

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

April 8, 2020
East Wenatchee, WA

(This meeting was conducted via Zoom in compliance with Proclamation No. 20-28 by the Governor of the State of Washington due to the COVID-19 outbreak.)

The regular meeting was called to order at 5:12 p.m. by Chairman Rick McBride with Commissioners Dawn Collings and Dave Fennell signed in.

District personnel joining the meeting were Fire Chief Dave Baker, Assistant Chiefs Cam Phillips and John Glenn, Volunteer Division Chief Ron Roy, Captains Mike Soltwisch, Seth Ellis, and Scott White, Lieutenant Cody Shelton, and Executive Assistant Terri Woods.

Also participating were Architect Peter Carletti and representatives from HBHansen Construction.

As a courtesy to the participating professionals interested in the review of the construction bids, the item was moved to the beginning of the meeting.

Construction Bids Review

The list of submitted bids was provided to board members prior to the meeting as follows:

<u>Contractor</u>	<u>Base Bid</u>	<u>Alternate #1</u>	<u>Total</u>
Halme Builder	\$5,300,000	\$1,000,000	\$6,300,000
Blew's Construction	\$5,173,000	\$ 858,000	\$6,031,000
Wellens Farwell	\$5,111,341	\$ 710,465	\$5,821,806
HBHansen Construction	\$4,919,000	\$ 763,000	\$5,682,000

Architect Peter Carletti reported that bids came in relatively close with HBHansen Construction coming in low bid. He was familiar with them and some of their sub-contractors, and stated they did good work. They were aggressive in their attempt to get the award and noted that it came in close to the estimated cost. He recommended the District proceed if it had the money. He did not anticipate costs to go down for materials or labor. The project was deemed essential in Governor Inslee's emergency proclamation related to the COVID-19 outbreak.

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In response to an inquiry from Commissioner Fennell on using “value engineering” to reduce construction costs, Peter advised that he considered it already done overall; the building was not extravagant. However, if a contractor suggested a change in materials for example, that would be cheaper and still maintain quality, the proposal could be evaluated, followed by a recommendation to and decision by the Board.

Chairman McBride expressed concern over the current economic crises and the impact to the District. He questioned what the impact on the budget would be, and whether the District could pay its bills and meet payroll should the levy refresh fail, and the ability to make payments on the bonds for the next 20 years. It was clarified that the bids were good for 45 days and bidders were not expecting a decision at this meeting. Peter Carletti added that he anticipated an inflationary effect; there was potential for delays in getting some materials and contractors covering for some of their own losses.

Commissioner Collings advised she wanted the District to focus on what was fiscally responsible and consider what was right for the District. Consideration should be weighed to what would happen due to inaction. Her position was to look to the future with caution, noting that nobody knows for sure what that will be.

Commissioner Fennell stated his goal was to complete both planned fire stations and the administration building with the funding currently available to the District. Chief Baker explained that estimates for Station #3 could be determined now based on anticipated costs for Station #4.

(Peter Carletti left the meeting at 5:39 p.m.)

ADDITIONS/DELETIONS TO THE AGENDA

Commissioner Fennell moved to approve the change to the agenda adding an executive session. The motion was seconded by Commissioner Collings. Motion unanimously passed.

APPROVAL OF MINUTES

Commissioner Collings moved to approve the Minutes of March 11, 2020 as presented. The motion was seconded by Commissioner Fennell. Motion unanimously passed.

FINANCIAL REPORT

1. The Treasurer’s Financial Statement indicated a balance of \$13,798,931.15

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2. Revenues received:

- \$18,224.03, interest income.
- \$7,000.51, Charles Kisner, sale of surplused 1994 F350 brush truck. (Check No. 6132)
- \$180.00, WFCA, seminar refund. (Check No. 27051)
- \$3,684.60, Chelan-Douglas Community Action Council, fire protection agreement for Sunset Ridge. (Check No. 91701)
- \$2,909.00, Washington L&I/Scott White, time loss payments for 3/6/2020 and 3/7/2020-3/25/2020. (Warrant Nos. 024459Q and 038128Q)

CORRESPONDENCE

Chief Baker received a thank-you from Jack Augustine for participating in his parade in honor of his 7th birthday.

STAFF REPORTS

Chief:

- Chief Baker reported he was sending out weekly updates. Personnel were continuing to take appropriate steps for precautions related to COVID-19. He was mostly working from home.
- Grants:
 - An AFG (Assistance to Firefighters Grant) application was submitted for an exhaust system for Station 1 having an estimated value of \$50,000. The cost for consulting fees was \$7,200.
 - A future federal stimulus package was anticipated. Chief Baker explained the District would not be able to meet the obligations connected to another SAFER (Staffing for Adequate Fire & Emergency Response) Grant if a future levy refresh did not pass. It could possibly apply, however, for a future AFG to build a fire station. It would need to be ready to go as the application period was expected to be short.
- Personnel:
 - Recruit Firefighter Donn Etherington III would attend the Fire Training Academy starting May 2.
 - A cost comparison determined a savings of over \$7,000 by hiring a temporary firefighter for six months as opposed to covering the same shifts using overtime. The position was ineligible under LEOFF II unless benefits were provided. It was explained that the WFCA healthcare plans excluded temporary positions from coverage. It was also determined that the position was ineligible under PERS II as it did not extend over two consecutive years.

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- Facilities:
 - A floor plan for Station #3 had been emailed to board members earlier in the day. The building was 6,294 square feet estimated to cost \$400/sq. ft., roughly \$2.5 million. Peter Carletti would be asked to provide architect and engineering costs.
 - Chief Baker advised he had calculated funding available with bond proceeds and reserves that indicated both stations could be built with existing funds and have adequate reserves left over. He needed to put it into a format to share.
 - A special meeting was scheduled Tuesday, April 14, 2020 at 4:00 p.m. to review construction bids and consider award. Peter Carletti would be invited to answer any questions. Commissioner Fennell planned to meet with Chief Baker before the meeting.

Local 453: (No report.)

UNFINISHED BUSINESS

1. As noted in the financial report, the awarded bid for the surplused 1994 Ford brush truck was \$7,000.51 from Charles Kisner.
2. Board members had been provided with a requested draft policy and corresponding procedures for command duty prepared by Chief Baker prior to the meeting. He explained that these were the current operating procedures. In his research of how command duty was handled in other departments, most considered it to be part of the job for administrative staff (Chief Officers) exempt under FLSA. Commissioner Fennell concurred from his own research that hours were not tracked for these employees.

Granting a duty-day-off (DDO) after a weekend of command duty or following four weekdays during normal off-duty hours had been practiced for several years, although not written. A Chief Officer received two DDO's every four weeks.

In discussion, Commissioner Fennell expressed concern with the cost associated with coverage by move-up where the District was paying Chief Officers for command duty as part of their duties as well as paying overtime to other staff to provide coverage in their place. It was noted that duty was covered by other officers 100 shifts last year; cost was estimated to be \$50,000. Since the schedule was made well in advance, he asked why shifts were not covered by trading with the other Chief Officers.

Chairman McBride also had concerns that the cost of command duty was unknown, and parameters were needed. He wanted associated costs of overtime and acting pay for staff coverage included in the budget. No information had been provided for the first quarter of 2020. He also wanted the policy to more clearly explain the DDO for working weekdays.

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Assistant Chief Glenn, in a brief report, advised that he understood the concerns and concurred that a policy was needed. He also indicated that the Chief Officers should be able to cover command duty. So far this year, he estimated only one shift needed other staff to cover. He added that he believed that the Chiefs were not actually taking all their earned DDO's.

Commissioner Collings stated she understood the financial concerns, but added that the requested information had been provided, and the policy could be put into place and readdressed if needed.

The command duty policy was tabled for the next regular meeting as Chairman McBride and Commissioner Fennell considered the matter unfinished.

NEW BUSINESS

1. Construction bids were previously discussed
2. Approval was requested to replace the command vehicle for Assistant Chief Blanchard. It had been budgeted this year for \$60,000 including equipment. Three quotes had been obtained. It was explained that the current vehicle needed substantial repair. Discussion tied into the next item, action on this followed.
3. Board members had been provided a spreadsheet prior to the meeting of proposed change orders for the Pierce ladder truck that indicated a net increase of \$42,105. Chairman McBride questioned the changes after all the work done by committee to design. Chief Baker clarified the only item removed was a second siren valued at \$2,890. He stated that the committee members were involved in discussions regarding the siren and it was agreed to let the Board decide. Further, items added were not in the specifications but were intended to provide continuity and enhance safety. In addition, the District would receive a credit for unused travel amounting to around \$9,000.

It was recommended by Chief Baker to account for the increased costs by using funds budgeted for equipment which could be delayed until next year. Commissioner Fennell offered a compromise to authorize all changes to the ladder truck but put off purchasing the command vehicle.

Following discussion, **Commissioner Collings moved to approve the change orders as presented with the siren added back in. Commissioner Fennell seconded the motion. Motion passed unanimously.**

Commissioner Fennell moved to table purchase of the command vehicle. The motion was seconded by Chairman McBride. Motion passed. Commissioner Collings opposed.

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4. A draft resolution allowing the payment of claims before approval of the Board was provided to board members prior to the meeting. It was explained that adoption was suggested through the WFCA to help limit the number of meetings needed during the pandemic. It mirrored a resolution the District had in place for payment of payroll.

Commissioner Collings moved to approve Resolution No. 04-08-2020A, authorizing the issuance of warrant and electronic transactions prior to approval from the Board of Commissioners. Commissioner Fennell seconded the motion. The motion passed unanimously.

PAYROLL & VOUCHERS

March Expenses were submitted as follows:

General Expense Fund:

Claims totaled \$93,884.25 for Vouchers No. 200402001 through 200402056 excluding those listed under Special Projects below.

Payroll totaled \$266,509.24. The following payroll changes were approved:

- Resident David G. Metzler resigned effective March 3, 2020.
- Part-time Firefighter Donn Etherington III was hired full-time effective April 1, 2020.

Special Projects Fund:

Claims totaled \$18,496.43 for Vouchers Nos. 200402007, 200402019 and 200402057.

Commissioner Collings moved to approve March payroll and vouchers in the amount of \$378,889.92. The motion was seconded by Commissioner Fennell. Motion unanimously passed.

GOOD OF THE ORDER

1. Lieutenant Cody Shelton was researching available training on the future ladder truck and associated costs.
2. Division Chief Ron Roy reported there was a \$350 COVID 19-related stipend available for volunteers who lost their jobs. There was also a grant proposed for volunteers to become employees.

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EXECUTIVE SESSION

Commissioner Collings requested to postpone the executive session since it was getting so late. An executive session would be added to the purpose of the special meeting on April 14, 2020. Chairman McBride confirmed it was regarding a complaint against an employee.

Commissioner Fennell moved to adjourn the meeting at 8:11 p.m. The motion was seconded by Commissioner Collings. Motion unanimously passed.