

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

November 12, 2020
East Wenatchee, WA

(This meeting was conducted via Zoom in compliance with the extended Proclamation No. 20-28.12 by the Governor of the State of Washington due to the COVID-19 outbreak.)

Joining the meeting were Fire Chief Dave Baker, Assistant Chiefs Cam Phillips and John Glenn, Lieutenant Mark Zielinski, and Firefighter Billy Turner. Attorney Julie Norton was also present. The meeting was hosted by Executive Assistant Terri Woods.

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

ADDITIONS/DELETIONS TO THE AGENDA

- Items added to New Business:
 - Interlocal Agreement RE: Grant Funding for Cares Act
 - Health Care
- Executive Sessions were swapped

APPROVAL OF MINUTES

- **Commissioner Fennell moved to approve the Minutes of September 9, 2020 as amended. The motion was seconded by Commissioner Johnson. Motion unanimously passed.**
- **Commissioner Fennell moved to approve the Minutes of October 13, 14 and 23, 2020 as presented. The motion was seconded by Commissioner Johnson. Motion unanimously passed**

FINANCIAL REPORT (October 2020)

- Treasurer's Report-Fund Totals indicated a balance of \$15,017,281.05.
- Receipt Register indicated receipts totaled \$2,076,470.28.
- Budget Position Report reflected account activities in all funds.
- Commissioner Fennell was selected to represent the Commissioners for the 2018-2019 audit.

CORRESPONDENCE (None)

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STAFF REPORT

- Operations
 - The residents had passed their required certifications and were assigned to a shift.
 - A trip for final inspection of the two new engines was planned the following week to Appleton, Wisconsin.
- Facilities
 - An issue had developed at Station 4 where a generator for the kitchen appliances was included in the specifications, but not included in the bid. The matter had been forwarded to legal counsel.
 - Elevations were submitted for Station 3. It would be a smaller version of Station 4. Douglas County would require landscaping.

UNFINISHED BUSINESS

1. Training Prop: Packets had been sent to board members prior to the meeting. Chief Phillips advised one container had already been ordered this year. Delivery was unknown. He anticipated the project would be completed in three (3) phases:
 1. One (1) container bought
 2. Purchase (2) containers next year
 3. Purchase one (1) container for the second story. (This could be combined with 2. above)

Commissioner Fennell moved to authorize up to \$15,000 for three containers to be located at Chelan County Fire District No. 1 Station 17. The motion was seconded by Commissioner Johnson. The motion unanimously passed.

Board members agreed they would like the project completed soon.

Attorney Julie Norton advised the cost for legal services to draft an interlocal agreement with Chelan County Fire District No. 1 to be in the range of \$1,000 - \$1,500; easily produced.

NEW BUSINESS

1. 2021 Budget: Commissioners had received the first draft of the 2021 budget the night before the meeting. Chairman McBride advised he had not had the opportunity to review. The Commissioners expressed their frustration that the budget was not provided in a timely manner, nor was it complete. Commissioner Fennell requested a further breakdown, suggested by line item. Highlights of the discussion:
 - Transfers for future apparatus to reserves were reduced from previous years to make up for the decrease in taxes.
 - Chief Baker advised he would review the proposed budget and requests with the other Chiefs.

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- In regard to standardizing the fittings on the reported 1,221 hydrants in the District, Commissioner Fennell advised it did not have to be done all at once. The project was directed to legal counsel and Fire Marshal Kurt Blanchard. It was reported the East Wenatchee Water District was not interested in cost sharing.
- Radios worth \$6,000 had been ordered.
- Regarding personnel, one additional Assistant Chief was added.
- Carry-over was estimated to be 33.16%
- November 30 was the deadline for submitting the levy requests to the County
- The Capital Projects Budget was a work in progress. Funds would be transferred from the Reserve Fund to cover the costs.

A special meeting was scheduled Monday, October 23, 2020 at 5:00 p.m. to conduct a budget workshop.

2. Douglas County Fire District No. 5 had proposed to purchase the 1994 Western States Structure Engine (E3) for \$12,500 in early 2021. Chief Baker explained the truck would need to be kept until the new engines were in service. Any modifications would be made at DCFD#5's cost for time and materials.

3. Application was submitted to obtain funding through the CARES Act to purchase a fit tester for \$8,664.01. A \$40,000 electronic sign was also under consideration, but the reporting deadline was too close. In order to participate, the following agreement was executed:

Commissioner Fennell moved to approve the *Interlocal Cooperation Agreement Between Douglas County and Douglas County Fire District No. 2 re: Grant Funding for Cares Act*. The motion was seconded by Commissioner Johnson. The motion unanimously passed.

4. Healthcare: Premiums for the current medical PPO-Plus plan with the WFCAs healthcare program would increase 13% next year. Projected cost was over \$773,000 per year. The Local's proposed MOU would provide coverage through LEOFF Health and Welfare Trust Plan B with an HRA/VEBA to cover limitations in the \$2,000-\$5,000 range for an estimated cost of \$730,000. It was noted that the LEOFF I retirees could participate. Also researched was the option to stay with the WFCAs on the PPO-100 Plan. HRA contributions were limited to \$550 per year on the plan.

Commissioners agreed the matter would need to be discussed between labor-management and wanted it expedited to move forward with the selected plan by the first of year. A report back was expected at the December meeting.

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PAYROLL & VOUCHERS

October expenses were submitted as follows:

General Expense Fund:

- Claims totaled \$129,767.21 for Voucher Nos. 201103001 through 201103061.
- Payroll totaled \$276,579.13.

Special Projects Fund:

- Claims totaled \$199,514.09 for Voucher Nos. 201102001 through 201102008.

Commissioner Fennell moved to approve October payroll and vouchers in the amount of \$605,860.43. The motion was seconded by Commissioner Johnson. Motion unanimously passed.

GOOD OF THE ORDER (None)

Break: 6:40-6:45

EXECUTIVE SESSIONS

Chairman McBride closed the meeting at 6:45 p.m. for a fifteen-minute executive session to evaluate a complaint brought against a public employee as allowed in RCW 42.30.110(1)(f). Chief Baker and Attorney Julie Norton remained in the meeting. The open meeting reconvened at 7:00 p.m. No action taken.

Chairman McBride closed the meeting at 7:00 p.m. for thirty minutes to conduct an executive session to evaluate the performance of a public employee as allowed in RCW 42.30.110(1)(g). Only the commissioners remained in the meeting. At 7:30 p.m., the executive session was extended for another fifteen minutes. The open meeting reconvened at 7:45 p.m.

Commissioner Fennell moved to authorize Chairman McBride to provide Fire Chief David L. Baker with notice pursuant to Section 11.1.1 of his employment agreement that the Board intends to consider exercising its right to terminate the employment agreement without cause at a board meeting to be held on November 24, 2020 at 5:00 p.m. The motion was seconded by Commissioner Johnson. Motion unanimously passed.

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Commissioner Fennell moved to place the Fire Chief on non-disciplinary paid administrative leave effective immediately to be reviewed at the board meeting to be held on November 24, 2020 at 5:00 p.m. The motion was seconded by Commissioner Johnson. Motion unanimously passed.

Commissioner Fennell moved to appoint John Glenn as Acting Fire Chief during the period in which Chief Baker is on paid administrative leave. The motion was seconded by Commissioner Johnson. Motion unanimously passed.

Commissioner Fennell moved to adjourn the meeting at 7:48 p.m. The motion was seconded by Commissioner Johnson. Motion unanimously passed.