded the motion; the Board voted 3-0 to approve.

Resolution 2026-5 Surplus: For a 1999 Ford F350 pick-up with 240k miles. KCFD1 has made an offer of \$3,000 as they have a use for it but have limited funds. Given the age of the truck, it has an approximate public value of \$5,000, but will soon require extensive diesel-related maintenance, including new injectors.

As Fire District 1 is another public government agency, as well as an automatic aid partner, by law the District can surplus this vehicle without public bid; Commissioner Myers motioned to approve the resolution and accept the offer from KCFD1; Commissioner Keffer seconded the motion; and the Board voted 3-0 to approve.

Cashmere Valley Bank Signature Card: Chief Lowe would like Division Chief Akin and Division Chief Zinko to be able to sign checks. Commissioner Bosserman approved adding them to the signature card for the account; Commissioner Keffer seconded the motion; the Board voted 3-0 to add both Division Chiefs as signers to the account.

Good of the Order/Announcements:

- Commissioner Keffer asked to be excused from the July Board meeting as he will be out of town. If needed for a quorum, he could possibly join via TEAMS.

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 with executive sessions.

The closed session started at 1950, and the regular meeting resumed at 2016 hours.

Commissioner Myers stated upon recommendation of staff, he motioned to have Chief Lowe assign administrative personnel as needed to the District team for the pending IAFF union contract negotiations and that Commissioner Keffer will also be

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on the team as a liaison to the Board, understanding any agreements must come back to the full Board for approval; Commissioner Bosserman seconded the motion; and the Board voted 3-0 to approve.

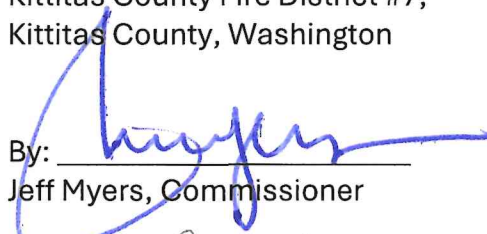
ADJOURNMENT: With no further business before the Board, the meeting was adjourned at 2021 hours.

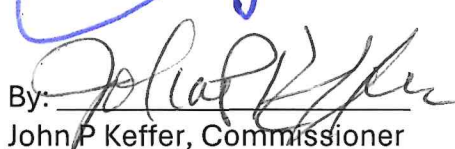
BVFF Pension and Relief Meeting: The Board of Volunteer Firefighters meeting commenced at 2021 hours for the purpose of reviewing the 2025 certification list of our volunteers who have met the state requirements to qualify for the state volunteer pension for the year. To qualify for a pension credit volunteer must attend either 10% or 20 hours of drills/ training annually (whichever is less); and respond to 10% of calls at your station, 24 calls annually, or complete 96 hours of standby time. Commissioner Myers motioned to approve and sign the list; Chief Lowe seconded the motion; and the BVFF Board voted 3-0 to approve.

The BVFF meeting was adjourned at 2024 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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