

**COMMISSIONERS MEETING AGENDA**  
**Thursday, December 11<sup>th</sup>, 2025 7:00pm**

1. Call to Order and Pledge of Allegiance

2. Approval of Agenda

**Action Item: MOTION to approve**

3. Consent Agenda

*Items listed below have been distributed to the fire commissioners in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the consent Agenda and placed on the Regular Agenda at the request of a fire commissioner or at the request of a member of the public with concurrence of a fire commissioner. Requests to remove items should be made under Item 2 Approval of Agenda prior to approval of agenda.*

Action Item: **MOTION to approve**

3.1 Approve Proposed Meeting Minutes

- November 13, 2025, Meeting Minutes
- December 3, 2025, Special Meeting Minutes

3.2 Acknowledge Correspondence

- Holiday Greetings and Thank you from Lynda Carroll
- Holiday Greeting from Richard and Catharina Searle
- Thank you note for lending ventilator equipment from KVH
- Holiday Greetings and Thank you from Kathy Johnson

3.3 Authorize to pay vouchers

Summary of Payments November 2025-Current			
Amount	Fund Breakdown	Amount	Description
\$655,013.32	General Fund 010	\$666,770.83	Payroll
\$201,917.85	EMS Fund 011	\$212,496.80	Accounts Payable
\$22,292.92	Equipment Fund 041		
\$43.54	Construction Fund 020		
<b>\$879,267.63</b>			

4. Public Hearings:

4.1 2025 Budget Amendment

5. Public Comment items not included on agenda (Please limit comments to 3 minutes)

6. Administrative

- 6.1 Finance
- 6.2 District Secretary Report
- 6.3 Deputy Chief Report
- 6.4 Chief Report
- 6.5 Commissioners Report

7. Unfinished Business: None.

8. New Business

8.1 2025 Budget Amendment

Action Item: Motion to Approve

8.2 2026 Fire Commissioner Meeting Schedule

Action Item: Motion to Approve

8.3 Items for RFP- Strategic Plan

Action Item: Motion to Approve

9. Good of the Order

10. Executive Session

10.1 RCW 42.30.110(1)(g) To review the performance of a public employee.

12. Adjournment

**KITTITAS COUNTY FIRE DISTRICT #2**  
**Ellensburg, Washington**

**Minutes of:** Commissioners’ Board Meeting  
**Meeting date:** November 13<sup>th</sup>, 2025  
**Meeting time:** 7:00pm  
**Meeting place:** 400 E. Mountain View, Station 29

**Commissioners in Attendance:** Ross Ogan, Jerry Pettit, Pat Clerf and Neil O’Neill. Commissioner Ciraulo had an excused absence.

**Others in Attendance:** Chief DJ Goldsmith, DC Moen, ASM McBride, FSM Cramer and numerous firefighters and members of the public.

**Call to Order:** Commissioner Ogan called the meeting to order at 7:00pm and led the Pledge of Allegiance.

**1. Approval of Agenda:**

Commissioner Pettit made a motion to approve the amended agenda. Commissioner O’Neill seconded the motion. There was no further discussion. The Board voted unanimously to approve the agenda.

**2. Consent Agenda**

- 3.1 Approve Proposed Meeting Minutes
  - October 9<sup>th</sup>, 2025 Meeting Minutes.
  - October 14<sup>th</sup>, 2025 Special Meeting Minutes.
  - October 30<sup>th</sup>, 2025 Special Meeting Minutes.
  - October 31<sup>st</sup>, 2025 Special Meeting Minutes.
  - November 4<sup>th</sup>, 2025 Special Meeting Minutes.
- 3.2 Acknowledge Correspondence
  - None
- 3.3 Authorize to pay vouchers

Summary of Payments October 2025-Current			
Amount	Fund Breakdown	Amount	Description
\$693,770.57	General Fund 010	\$813,742.03	Payroll
\$287,962.86	EMS Fund 011	\$677,850.20	Accounts Payable
\$509,858.80	Equipment Fund 041		
\$1,491,592.23			

Commissioner O’Neill made a motion to approve the consent agenda. Commissioner Clerf seconded the motion. There was no further discussion. The Board voted unanimously to approve the agenda as presented.

**4. Public Hearing: 2026 Budget Adoption with Revenue Sources and Expenditures**

Commissioner Ogan opened the Public Hearing at 7:01pm. ASM McBride presented the attached proposed Budget and the following was discussed:

- Commissioner Pettit asked about the Plymovent and the various parts that could be salvaged. It was noted that there is a fan but we don’t have the duct work.
- Commissioner Pettit noted that he wanted to make sure it is understood that we have planned for projects by moving funds for things. The budget may get passed but it is not sustainable, we are going to have to look at some options for funding, periodically we need to go back to the voters to bring the levy back to \$1.50 and

explore other tax options. It was commented that the City of Yakima failed a tax measure could lead to cutting fire, police and rec center services. There is no way we can reduce staffing in the organization we should be adding it.

- ASM McBride commented that she was able to reach out to the State regarding the L&I Grant that we received for the Plymovent. They would be open to us resubmitting our SIP and Grant application for bunker gear based on the financial situation. The board asked ASM McBride to proceed with this.

Commissioner Ogan opened the meeting for public comment regarding the budget. A volunteer for KVFR spoke that under the current discussion to reduce spending in the budget, SCBA's from volunteer apparatus would be moved to career ambulances. He believes that the volunteers have fought hard to make sure they have the right equipment, he asked if the board doesn't want volunteers anymore because every time they turn around things are being changed. He commented that it is no different than the paging system, the volunteers have reported the concerns and they were told to talk to Chief Goldsmith and when you do he tells you one thing and does the exact opposite of what he told you. The volunteer believed their station should not be responding into the city limits unless it's a structure fire or CPR. They are getting paged for everything so some people have turned off their pagers. He stated that the budget gets noticed by the public and they ask KVFR members how come we are buying this and that and believes it will be difficult to pass a tax measure based on these. A question was asked about the scope of the public comment, it is just for budget goes the public notices, how come we are buying this and that. This is just about the budget for this moment.

Commissioner Ogan closed the public hearing at 7:12pm.

**5. Public Comment items:** Chief Schmidt from District 1 reported that the interaction with KVFR is the best relationship it has been since him starting as a Chief. We have done some joint training together to do a mock wildland fire and training. Chief Goldsmith and Chief Moen have been fantastic, and their visions are very aligned. Both Chief Schmidt and Goldsmith have a goal of trying to provide the lower valley the best service you can provide, again thank you very much for whatever we can do to help you guys please let us know.

Union President DeHerrera thanked the board for the facility during the Veteran's day BBQ, there were 300-400 people that came, thank you for letting us do that. The Shop with the cop is coming up next month, it is another amazing event around 60 kids. Thank you to the commissioners and administration.

## **6. Administrative Reports:**

**6.1 Finance Report:** ASM McBride presented the attached report and addressed the following:

- Overtime report is attached.
- The total AP for October to Current is 1.4 million. The large purchases were the ambulances.

**6.2 District Secretary Report:** DS McBride presented the attached report and addressed the following:

- GEMT has been extended and this will likely continue in January when they look at it again.
- Open enrollment is now through the end of the year.
- The awards banquet is going to be scheduled for either January 9<sup>th</sup> or 16<sup>th</sup>. The board said they have no preference, check the 16<sup>th</sup>.

**6.3 Deputy Chief Report:** Chief Moen presented the attached report and addressed the following:

- KVFR was seeing double digit call volume increases earlier in the year it is down a little but we are still pushing at 10% increase.
- The training division is settling into their roles and we have added two new EMT over the last two months.
- The new medic units have arrived.
- The Stryker devices have also arrived and are getting in service through shift training.

**6.4 Chief Report:** Chief Goldsmith presented the attached report and addressed the following:

- Mitchell and Greysen have joined the career member staff and we are excited to have them. Mitchell spent quite a bit of time on the REMS unit earlier this year and has been an active volunteer.
- Chief Goldsmith is looking at the analytics that will help with the day car cost benefit analysis.
- The volunteer officer meeting is changing to Bi-monthly.
- Chief Goldsmith will be starting a KVFR leadership series for the agency.
- Meetings with KVH are going well. We now have analytics for transfer data.
- Chief Goldsmith, Commissioner Pettit and O'Neill attended the WA commissioner Conference, it was amazing and there was lots of great information.
- He has created a internal questioner for the strategic plan. Only 28 people responded and will share the information provided with the board in December.
- Chief Goldsmith reported that Kittitas county is being targeted by insurance companies for insurance regarding wildland risk.
- He reported that weekly conversations with commissioners are going well and outside stakeholder meetings are too.
- Non taxed entities have been given letters and the county meeting has been set for January.
- Chief Goldsmith is looking for direction regarding the strategic plan, he had look at doing an RFP or we can utilize one from a neighboring department. The board said they would like to have him draft a RFP.
- There is a lot going on internally and externally, the budget is tight and we have to make some tough decisions. We will get through this and he would like to thank everyone for what they do. Call volumes are not going down but we are up for the challenge. He continues to have meetings with shift. Commissioner Ogan asked if he is going to meet with volunteers too. Chief Goldsmith said yes, correct. Commissioner Ogan asked if he is trying to hit them in the first December drill, he said he will need to see what exactly lines up.

**6.5 Commissioner Report:** Commissioner Pettit commented that the Kittcom meeting went well and Rich is doing an amazing job on infrastructure upgrades. Blewett pass is completed and they are working on Rye Grass updates. They talked about radios and Chief Goldsmith has the only radio with the 7800 technology, 2027 is the year that the plan is to roll out the radios for everyone. Commissioner Clerf and Pettit attended the Volunteer Firefighter Captain Meeting, it was a good. Captain Burvee mentioned the paging issues and they told people to contact Moon or Mabbutt to fix it. Volunteer Swanson commented that he has had his pager done several times it is the paging no

the devices. They did talk about SCBA's in the medic units and how KVFR doesn't have the money to purchase \$130,000 for additional equipment. Chief Goldsmith commented that he understands the volunteer side and analytics have already been done to provide information when SCBA's on ambulances would have been helpful. Volunteer Swanson commented that he actually thinks it could make sense, and he doesn't have a problem with the concept, his issue is pulling equipment from volunteers to put on the medic units. It was discussed there were some volunteer companies willing to have SCBA's moved. The board discussed that this is a good solution. They directed a Chief to send out an email about the plan and make sure that everyone is aware of the plan and training happens.

## **7. Unfinished Business:**

**7.1 Non-Taxed Entity Fire Protection Contracts:** This item was also discussed during the Chief report, no further discussion occurred.

## **8. New Business:**

**8.1 Resolution 25-22: Levey Rate Resolution:** Commissioner Pettit made a motion to approve Resolution 25-22. Commissioner Clerf seconded the motion. There was no further discussion and the motion passed unanimously.

**8.2 Resolution 25-23: Levy Rate Certification:** Commissioner Pettit made a motion to approve Resolution 25-23. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

**8.3 Resolution 25-24: 2026 Budget Adoption:** Commissioner O'Neill made a motion to approve Resolution 25-24 and the 2026 Budget. Commissioner Clerf seconded the motion. There was no further discussion and the motion passed unanimously.

**8.4 Set Public Hearing for 2025 Budget Amendment:** Commissioner Clerf made a motion to set a public hearing for the 2025 budget amendments on December 11<sup>th</sup>. Commissioner Pettit seconded the motion. There was no further discussion and the motion passed unanimously.

**8.5 KVFR Cash Handling Policy 200.07-Update:** Commissioner Pettit made a motion to approve Resolution 25-24 and the 2026 Budget. Commissioner O'Neill seconded the motion. There was no further discussion and the motion passed unanimously.

**8.6 KVFR Staff & Utility Vehicle Take Home Policy 201.02:** Commissioner Ogan requested this item be put on the agenda because the board received a complaint about the Deputy Chief truck being taken to a volleyball game in Highland. Chief Goldsmith said he would like to respond to this, he was originally duty chief and because of the commissioner conference he asked Chief Moen, who was already scheduled to go the volleyball game. He and Chief Moen are expected to cover 182 days a year, we are covering the responsibilities for a week at a time, we do this a lot back and forth we are constantly going back and forth on crew sense. Chief Moen talked to him about this unplanned coverage, knowing that Highland is 30-35 minutes away, and we have a mutual aid agreement with Highland, Chief Goldsmith approved it. He was with the two commissioners at the other side of the state at a conference. DC Moen may have had to leave to respond back to the agency, per the policy special exceptions to take the command vehicle outside of the district. There was no other options unless you didn't want a chief officer to respond. We adjust vacations to accommodate the agency. There are only two of them. Commissioner Clerf commented that they are the chiefs, they can do that. Commissioner Pettit shared a story about an auditor who had a personal vehicle that looked like the same as their work vehicle and people reported it all the time for misuse. Commissioner Pettit believes we need a response and we got a good answer. In the past there have been times when we had duty coverage when the two chiefs were unavailable. As a commissioner our captains are awesome but they need to have a chief available. Chief Goldsmith wants to clarify we do not have a

way through the CBA to compensate the captain on shift anymore, we have relied on our neighbors to the north and south when we are unavailable.

**8.7 Resolution 25-25 Cashmere Valley Bank-Update:** Commissioner Pettit asked if we need to have dual signatures and why, ASM said this is recommended by the State Auditor and insurance company and is a measure to prevent fraud. The commissioners agreed we need to have dual signatures. Commissioner Pettit also asked for DC Moen to be added as a signer. Commissioner Clerf a motion to approve Resolution 25-25 with DC Moen added in the policy. Commissioner Pettit seconded the motion. There was no further discussion and the motion passed unanimously.

**10. Good of the Order:** None.

**11. Executive Session:** Commissioner Ogan announced at 8:35 pm the board would be going into executive session pursuant to RCW 42.30.140(4) (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress” and RCW 42.30.110(1)(g) To review the performance of a public employee. The executive session would be for 30 minutes until 9:05pm. Commissioner Ogan requested, Chief Goldsmith, DC Moen and ASM McBride remain for the executive session to meet with the Board members. At 9:05pm it was announced the executive session would be extended for 15 minutes until 9:25pm. The regular meeting resumed at 9:25 pm.

**11. Adjournment**

Commissioner O’Neill made a motion to adjourn the meeting. Commissioner Clerf seconded the motion. There was no further discussion and the board voted unanimously to adjourn the meeting. The meeting adjourned at 9:25pm hours.

## KITTITAS COUNTY FIRE DISTRICT #2

Ellensburg, Washington

**Minutes of:** Commissioners' Board Meeting, Special Session  
**Meeting date:** December 3<sup>rd</sup>, 2025  
**Meeting time:** 4:30pm  
**Meeting place:** 400 E. Mountain View, Station 29

The special meeting was publicized according to the requirements of Chapter 188, Laws of 2012. Each Board member was sent a written notice via e-mail; the Daily Record was notified via an e-mail, a notice was posted on KVFR's website, and the notice of special meeting was posted in the front window at 400 E. Mountain View on Tuesday, December 2<sup>nd</sup>, 2025.

**Commissioners in Attendance:** Pat Clerf, Neil O'Neill, Jerry Pettit and Ross Ogan. Scott Ciraulo had an excused absence.

**Others in Attendance:** ASM Sydney McBride and no members of the public.

**1. Call to Order:** Commissioner Ogan called the meeting to Order at 4:35pm and led the Pledge of Allegiance.

**2. Approval of Agenda:** Commissioner O'Neill made a motion to approve the agenda. Commissioner Pettit seconded the motion. There was no further discussion. The Board voted unanimously to approve the agenda.

### **3. Executive Session:**

**3.1 Fire Chief End of Year Review: RCW 42.30.110(1)(g)** "to review the performance of a public employee."

**3.2 RCW 42.30.140(4)(b)** "(b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress."

Commissioner Ogan announced at 4:35pm the board would be going into executive session pursuant to RCW 42.30.140(4) (b) To review the performance of a public employee and RCW 42.30.140(4)(b) "(b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress." The board requested that ASM remain for only a portion of the executive session and then requested just the board. The executive session would be for 30 minutes until 5:05pm. At 5:05pm it was announced that executive session would extend for 30 minutes until 5:35pm. At 5:05pm it was announced that executive session would extend for 15 minutes until 5:50pm. The regular meeting resumed at 5:50 pm.

**4. Adjournment** Commissioner O'Neill made a motion to adjourn the meeting. Commissioner Pettit seconded the motion. There was no further discussion and the board voted unanimously to adjourn the meeting. The meeting adjourned at 5:50pm hours.

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Board Chair

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District Secretary



Season's greetings and best wishes  
for a happy New Year.

May you have a peaceful holiday and a safe +  
quiet year. Thank you for your service  
Lynda Kim Carroll

Best wishes for a wonderful  
holiday season and Happy New Year.

Rich &  
Kathy Searle





Kittitas Valley Healthcare  
*Your Home for Health*

Amy Bloodworth RRT, MBA  
Cardiopulmonary Director

Kittitas Valley Healthcare  
603 S. Chestnut St.  
Ellensburg, WA 98926

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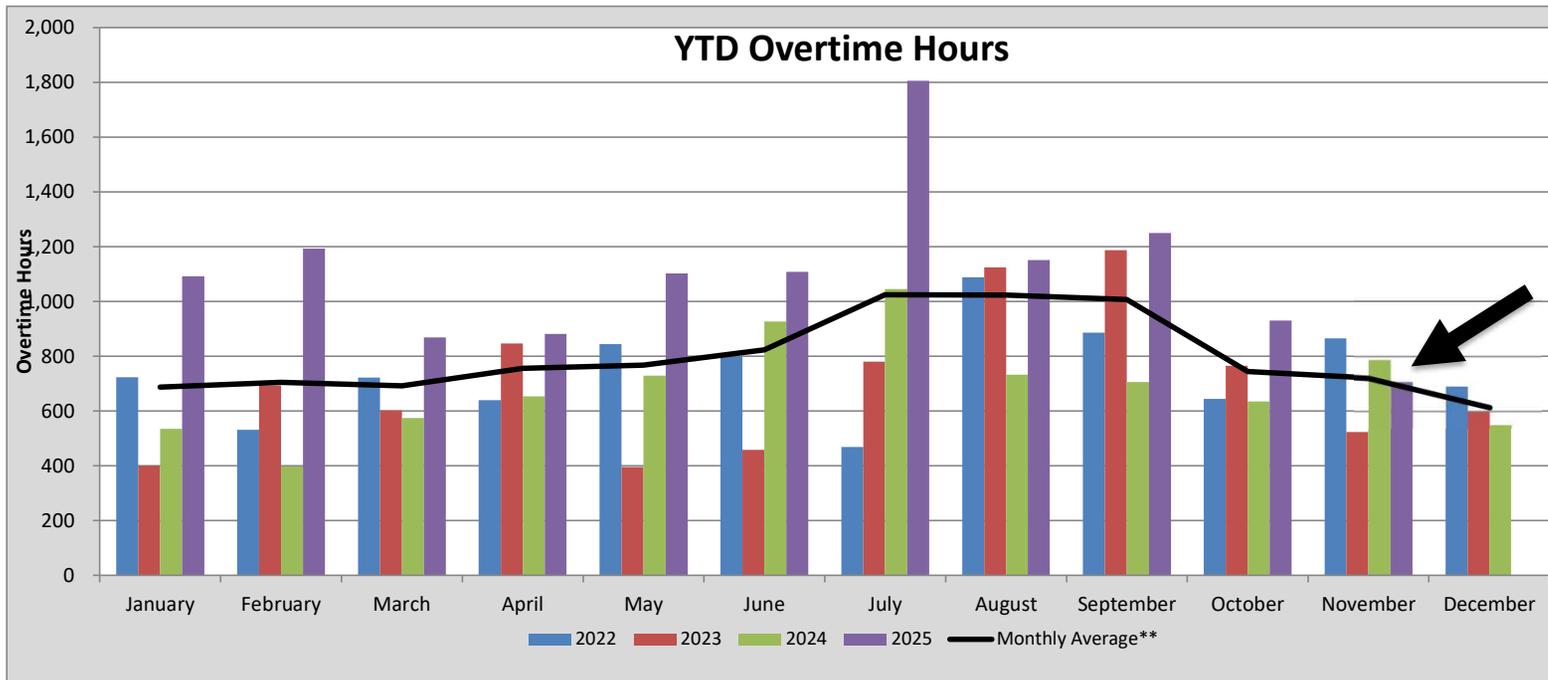
Thank You so much for  
sending us a case of  
ventilator circuits when  
ours were on back order.  
Your quick response kept  
our patients breathing  
and saved the day.  
With heartfelt thanks,  
The Cardiopulmonary Team  
Amy

Have a good  
Thanksgiving!  
And thank you.

"Grandma"  
Kathy Johnson

## 2022 - 2025 OVERTIME SUMMARY

	2022		2023		2024		2025	
	OT Hours	Dollars	OT Hours	Dollars	OT Hours	Dollars	OT Hours	Dollars
<b>January</b>	723.00	\$ 37,373.27	400.00	\$ 24,027.37	534.00	\$ 33,530.36	1,092.00	\$ 73,267.28
<b>February</b>	531.00	\$ 30,965.51	693.00	\$ 43,311.00	398.00	\$ 25,437.79	1,193.00	\$ 84,861.04
<b>March</b>	722.00	\$ 43,033.00	602.00	\$ 35,651.21	574.00	\$ 36,140.99	868.00	\$ 62,139.81
<b>April</b>	639.00	\$ 34,155.54	846.00	\$ 52,864.89	654.00	\$ 39,463.29	882.00	\$ 63,365.66
<b>May</b>	844.00	\$ 46,019.68	395.00	\$ 23,599.07	729.00	\$ 45,747.64	1,102.00	\$ 74,738.70
<b>June</b>	799.00	\$ 45,608.81	458.00	\$ 28,430.92	927.00	\$ 58,155.18	1,107.50	\$ 76,770.27
<b>July</b>	469.00	\$ 25,901.46	780.00	\$ 48,750.48	1,045.00	\$ 64,963.73	1,805.00	\$ 121,971.20
<b>August</b>	1,088.00	\$ 60,792.70	1,124.00	\$ 68,359.57	732.00	\$ 45,264.87	1,151.00	\$ 86,331.91
<b>September</b>	886.00	\$ 47,938.83	1,187.00	\$ 71,313.88	706.00	\$ 46,306.95	1,250.50	\$ 97,931.87
<b>October</b>	644.00	\$ 34,995.49	765.00	\$ 47,240.08	635.00	\$ 40,110.45	930.00	\$ 64,436.57
<b>November</b>	865.00	\$ 47,212.27	524.00	\$ 31,842.74	787.00	\$ 49,395.62	707.00	\$ 47,351.50
<b>December</b>	691.00	\$ 40,945.31	600.00	\$ 37,454.40	551.00	\$ 37,199.47		
<b>Totals &gt;&gt;</b>	<b>8,901.00</b>	<b>\$ 494,941.87</b>	<b>8,374.00</b>	<b>\$512,845.61</b>	<b>8,272.00</b>	<b>\$ 521,716.34</b>	<b>12,088.00</b>	<b>\$ 853,165.81</b>
<b>Monthly Average</b>	741.75	\$41,245.16	697.83	\$42,737.13	689.33	\$43,476.36	1,098.91	\$77,560.53



## Voucher and Payment Approval

The Board of Commissioners of Kittitas County Fire Protection District 2, having reviewed the attached check register and payment vouchers for the period of November 2025, hereby certifies that the payments below were made in accordance with District policies and procedures, and ratifies the disbursement as just, due and proper obligations of the District.

### Summary of Payments by Fund:

010 GENERAL FUND 636-010	655,013.32
011 EMS FUND 636-011	201,917.85
020 CON FUND 636-020	43.54
041 EQUIPMENT FUND 636-041	22,292.92
	\$ 879,267.63

### Summary of Payments by Type:

CLAIMS	212,496.80
PAYROLL	666,770.83
	\$ 879,267.63

These payments were previously issued by District staff in the normal course of business and are now presented to the Board for formal approval.

Approved this 11<sup>th</sup> day of December, 2025 by the Board of Commissioners of Kittitas County Fire Protection District 2.

Attest to:

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner



# KITTITAS VALLEY FIRE & RESCUE

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400 E. Mountain View Ave • Ellensburg, WA 98926 • (509) 933-7231 • Fax (509) 933-7245

## DISTRICT SECRETARY UPDATE

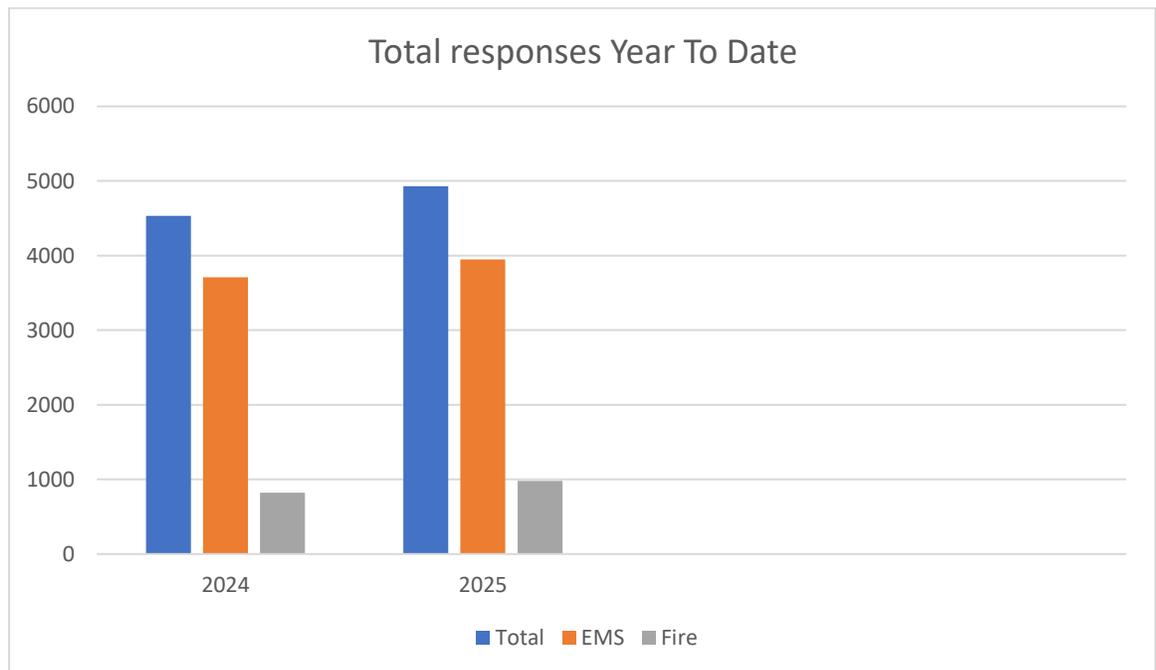
December 11<sup>th</sup>, 2025

1. Annual Appreciation Banquet January 16<sup>th</sup>, 2025 at 6pm. An email has been sent please remember to RSVP.

## Deputy Fire Chief's Report – November 2025

### Operations:

- November was an average month for responses with 454 responses.
  - 375 EMS
  - 42 out of county transfers, 20 of which were to the West Side.
  - 74 Fire responses.
  - This was slightly higher percentage of EMS 82% as opposed to our normal 80%.
  - To put this into perspective, this month these numbers show an average of 15.13 calls per shift.
- YTD totals 4929. This year's numbers show an 8.7% increase over last year's numbers year to date.



- Transfers – We had 42 out of county transfers this month. This is more than the last few months, still significantly less than last year's monthly average.

- Our three team members who went through medic school last year are doing very well. Two of them have recently completed their county probation matrix and are awaiting the audit from the EMS office. The third is working diligently through the matrix and should be done soon.
- The training division is preparing for another department wide drill on December 17<sup>th</sup>, looking forward to a great turnout from both the paid staff and the volunteers.
- Response Guidelines – Continuing to smooth out some speed bumps we are finding on the response guidelines.
- New Medic Units – One of the two new medic units is in service as first out at Station 29. The second one is unfortunately back at Braun getting some warrantee work done on it.
- All of the new stretchers, stair chairs and monitors are in service. I haven't heard any feedback so I'm assuming no news is good news.



# KITTITAS VALLEY FIRE & RESCUE

PO Box 218 • Ellensburg, WA 98926 • (509) 933-7235 • Fax (509) 933-7245 [goldsmithd@kvfr.org](mailto:goldsmithd@kvfr.org)

## Fire Chief Report

DECEMBER 2025

**Staffing-** We are fully staffed with the last offer a FF/Medic starting January 1<sup>st</sup>. Continue talks of the daytime car 0800-2000 with KVH are in initial phases.

### Department updates:

- Volunteer officer meetings will change to bi-monthly starting in 2026. I appreciate the willingness of the board to meet with the team. We have many new and exciting ideas to improve morale and response.
- DC Moen and I met with all 3 shifts. Our plan is to schedule a question-and-answer session with each volunteer station starting in January. We will also continue to meet with the crews bi-monthly to address and questions or concerns.
- All department wide training will occur December 17<sup>th</sup>, 1800 @ Station 21 and encourage you to attend.
- Letters have been sent in reference to fire assessment tax for City, County, and State properties. We have received back from Kittitas County and will be meeting January 7<sup>th</sup>.
- We will be starting a leadership series the first of the year for all officer's career/volunteer and acting officers. This will focus on items like internal processes, policies and procedures, scene management, and command and control.
- Continued issues with E-282 and the 2-new ambulances. A plan is in place and Mike is working the issues.
- Lots of Christmas activities this month sponsored by KVFR members. Thank you to all that are assisting and making dreams come true.

**Outside Stakeholders- Meetings** I am working on a fuel's mitigation plan along the highway corridors.

**Agreements / Contracts-** The Standards of Cover has started and will take some time to complete. Annexations are still on-going and have been delayed due to staffs capacity to focus on priorities.

**My Schedule**—Monday through Thursday 0700-1700 for the month. I will be trying to take a couple days off during the week of Christmas/New Years and some half days to utilize my holiday time before the end of the year. I finished my last quarter with a 4.0 and started my second to last quarter.



# KITTITAS VALLEY FIRE & RESCUE

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PO Box 218 • Ellensburg, WA 98926 • (509) 933-7235 • Fax (509) 933-7245 [goldsmithd@kvfr.org](mailto:goldsmithd@kvfr.org)

**Strategic Planning Process:** I have provided the board a draft RFP for review. I would ask for any corrections and motion to announce it this month to get going on the process.

The last couple months have been very busy and taking a toll on our people affecting morale. As some we close some chapters that have been sensitive subjects, we are looking forward to the new year of challenges and will overcome as we always do. 2026 will inevitably have challenges and we will make it through, but tough conversations are a must and given to sustain our levels of services. As we are closing out 2025, there have been many successes and challenges. KVFR is an amazing group of individuals at all levels and I am honored and proud of each and everyone of them.

Respectfully,

D.J. Goldsmith  
Fire Chief

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**KITTITAS COUNTY FIRE DISTRICT #2  
Ellensburg, WA**

**Resolution 25-26**

**SUBJECT:** 2025 BUDGET AMENDMENT

**WHEREAS,** the Board of Fire Commissioners of Kittitas County Fire District 2, at the November 13, 2025, regular meeting, set a public hearing date of December 11, 2025 to consider amendments to the 2025 budget, and

**WHEREAS,** the notice of public hearing was properly executed, and

**WHEREAS,** said proposed amendments has been presented, public input has been heard, and the Board of Fire Commissioners has reviewed and discussed the proposed budget, and now

**THEREFORE,** **BE IT RESOLVED,** that the Board of Fire Commissioners, Kittitas County Fire District 2, by virtue of this resolution hereby approves amending the 2025 budget as shown in the attached detail.

Adopted this 11<sup>th</sup> day of December 2025, at the regular meeting of the Board of Fire Commissioners.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Commissioner

Attest To:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

**KITTITAS COUNTY FIRE DISTRICT NO. 2**  
**Ellensburg, WA**

**RESOLUTION 25-27**

**SUBJECT: 2026 Regular Meeting Schedule**

WHEREAS, RCW 52.14.090 provides that the Board of Fire Commissioners shall hold regular monthly meetings at a place and date as it determines by resolution, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners shall meet the second Thursday of each month at 7:00 p.m. at 400 E. Mountain View, to conduct the general and regular business of the fire district.

This resolution adopted at the regular meeting of the Board of Commissioners of Kittitas County Fire District No. 2 this 11 day of December 2025.

Attest to:

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

## **Section 1: Introduction**

Kittitas Valley Fire and Rescue (“District”) is issuing this Request for Proposals (RFP) No. 2026-01 to solicit proposals from qualified consultants to develop a comprehensive Strategic Plan for the District.

As a fire protection district subject to service-delivery objectives, the District seeks to develop a forward-thinking strategic plan that will guide decision-making, resource allocation, and operational priorities for the coming years. The strategic planning process will involve extensive stakeholder engagement, assessment of current and future service demands, and alignment with industry best practices to ensure the District continues to provide high-quality emergency response and community risk reduction services.

## **Section 2: Purpose and Scope of Services**

The selected consultant will facilitate the development of a Strategic Plan that provides a roadmap for the District’s growth, operational improvements, and long-term sustainability.

The scope of services includes, but is not limited to:

- **Organizational Assessment:** Review of the District’s current operations, service delivery model, response capabilities, and financial sustainability.
- **Stakeholder Engagement:** Conduct meetings, surveys, and focus groups with internal and external stakeholders, including District personnel, elected officials, community members, and partner agencies.
- **Community Risk and Service Demand Analysis:** Evaluate incident trends, demographic shifts, and future service demands to ensure resource alignment with emerging risks.
- **Strategic Priorities and Goal Setting:** Facilitate workshops to establish key priorities, goals, and performance benchmarks for the District’s future operations.
- **Operational and Financial Planning:** Provide recommendations on station placement, staffing, apparatus deployment, capital investments, and financial strategies to support the District’s long-term sustainability.
- **Implementation and Performance Metrics:** Develop a framework for monitoring progress, measuring success, and updating the Strategic Plan over time.
- **Final Strategic Plan Document:** Deliver a professionally written and visually structured plan outlining the District’s strategic vision, goals, and actionable steps for the next 5-10 years.

The selected consultant must have prior experience in fire service strategic planning, emergency services administration, or public sector planning, and demonstrate the ability to deliver a data-driven, actionable, and stakeholder-informed Strategic Plan.

### **Section 3: Contract Term and Renewal**

The initial contract term is for one year starting February 1, 2026.

### **Section 4: Minimum Qualifications**

Prospective consultants must:

- Have demonstrated experience in strategic planning for fire departments, emergency services, or public safety agencies.
- Possess expertise in organizational assessments, stakeholder engagement, and data-driven decision making.
- Comply with all applicable federal, state, and local laws and regulations.

### **Section 5: Proposal Requirements**

Proposals must include the following sections:

1. Executive Summary: Overview of the consultant's qualifications, experience, and approach to strategic planning.
2. Project Approach and Timeline: Detailed description of the methodology and timeline for delivering the Strategic Plan.
3. Staffing: Identification of key personnel assigned to the project, including resumes or qualifications.
4. Descriptions of Prior Work: Examples of similar projects completed, including client references.
5. Fee Schedule: Proposed cost structure, including hourly rates and estimated project costs.
6. Insurance and Liability: Confirmation of professional liability insurance and other applicable

coverage.

### **Section 6: Evaluation Criteria**

Proposals will be evaluated based on:

- Consultant Qualifications and Experience (30%)
- Proposed Approach and Work Plan (30%)
- Fee Structure and Cost Competitiveness (20%)
- Stakeholder Engagement and Reporting Strategy (20%)

Kittitas Valley Fire and Rescue reserves the right to refuse any or all proposals.

### **Section 7: Submission Instructions**

Submit proposals electronically Goldsmithd@kvfr.org by 5 PM Friday, December 31, 2025.

Proposals should be titled “Strategic Plan Development – Kittitas Valley Fire and Rescue.”

Late or incomplete proposals

will not be considered. Proposals shall not exceed 20 pages in length.

### **Section 8: Questions and Addenda**

All inquiries regarding this RFP should be directed to Fire Chief D.J. Goldsmith at Goldsmithd@kvfr.org.

Questions must be submitted no later than 5 PM Friday, October 10, 2025.