

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

August 12, 2020
East Wenatchee, WA

(This meeting was conducted via Zoom in compliance with Proclamation No. 20-28.8 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 Commissioner Dave Fennell signed in. Commissioner Collings was excused.

Joining the meeting were Fire Chief Dave Baker, Captain Scott White and C-Shift. Peter Carletti and Quentin Sutter of Carletti Architects, and Ettore Castellente also signed in. The meeting was hosted by Executive Assistant Terri Woods.

Chairman McBride dispensed with the regular agenda as a courtesy to the invited Architects to discuss their business first.

Station #3 – Estimated A&E Costs

Peter Carletti reported the plans for Station #3 were downsized to a 6,294 sq. ft., two-bay station to save money. Cost per square foot was not expected to be as high as Station #4 which had more site work. The effects of COVID was an unknown. Also noted was the obligation to pay for road improvement costs. It was recommended to use the higher estimate of \$400/sq. ft. 10% for contingencies was built into the revised fee proposal mostly to cover escalation.

The likely timeline would be to initiate the bid process in the spring and start construction as Station 4 was completed. Any sooner would be prohibited by weather.

(Peter and Quentin left the meeting.)

ADDITIONS/DELETIONS TO THE AGENDA

- Chief's Review was added to New Business by Commissioner Fennell.

APPROVAL OF MINUTES

Commissioner Fennell moved to approve the Minutes of July 8 and August 3, 2020 as presented. The motion was seconded by Chairman McBride. Motion passed.

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FINANCIAL REPORT (July 2020)

- Treasurer's Report-Fund Totals indicated a balance of \$14,628,682.79.
- Receipt Register indicated receipts totaled \$79,096.38.
- Budget Position Report reflected account activities in all funds.
- Annual Report 2019 had been sent out to board members for their review.

CORRESPONDENCE

- Chief Baker had received a thank-you letter from Chief Brian Brett, Chelan County Fire District No. 1, in appreciation for services received.
- Notice from the WFOA Health Care Program advising a significant rate increase and enrollment freeze had been approved for the PPO-Plus medical plan which this district uses to cover its employees. The changes would take effect January 1, 2021. Chairman McBride suggested it for discussion in a future labor-management meeting.

STAFF REPORTS

Chief:

- Past procedures related to COVID-19 remain in place with the addition of all individuals required to wear masks while in the fire station.
- RiverCom proposed a new billing system that would take effect in 2022.
- Pacific Northwest Seismic Network preparing an agreement to install a seismic monitor at the Main Station. Chief Baker would sign on behalf of the Fire District.
- A 2019 Assistance to Firefighters Grant (AFG) from FEMA was awarded in the amount of \$52,527 for an exhaust extraction system. Actual federal funding to be received was \$47,751.82. The project was budgeted for \$32,000.
- Personnel: Recruit Firefighter Donn Etherington completed his training at the Fire Training Academy. A pinning ceremony is planned for next week. Lieutenant Cody Shelton and six (6) resident firefighters were scheduled for orientation at the FTA tomorrow.
- Apparatus: Construction photos were posted to the website.
- Facilities: It was reported the site foreman at Station 4 was involved in a motorcycle accident. His injuries would require a lot of rehab. Six (6) concrete pours would start August 31 from sundown until midnight. Requirements for notifying neighbors would be researched.
- Fire Marshal: Chief Blanchard was busy conducting investigations.

UNFINISHED BUSINESS

1. Board members discussed the following items that were still pending:
 - Shift Commander – BC/Shift Commander Committee would reconvene in September.
 - Seasonal Position – It would be included in the 2021 budget.
 - Additional Brush Truck – (?)

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- Training Facilities near the Airport – Anticipated discussion on the future project was added to the agenda for the next meeting. Research was to include available properties, FAA limitations, and fuel requirements.

2. Station #3 – Estimated A&E Costs (Continued):

Commissioner Fennell had calculated the cost of construction based on \$400/sq. ft. to be around \$2.6 million. He supported moving forward if the Fire District could afford it. Chief Baker advised the previous estimate was \$3.5 million. Obligations associated with the project were to pay for half of the road improvements estimated to cost \$750,000 and moving a utility pole.

Commissioner Fennell moved to approve the *DCFD#2 Rock Island Station Fee Proposal* (revised July 2, 2020) from Carletti Architects, P.S. not to exceed \$284,575. The motion was seconded by Chairman McBride. Motion passed.

The agreement would be forwarded for legal review.

NEW BUSINESS

1. Resignation:

Commissioner Dawn Collings had submitted a letter of resignation from the Board of Commissioners effective August 13, 2020. She would be retiring and relocating to be closer to family members. Both Commissioners Fennell and McBride expressed appreciation for her service to the district and community.

The process for filling the vacancy was explained. A new commissioner would need to be appointed by the remaining board members within ninety (90) days. In the past, interviews were conducted. An ad would be published in the legals later this week, posted to the website and released to public media soliciting interested residents of the district.

2. Chief's Review:

Commissioner Fennell moved to conduct a 360-degree peer review as part of the evaluation process of the Fire Chief. The motion was seconded by Chairman McBride. Motion passed.

PAYROLL & VOUCHERS

July Expenses were submitted as follows:

General Expense Fund:

Claims totaled \$82,527.78 for Voucher Nos. 200802001 through 200802055.

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Payroll totaled \$266,653.85. The following payroll changes were approved:

- New Resident Firefighters Nate Aiken, Joe Ekstrom, Matthew Rick and Conner Ross were added to payroll to receive a monthly stipend effective August 1, 2020.
- Position of Firefighter Tyler Bertram changed from temporary full-time to part time status at the rank of Firefighter I with EMT certification effective August 1, 2020.19.

Special Projects Fund:

Claims totaled \$568,987.03 for Voucher Nos. 200803001 through 200803008.

Commissioner Fennell moved to approve July payroll and vouchers in the amount of \$918,168.66. The motion was seconded by Chairman McBride. Motion passed.

GOOD OF THE ORDER

1. Captain Seth Ellis acknowledged Commissioner Collings for her service on behalf of IAFF Local 453.

Commissioner Fennell moved to adjourn the meeting at 6:14 p.m. The motion was seconded by Chairman McBride. Motion passed.

ATTEST: _____ APPROVED: _____
Suanne Robbins, District Secretary Richard W. McBride, Chairman