

## YCFD#2 Board of Commissioner Meeting Minutes, April 8, 2025-Corrected

- A. **Call to Order:** *18:34-Close for Executive Session 18:35-19:00-Open Meeting at 19:00*
- B. **Roll Call:** *Commissioner Rex Reed, Commissioner Dan Boyle, Commissioner Brad Helms, Chief Jim Lange, Deputy Chief Scott Willis, Secretary Christine Willis, Lieutenant Cody Roberts, Cliff Peterson (19:00)*
- C. **Executive Session:** *Performance of a Public Employee per RCW 42.30.110 start time 18:35, end time 19:00 -No decision made.*
- D. **Approval of Minutes:** *March 25, 2025, Meeting Minutes; Motion to approve by Commissioner Helms, 2<sup>nd</sup> by Commissioner Reed, all in favor, approved.*

E. **General Business:**

1. **Financial Report:**

a. **Deposits:**

- (1) Check 1317 from Groth Farms for Land Lease.....\$ 500.00
- (2) Check 870396 from Yak County for Generator Reimb.....\$ 4,316.38

b. **Fund Balances:**

- (1) Expense Fund.....\$ 196,513.13
- (2) Fire Inv. Pool .....\$ 2,048,150.00
- (3) EMS Fund.....\$ 56,376.08
- (4) EMS Inv. Pool.....\$ 48,530.00
- (5) Fire Reserve Fund.....\$ 70.78
- (6) Fire Reserve Inv Pool.....\$ 1,328.00

c. **Review of Expense Vouchers:**

- (1) .....\$ 0.00
- Total Expense           \$ 0.00**

F. **Unfinished Business:**

Station 24 & 26 Generator Installation –*Station 24, Charley called and is going to patch the asphalt where the pad was poured last Friday and clean up the mess as long as weather holds out, waiting to hear from DNR on the generator replacement. Station 26, old panel on west side labeled incorrectly, everything rewired to new panel, automatic transfer switch just received, not on generator yet and hasn't been tested, waiting for D-Fence to put fence around it. Station 24, still need to figure out what to do with the bad generator, going to drop off at public works for now.*

KVFR ILA Agreement – *Commissioners reviewed and have no issues with the agreement. Chief Lange is going to send draft to Chief Goldsmith and if they agree as well, all will sign.*

Joint Agreement – *Chief Lange sent out draft of changes. Commissioner Reed and Commissioner Helms will send out additional changes to Commissioner Boyle to discuss on April 16<sup>th</sup> with the Joint Board.*

**G. New Business:**

Administrative Staff; job description, duties and responsibilities – *Chief Lange spoke to the City Council at the retreat two weeks ago, Selah Fire Department call volume has doubled with the same amount of staff which they have been able to handle, but unable to keep up on the administrative side and need additional body. Mayor Bell would like Chief Lange to do study session in front of City Council at upcoming meeting to propose an additional Chief Officer exempt position, duties can be directed to that position from Chief Lange and Deputy Chief Willis as well as possibly taking on partial District Secretary duties, leaning towards proposing as a Battalion Chief. Chief Lange would like to have position filled for 2025. Budget is still on track with hiring an additional position. Commissioners approve and are in favor of Chief Lange moving forward to obtaining approval from City Council to hire an additional position. Cliff Peterson noted that the council understands there is a need and most are in favor, just need additional details.*

**H. Chief's Report:**

Station 24/26 Lighting – *Station lighting has been updated and completed, and bills have been paid.*

Station 22 Property – *Fenceline has been sprayed and Nick mowed.*

US Cellular – *SEPA review passed, access connection permit done and ready.*

Station 26 Fencing – *Waiting on D-Fence to schedule with Charley for fencing.*

Edith House/Kindergarten Classes- *Edith House and Kindergarten classes will be at Station 21 for the next 2 weeks.*

**I. Commissioners' Report:**

Secretary Position - *Commissioner Reed asked Chief Lange if any of his full-time employees might be able to fill in for the secretary position, no one has the background to be able to do so. Commissioner Reed is going to contact the neighboring district secretaries to see if they have any suggestions or interest. Commissioners will be trying to find a replacement. Commissioner Reed asked Secretary Willis to put together a detailed list of all her duties to assist in the replacement search.*

**J. Secretary's Report:**

State Audit - *Amy from the state auditor office was at Station 21 for less than an hour, after reviewing the box of documents that were left for her, she sent Chief Lange and the secretary a list of additional items that she needed that we would get to her.*

District Payment – *Secretary Willis verified with the Chief and Commissioners that we are to still pay the district payment as she hadn't received any monetary invoices from Kim. Chief Lange confirmed to pay, Secretary Willis will verify amounts with Kim.*

**K. Public Comment:**

*No new business.*

**L. Good of the Order:**

*No new business.*

**M. Adjournment: 19:57**

**Next Meeting: May 13, 2025, SFD Sta. 21, 18:30**