

KITTITAS VALLEY VOLUNTEER FIREFIGHTERS ASSOCIATION

Initial Meeting - Minutes

Nonprofit Name: Kittitas Valley Volunteer Firefighters Association

Date of Meeting: March 19, 2026

Time of Meeting: 5:00 p.m.

Location: 7530 Brick Mill Rd, Ellensburg, Washington

I. Call to Order

The meeting was called to order by Ross Ogan at 5:28pm.

II. Attendance

Present:

Ross Ogan
Dick Swanson
Matt Burvee
Leo D'Acquisto
Jason Seldal
Andrew Clarke
Miko Tempski
Kevin Durand
Kevin Baker
Neil Houser
Steve Szombathy (via phone)
Court Martin (via phone)

III. Approval of Agenda

The agenda for the meeting was reviewed. Baker moved to approve the agenda, and it was seconded by Clarke. The agenda was unanimously approved.

IV. Adoption of Bylaws

The constitution and bylaws of the nonprofit were reviewed by the board members. Andrew Clarke moved to adopt the bylaws, and the motion was seconded by Dick Swanson. The bylaws were unanimously adopted.

V. Election of Officers

The board held elections for the following officer positions:

- **President:** Ross Ogan was nominated and elected.
- **1st Vice President:** Andrew Clarke was nominated and elected.
- **2nd Vice President:** Court Martin was nominated and elected
- **Treasurer:** Steve Szombathy was nominated and elected.
- **Secretary:** Miko Tempski was nominated and elected.

VI. Secretary's Report

The Secretary, Miko Tempski, discussed an overview of the legal filings related to formation of the Association.

A motion to direct the Secretary to make a copy of the signed and certified articles of incorporation and place them in official association record was made by Kevin Baker and it was seconded by Neil Houser. The motion was unanimously approved.

A motion to ratify the Secretary's application for an employer identification number from the Internal Revenue Service was made by Ross Ogan, and it was seconded by Matt Burvee. The motion was unanimously approved.

A motion to ratify the Secretary's application for tax-exempt status as a charitable organization under Section 501(c)(3) of the Internal Revenue Code was made by Neil Houser, and it was seconded by Steve Szombathy. The motion was unanimously approved.

VII. Financial Overview and Bank Account Authorization

The Board discussed an overview of the organization's financial matters. The Board reviewed and adopted the following banking resolutions:

1. The Board hereby establishes banking relationships with Cashmere Valley Bank and authorizes the maintenance of accounts necessary for the organization's operations.
2. The following individuals are designated as authorized signatories for all accounts:
 - Ross Ogan, President
 - Steve Szombathy, Treasurer

The Board authorizes the officers to execute any documents required by Cashmere Valley Bank to implement these resolutions.

VIII. Fiscal Year and Financial Foundations

The board established the following financial framework:

1. Fiscal Year

The board formally established the fiscal year to run from January 1 to December 31. This decision was made considering tax filing requirements, grant application cycles, program operation schedules

2. Financial Controls

The board established the following initial financial controls:

a) Spending authority limits:

- President: Up to \$500
- Treasurer: Up to \$500
- Board approval required for any amounts exceeding \$500

IX. Conflict of Interest Policy

The board reviewed and adopted a Conflict of Interest Policy. All board members signed the Conflict of Interest disclosure forms.

X. Establishing a Regular Meeting Schedule

The board agreed to meet quarterly. The next board meeting will be held on June 3, 2026.

XI. Other Business

Andrew Clarke moved to adjourn the meeting at 5:45pm. The motion was seconded by Dick Swanson, and the meeting was adjourned.

XII. Adjournment

The meeting was adjourned at 5:46 pm.

Minutes submitted this March 19, 2026, by:

Miko Tempski, Secretary

Approved by:

Ross Ogan, President

Andrew Clarke, 1st Vice President

Court Martin, 2nd Vice President

Steve Szombathy, Treasurer

