



KITTITAS COUNTY FIRE MARSHAL'S OFFICE

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

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

April 13, 2017

Board of County Commissioners
205 W. 5th Street
Ellensburg, WA 98926

Re: Easton Memorial Day Parade

Dear Mrs. Buchholz:

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

- Any vendor booths that have open flame for cooking shall have an approved fire extinguisher (2A-10B:C) 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 a secure object with chains/ropes, etc. to prevent displacement.
- Please be aware of general trip hazards from extension cords, tent tie-downs, etc. Also, extension cords may not be piggy-backed/daisy-chained together.
- Tents and canopies shall be securely anchored with appropriate tie downs.
- An event permit is not required from my office.

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,

Josh Hink
Fire Marshal



Kittitas County Solid Waste Programs

925 Industrial Way, Ellensburg, WA 98926

Telephone: (509) 962-7542

Fax: (509) 962-7087

March 17, 2017

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 reviewed the Special Event application for 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,

Clinton Van de Venter

Clinton Van de Venter
Household & Hazardous Waste Supervisor
Kittitas County Solid Waste



KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: Board of County Commissioners

CC:

FROM: Chuck Reed (Road Foreman)

DATE: April 4, 2017

SUBJECT: Easton Memorial Day Celebration

I have reviewed the special permit application from Cynthia McLaughlin, the coordinator of the Easton Memorial Day event, which is schedule for May 27th 2017. A portion of Railroad Street will be closed between 8:00 am and 4:00 pm. I have contacted Mrs. McLaughlin and reviewed the traffic control and detour plan and make my recommendations as follows:

 I recommend approving this event based on the following criteria

1. Local advertisement in the Daily Record, NKC tribune, Local Radio and Physical posting two weeks in advance to inform the traveling public of the upcoming event.
2. Adequate signage of road closures and detour routes.
3. Certified traffic control personnel at intersection and any other area of concern to insure the safe movement of pedestrians and the motoring public.

Chuck Reed
Road Foreman
Public Works



Memo

TO: Kittitas County Board of County Commissioners

FROM: Holly Myers, Environmental Health Supervisor

DATE: March 28, 2017

SUBJECT: 2017 Easton Memorial Day Celebration

Please recommend this application for approval based on the following information.

Once the applicant is aware of the list of food vendors serving this event, please send this list to Kittitas County Public Health Department. Our staff will ensure they have obtained a Temporary Food Service Permit application prior to the event two weeks prior to the event to avoid late fees. Last year there were vendors unaware of this permit requirement.



Contingent upon the issuance of Temporary Food Service Permits for food vendors, the applicant has met the requirements of the Kittitas County Public Health Department prior to the date of the event including:

- Bathroom Facilities
- Garbage Disposal
- Temporary Food Service

Please feel free to contact me if you have any questions or concerns.

CC: Kittitas County Board of Commissioners
Julie Kjorsvik, Kittitas County Board of Commissioners Clerk
Mandy Buchholz, Kittitas County Board of Commissioners Deputy Clerk

Mandy Buchholz

From: no-reply_ServiceRequests@co.kittitas.wa.us
Sent: Tuesday, April 11, 2017 11:51 AM
To: Mandy Buchholz
Subject: Prosecutor Service Request | 38113 | Special Event Application - Easton Memorial Day Parade 2017 (InsRev)

Mandy Buchholz,

We have made an update to your service request.

A copy is displayed below. As we continue to work on your request you will receive additional notifications.

Please review the issue fields as they may contain a request for something necessary to continue working on the request.

Note: This email was sent from an unmonitored account. Please do not reply to this email. To respond, please update your service request on CAMAS using the link below.

Request #38113 - Special Event Application - Easton Memorial Day Parade 2017 (InsRev)

Initial request:

Good Afternoon, Our office received a Special Event application from the Easton Memorial Day Parade, to be held on Saturday May 27, 2017. I will be placing this request on the April 18, 2017 Commissioner Agenda for the Board's consideration. Please submit your departments recommendation to me no later than April 7, 2017 by noon. If there are still outstanding issues, please indicate those in writing as well. For specific questions regarding the event I would ask that you contact the applicant directly. They anticipate the Liability Insurance to arrive anytime now. Thank you!

Latest update:

As discussed, no certificate of insurance has been provided so I am unable to recommend approval of this event at this time.

Christopher Horner 4/11/2017 11:50:45 AM

Status:

Awaiting someone

Assigned to:

Christopher Horner

Priority:

Soon

Due date:

4/7/2017 5:00:00 PM

[Update or cancel your request](#)