



Memo

To: Kittitas County Board of County Commissioners

From: Kittitas County Public Health Department, Cathy Bambrick Administrator

Date: April 27, 2010

RE: Easton Memorial Day Parade Application

The Easton Memorial Day Parade Event applicant, Michael Sweet, has met all the requirements of the Kittitas County Public Health Department including:

- Food Service
- Garbage disposal
- Bathroom Facilities

Should you need additional assistance or have further questions please don't hesitate to contact me at 962-7515.

cc: Julie Kjorsvik, Clerk for the Kittitas County Commissioners Office



KITTITAS COUNTY FIRE MARSHAL'S OFFICE

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

Office (509) 962-7657 Fax (509) 962-7682

April 06, 2010

Julie Kjorsvik
Clerk of the Board
205 W. Fifth Ave.
Ellensburg, WA 98926

Re: Easton Memorial Day Special Event Permit

Dear Ms. Kjorsvik:

Upon review of the above permit application, I have the following comments/requirements;

- A separate Event Permit is required from the Fire Marshal's Office. A fee of \$130.00 shall be submitted with the Fire Marshal's Office Event Permit application.
- Any vendor booths that have open flame for cooking shall have an approved fire extinguisher readily available.
- Any vendor booth which utilizes LPG tanks for cooking or heating shall have an approved fire extinguisher readily available. In addition, any LPG tank shall be secured to prevent displacement.
- Vendor booths shall be separated by a minimum of 10 feet between structures.
- Any stage erected for performances shall be inspected prior to use.
- Any enclosed area in which alcohol is to be served shall have exit signs, as appropriate, and may not have open flame devices within that area.
- The permit required from this office is not for the parade; rather it is for the vendor booths, stage, etc.

The intent of the International Fire Code is to provide a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions. The requirements listed above offer a reasonable level of fire and life safety protection for this project. Any questions or concerns regarding fire service features or the comments listed above may be directed to the Kittitas County Fire Marshal's Office at (509) 962-7000.

Sincerely,

Brenda Larsen
Fire Marshal

Julie Kjorsvik

From: Zera Lowe
Sent: Tuesday, April 27, 2010 10:46 AM
To: Julie Kjorsvik
Subject: FW: Certificate revised - Easton Memorial Day Parade 04052010.pdf -
Attachments: easton mem day cert revised.pdf

Julie --

I finally received the corrected revised certificate of insurance for the Easton Memorial Day Parade. It is attached. Approved. I had a lot of difficulty this year getting the person who prepares the certificate to revise the information to meet our requirements.

Zera Holland Lowe
Civil Deputy Prosecuting Attorney
Kittitas County Prosecuting Attorney's Office
205 West 5th, Suite 213
Ellensburg, WA 98926-2887
Phone: (509) 962-7561
Fax: (509) 962-7060
zera.lowe@co.kittitas.wa.us

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From: Kellie Hooper [mailto:kellieh@bell-anderson.com]
Sent: Tuesday, April 27, 2010 10:27 AM
To: Zera Lowe
Subject: Certificate revised - Easton Memorial Day Parade 04052010.pdf -

Zera,

Here is the corrected certificate as requested.

Kellie Hooper
Senior Account Manager
Select Business Unit
Bell-Anderson Insurance
P.O Box 887
Kent Wa 98035-0887
Direct phone (253) 458-2239
Direct fax (253) 239-5039

From: Zera Lowe [mailto:zera.lowe@co.kittitas.wa.us]
Sent: Friday, April 23, 2010 4:00 PM

Julie Kjorsvik

From: Chuck Reed
Sent: Tuesday, April 20, 2010 3:05 PM
To: Julie Kjorsvik
Subject: Special event application

Hi Julie

In regards to Easton memorial day celebration. The committee has done a good job with traffic control and pedestrian safety in the past. I will contact Mr. Sweet and make sure signing and traffic control requirements are met. With that said I would recommend approval on behalf of county roads.

Thanks

Chuck Reed

Road Foreman

1009 e 3rd street

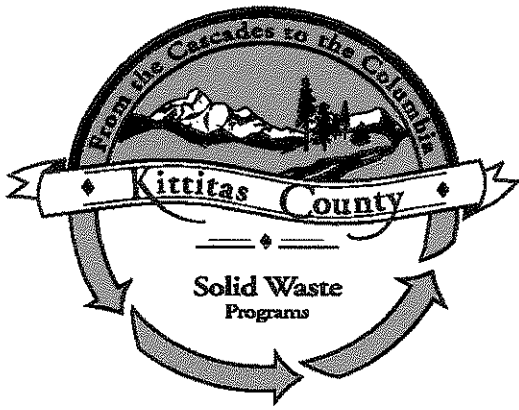
Cle Elum wa 98922

Cell (509-856-7077)

chuck.reed@co.kittitas.wa.us

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message id: 38eb45916c6dcbdac24bb8719d004a14



Kittitas County Solid Waste Programs

925 Industrial Way, Ellensburg, WA 98926

Telephone: (509) 962-7070

Fax: (509) 962-7087

April 13, 2010

Kittitas County Board of Commissioners
205 W 5th Ave Suite 103
Ellensburg, WA 98926

Subject: Special Event Application

Dear Board of County Commissioners,

Kittitas County Solid Waste has been in contact with Michael Sweet, the event coordinator of the Easton Memorial Day Celebration. The event staff has a recycling and garbage plan that meets our satisfaction.

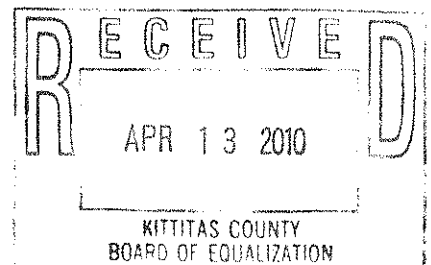
Please contact me at [509] 962-7577 if you have any questions.

Thank you.

Cordially,

A handwritten signature in black ink, appearing to read "Reno L. Allphin".

Reno L Allphin
Solid Waste Specialist
Kittitas County Solid Waste





GENE DANA, SHERIFF
KITTITAS COUNTY SHERIFF'S OFFICE

307 W. Umptanum Rd. ♦ Ellensburg, WA 98926
(509) 962-7525 ♦ (509) 674-2584
FAX (509) 962-7599

RECEIVED

APR 13 2010

April 12, 2010

1st ____ 2nd ____ 3rd ____
KITTITAS COUNTY BOARD OF COMMISSIONERS

Kittitas County
Board of County Commissioners
205 West 5th Ave., Suite 108
Ellensburg, WA 98926

Re: Event application for the Easton Memorial Day Celebration

Dear Board of County Commissioners,

I have reviewed the event application for the Easton Memorial Day Celebration.

This event is traditionally a family event and has never posed a problem for the Sheriff's Office.

Traffic control is provided by the fire department and volunteers. Deputies will be advised to be in the general area for any emergencies that might occur.

Sincerely,

A handwritten signature in black ink, appearing to be "GD" followed by a long horizontal stroke.

Gene Dana,
Sheriff

GD:kd