

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

July 8, 2020
East Wenatchee, WA

(This meeting was conducted via Zoom in compliance with Proclamation No. 20-28.7 by the Governor of the State of Washington due to the COVID-19 outbreak.)

The regular meeting was called to order at 5:00 p.m. by Chairman Rick McBride with Commissioners Dawn Collings and Dave Fennell signed in.

Joining the meeting was Fire Chief Dave Baker and Attorney Julie Norton. The meeting was hosted by Executive Assistant Terri Woods.

ADDITIONS/DELETIONS TO THE AGENDA (None)

APPROVAL OF MINUTES

Commissioner Collings moved to approve the Minutes of June 8 and 10, 2020 as presented. The motion was seconded by Commissioner Fennell. Motion unanimously passed.

FINANCIAL REPORT (June 2020)

- Treasurer's Report-Fund Totals indicated a balance of \$15,473,646.71.
- Receipt Register indicated receipts totaled \$61,482.26.
- Budget Position Report reflected account activities in all funds.

CORRESPONDENCE (None)

STAFF REPORTS

Chief:

- Operations: Staff was back working in the office, but the fire station was still in lockdown mode. Temperatures were still taken daily upon entering the station, visitors escorted. Current procedures related to COVID-19 were in place until further notice.
- Staffing: Chief Baker would like to add to staff during fire season. Hiring two (2) part-time firefighters was estimated to cost \$40,000 for three months. It would depend on whether somebody could be found that was available to work.
- Personnel: Recruit Firefighter Donn Etherington was still doing well at the Fire Academy. The District would be sending four (4) new and two (2) current Resident Firefighters to the Academy in August.

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- Apparatus: Pictures were expected soon and would be posted on the website. Douglas County Fire District No. 5 had expressed interest in the old engine that would be replaced.
- Facilities: The second construction billing for Station #4 had been received from HBHansen for \$502,038. Construction pictures were expected soon and would be posted on the website. The contractor was currently working on the storm water/drain field, footings, ready to pour stem walls this week or next. The District was the recipient to fill dirt from the sewer line extension out in the area. The Project Manager was working on minor issues. Chairman McBride signed the *Project Management Service Agreement*.
- Fire Marshal: The Fourth of July was busy, but no major incidents. Assistant Chief Kurt Blanchard was on vacation until July 20.

UNFINISHED BUSINESS

NEW BUSINESS

1. It was proposed to amend the 2020 Budget as follows:
 - Create a budget for the LTGO Bond Debt Service Fund. Redemption of bond principal and interest for 2020 would total \$633,791.
 - Create a budget for the Capital Projects Fund where bond proceeds in the amount of \$6,454,191 were deposited. Costs for station construction projects would be allocated.
 - Add two accounts to the General Expense Fund: 1) Transfer account for funding payments to the LTGO Bond Debt Service Fund, and 2) Temporary holding account for retainage for HBHansen until Station #4 work is completed.

Commissioner Fennell moved to adopt Resolution No. 07-08-2020, amending the 2020 Budget as presented. The motion was seconded by Commissioner Collings. Motion unanimously passed.

2. An updated fee proposal for architectural and engineering services for Station #3 was submitted. Architect Peter Carletti would be invited to the August meeting to discuss. Commissioner Fennell wanted an in-person meeting if possible. Attorney Norton advised virtual meetings were required at least until August 1.

In discussion, Commissioners McBride and Collings indicated they felt comfortable continuing with the same architect and contractor for Station #3; both were on the Board when the selections were made. Attorney Norton clarified that the architect could be used again without going through another selection process; however, the contractor was required to bid on each project. She also advised the master contract would expire at the end of the year; task orders would need to be extended.

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PAYROLL & VOUCHERS

June Expenses were submitted as follows:

General Expense Fund:

Claims totaled \$89,861.84 for Voucher Nos. 200702001 through 200702055.

Payroll totaled \$270,025.44. The following payroll changes were approved:

- Volunteer Firefighters Eric Casey, Thomas Gilstrap, and Chad Stutzman became eligible to opt into part-time status effective June 1, 2020.

Special Projects Fund:

Claims totaled \$540,901.22 for Voucher Nos. 200703001 through 200703006.

Commissioner Collings moved to approve June payroll and vouchers in the amount of \$900,788.50. The motion was seconded by Commissioner Fennell. Motion unanimously passed.

GOOD OF THE ORDER (None)

EXECUTIVE SESSION

Attorney Julie Norton announced the meeting would be closed at 5:30 p.m. for twenty minutes with no action to follow. She and Chief Baker remained in the meeting. The meeting was extended for five minutes at 5:45 p.m. The meeting was extended for twenty minutes at 5:50 p.m. The open meeting reconvened at 6:10 p.m.

As there was no other business, the meeting was adjourned at 6:10 p.m.