

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

December 9, 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.)

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.

Joining the meeting were Acting-Fire Chief John Glenn, Assistant Chief Cam Phillips, Captains Seth Ellis and Scott White, Lieutenant Mark Zielinski, Firefighter Cody Shelton, Volunteer Lieutenants Kyle Dennis and Mitchell Williams. Outgoing Fire Chief Dave Baker was present. Architects Quentin Sutter and Peter Carletti were also present. The meeting was hosted by Executive Assistant Terri Woods.

ADDITIONS/DELETIONS TO THE AGENDA

- Discussion with the architects was moved to be the first item of business
- Appointment of Board Chair for 2021 was added to New Business

DISCUSSION WITH ARCHITECTS

Architects Quentin Sutter and Peter Carletti responded to member concerns over keeping the combined costs of Station 3 and 4 under \$10 million. They explained the market was volatile; the pandemic was a factor in causing shortage of materials, delays in construction, and costs were continuing to go up.

Station 3 had been scaled down but was considered very efficient. In response to the members' inquiry into possibly changing to a simpler metal building, the Architects explained there would be savings, but the overall cost would not get down to \$350 sq./ft. The range of possibly \$25,000 to \$50,000 could be trimmed, but the same costs would remain for the majority; mechanical, electrical and plumbing costs would not change. Commissioners were unwilling to put the project on hold due to the time limit on spending bond proceeds. Estimates were expected to be available in the next few weeks at 60% set and could then meet again.

It was reported that Station 4 was moving along. Work would start on the administration building the first of the year. It was still on track to complete in April.

**MINUTES
DECEMBER 9, 2020
PAGE 2**

APPROVAL OF MINUTES

- **Commissioner Fennell moved to approve the Minutes of November 24, 2020 as presented. The motion was seconded by Commissioner Johnson. Motion unanimously passed.**

FINANCIAL REPORT (November 2020)

- Treasurer's Report-Fund Totals indicated a balance of \$14,906,926.27.
- Receipt Register indicated receipts totaled \$518,777.45.
- Budget Position Report reflected account activities in all funds.

CORRESPONDENCE

- Chief Glen received a thank-you note from the Mayor of East Wenatchee for the District participating in driving Santa around with the law enforcement agencies.

STAFF REPORT

- Chief Glenn conducted a recent site visit at Station 4. Construction was looking good.
- The two new engines were delivered. Pierce would be sending out a tech for training and fix small items. Commissioners would be advised when they were placed in service.
- With COVID cases on the rise, EMS training was suspended.
- The final inspection trip for the tower was set for December 14-17. Delivery was expected in January. Due to Washington CDL requirements, Pierce would drive the apparatus to the Washington-Idaho border and District personnel would bring it home.
- The Fire Marshal was working with Douglas County, East Wenatchee and Rock Island to change the development standards to standardize the hydrant fittings in the District. Legal counsel had advised that a resolution was not required.

UNFINISHED BUSINESS

1. 2021 Budget: In review of the draft budget, board members thanked staff for making the desired changes. It was reported \$475,000 in cuts were made. Lieutenant Mark Zielinski was commended for putting together an outstanding rope rescue program. One change was authorized reducing the allocation for gas monitors to \$2,000 for a docking station.

Commissioner Johnson moved to adopt the 2021 budget for the Expense Fund-\$9,494,549 and Capital Projects Fund-\$8,281,138 with allocations to the Bond Fund-\$637,000 and Reserve Fund-\$2,189,809. Commissioner Fennell seconded the motion. The motion unanimously passed.

2. Health Care Program: To follow-up on the proposed HRA/VEBA component, it was reported that it was not a requirement to include the LEOFF I retirees. It was proposed to fund the active employees: \$2,500 employee only and \$5,000 for employee with dependents.

**MINUTES
DECEMBER 9, 2020
PAGE 3**

The current WFCOA PPO-Plus medical plan premiums would be increasing 13%, reported to be an additional \$77,000 per year. It was proposed to switch to the LEOFF Trust and Welfare Plan B which provided less coverage but was also a less expensive plan. Overall cost savings with the HRA/VEBA included was a reported \$136,000 annually. Together the switch was considered equivalent or better than the current plan. It was noted that non-represented employees and LEOFF I retirees would be allowed to participate in the new plan.

Board members thanked and commended staff that worked on this proposal; it would result in a substantial cost savings.

Commissioner Fennell moved to switch to the LEOFF Trust and Welfare Plan B effective January 1, 2021. The motion was seconded by Commissioner Johnson. Motion unanimously passed.

The 2021 Employer Application and Eligibility/Contribution Forms were authorized for continued participation in the WFCOA benefit program for dental and life insurance.

The Memorandum of Understanding Effective January 1, 2021 re: Article 17 – Health Insurance of the Collective Bargaining Agreement between Douglas County Fire District #2 and International Association of Firefighters Local 453 would be signed as proposed.

3. Commissioner Fennell reported the *Severance and Release Agreement* between Douglas County Fire Protection District No. 2 and David L. Baker had been agreed to by both parties. No action was needed.

NEW BUSINESS

1. Commissioner Fennell moved to approve Resolution No. 12-09-2020, surplusing an old broken microwave to be discarded having no value. The motion was seconded by Commissioner Johnson. Motion unanimously passed.

2. Station 3 was already discussed.

3. Chairman McBride moved to appoint Commissioner Dave Fennell as Chairman of the Board through 2021. The motion was seconded by Commissioner Johnson. Motion unanimously passed.

PAYROLL & VOUCHERS

November Expenses were submitted as follows:

**MINUTES
DECEMBER 9, 2020
PAGE 4**

General Expense Fund:

- Claims totaled \$238,756.56 for Voucher Nos. 201203001 through 201203064, 201204001.
- Payroll totaled \$325,335.56. Change was approved for demotion of Lieutenant Cody Shelton to Firefighter III effective November 16, 2020.

Special Projects Fund:

- Claims totaled \$65,886.56 for Voucher Nos. 201202001 through 201202008.

Commissioner Fennell moved to approve November payroll and vouchers in the amount of \$629,978.37. The motion was seconded by Commissioner Johnson. Motion unanimously passed.

GOOD OF THE ORDER

1. In response to an inquiry from Marl Kane, Country Club Drive, the Secretary advised approved minutes for the past few months would be posted to the website the next day.
2. Captain Seth Ellis reported Local 453 was participating in the annual Christmas toy drive delivering toys.
3. Chief Glenn noted the completion of the 2021 budget was a significant task and expressed his appreciation to all involved.

EXECUTIVE SESSION

At 7:03 p.m., Chairman McBride closed the meeting for an executive session to evaluate the performance of a public employee as allowed in RCW 42.30.110(1)(g). He announced the meeting would resume at 7:20 p.m. Chief Glenn remained in the meeting. The open meeting reconvened at 7:20 p.m.

Commissioner Fennell moved to approve the agreed-upon Employment Agreement promoting John H. Glenn to Fire Chief. The motion was seconded by Commissioner Johnson. The motion unanimously passed.

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