

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

October 14, 2020
East Wenatchee, WA

(This meeting was conducted via Zoom in compliance with the extended 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.

Joining the meeting were Fire Chief Dave Baker, Volunteer Division Chief Ron Roy, Captains Mike Soltwisch and Scott White, Lieutenant Cody Shelton, and Firefighter J.P. Sokolowski. Attorney Julie Norton and Commissioner candidate Danny Johnson were also present. The meeting was hosted by Executive Assistant Terri Woods.

COMMISSIONER APPOINTMENT

- **Commissioner Fennell moved to appoint Danny Johnson to Fire Commissioner for the remainder of the term through December 2021. The motion was seconded by Chairman McBride. Motion passed.**
- **Danny Johnson was sworn into the office of Fire Commissioner, Position 2.**

ADDITIONS/DELETIONS TO THE AGENDA

- Items added to Unfinished Business by Commissioner Fennell:
 - Lengthy Response Time
 - Training Prop

APPROVAL OF MINUTES

- **Commissioner Fennell moved to approve the Minutes of August 12, 2020 as amended. The motion was seconded by Commissioner Johnson. Motion unanimously passed.**
- The Commissioners agreed to amend the Minutes of September 9, 2020.

FINANCIAL REPORT (September 2020)

- Treasurer's Report-Fund Totals indicated a balance of \$13,314,634.94.
- Receipt Register indicated receipts totaled \$450,131.25.
- Budget Position Report reflected account activities in all funds.
- Regarding its account with HBHanson Construction, it was reported the Fire District was current with its payments. The fifth payment for the month of September on Station 4 in the amount of \$221,062.00 would be submitted for approval at this meeting.

MINUTES
OCTOBER 14, 2020
PAGE 2

CORRESPONDENCE

- Reminder of the annual Laws Update on Zoom by Brian Snure, Wednesday, October 21, 2020 starting at 6:00 p.m.

STAFF REPORT

- Operations
 - Premiums for the current medical PPO-Plus plan with the WFCM healthcare program would increase 13% next year. Assistant Chief John Glenn was researching other insurance.
 - Notification was received from the Douglas County Assessor that the preliminary assessed valuations would drop by \$538,500,000. This would result in a reduction of \$428,125 in the tax levy compared to what was received by the District this year. Taxable state utility values were overestimated on custom software by T-Mobile that was tax-exempt.
 - Policies were updated by Lexipol.
- Personnel
 - Washington Survey and Rating Bureau visited for insurance rating review September 23.
 - The recruits were back from the fire training academy due to a COVID outbreak. They would continue with virtual learning to obtain their certifications.
 - Supervision separation was supported by union and management leadership.
- Apparatus
 - The 1997 Darley engine failed its last pump test; however, it would remain in service. Estimated cost to repair was \$35,000.
 - Douglas County Fire District No. 5 had expressed interest in the Western States engine.
 - A trip was scheduled in mid-November to visit Pierce Manufacturing. Chief Baker, Mechanic Jay O'Connell, Captain Scott White and Firefighter Colton Sackman would be traveling to Wisconsin for final inspection of the new apparatus.
 - Alcoa had been contacted by Mechanic Jay O'Connell regarding storage of the heavy brush trucks.
- Facilities
 - Station 3 design would dictate some of the improvements like moving utility poles. Commissioner Fennell reported from his meeting with Rock Island Mayor Agnew that utilities would need to go underground. Authority and process for permits were unknown. Chief Baker would check in with Engineer Dave Dormier on what he knows about the improvements. Of note, the Mayor also indicated that the Town was interested in acquiring the old station.
- Fire Marshal
 - New development included a subdivision of 102 homes on Fancher Heights, Microsoft's \$10 million purchase of property, and a warehouse in Baker Flats that would span 14.92 acres.

MINUTES
OCTOBER 14, 2020
PAGE 3

- Assistant Chief Kurt Blanchard would be put in charge of developing a policy to update and require uniform fire hydrant connections with the assistance of Attorney Julie Norton.

UNFINISHED BUSINESS

1. Station 3 Update: (See above.)
2. Lengthy Response Time: Commissioners McBride and Fennell discussed concerns over the response time of the Duty Chief on an incident that occurred on August 31. Enroute time of 9 minutes, 49 seconds and arrival time of 12 minutes were considered unacceptable. A Battalion Chief arrangement was mentioned by Chairman McBride as a possible solution to avoid happening again in the future.
3. Training Prop: After considerable discussion which included frustration expressed by board members that a plan was not yet in place, the Training Officer would be tasked with developing a plan for the next meeting.
4. Acting Duty Costs: A report had been submitted by Chief Baker prior to the meeting indicating a cost of \$13,661.02 through the third quarter. Commissioner McBride and Fennell expressed concerns with incurring the expense by moving up other personnel when it was considered part of the Chief Officers' responsibilities already paid for in their salaries. Commissioner Fennell suggested a Battalion Chief proposal as a possible solution.

NEW BUSINESS

1. **Commissioner Fennell moved to adopt Resolution No. 10-14-2020A, adopting the current revised *Washington State Wage & Equipment Rate Schedule* for billing of services and continue to use as updated in the future. The motion was seconded by Commissioner Johnson. Motion unanimously passed.**
2. **Commissioner Fennell moved to adopt Resolution No. 10-14-2020B, surplusng an old chair, couch and coffee table, and a pair of worn out turn-out boots to be discarded having no value. The motion was seconded by Commissioner Johnson. Motion unanimously passed.**
3. The November Commissioner meeting would be held on Thursday, November 12, 2020 due to Veterans Day falling on the regular meeting date.

**MINUTES
OCTOBER 14, 2020
PAGE 4**

4. A 60-day extension was requested for complete construction and delivery of the Pierce engines and tower fire truck due to delays caused by COVID-19. The agreement included a \$250/day penalty for late delivery. It was agreed on thirty (30) days.

Commissioner Fennell moved to extend the purchase agreement thirty (30) days with Hughes Fire Equipment for a Pierce Velocity Tower fire vehicle and two (2) Pierce Impel Pumps. The motion was seconded by Commissioner Johnson. Motion unanimously passed.

Attorney Julie Norton would draft the amendment to the purchase agreement.

PAYROLL & VOUCHERS

September Expenses were submitted as follows:

General Expense Fund:

- Claims totaled \$102,479.15 for Voucher Nos. 201003001 through 201003005.
- Payroll totaled \$292,523.02. Change was approved for a step increase to Terri Woods to \$5,003.00 per month effective September 16, 2020.

Special Projects Fund:

- Claims totaled \$247,620.34 for Voucher Nos. 201002001 through 201002009.

Commissioner Fennell moved to approve September payroll and vouchers in the amount of \$642,622.51. The motion was seconded by Commissioner Johnson. Motion unanimously passed.

GOOD OF THE ORDER

1. The 2018-2019 audit was scheduled by the State Auditor's Office to begin next month; to be conducted by the Spokane audit team.
2. Commissioner Fennell reported he had met with the Mayors of East Wenatchee and Rock Island to discuss needs and improve relations.

Commissioner Johnson moved to adjourn at 7:25 p.m. The motion was seconded by Commissioner Fennell. Motion unanimously passed.