

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

January 13, 2021
East Wenatchee, WA

(This meeting was conducted via Zoom in compliance with the extended Proclamation No. 20-28.14 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 Dave Fennell with Commissioners Rick McBride and Danny Johnson signed in.

Joining the meeting were Fire Chief John Glenn, Captains Mike Soltwisch, Seth Ellis, and Scott White, Firefighter Cody Shelton, Volunteer Lieutenants Kyle Dennis and Mitchell Williams. Architect Peter Carletti was present. The meeting was hosted by Executive Assistant Terri Woods.

ADDITIONS/DELETIONS TO THE AGENDA (None)

APPROVAL OF MINUTES

- **Commissioner McBride moved to approve the Minutes of November 12, 2020 with changes. The motion was seconded by Commissioner Johnson. Motion unanimously passed.**
- **Commissioner McBride moved to approve the Minutes of December 9, 2020 with changes. The motion was seconded by Commissioner Johnson. Motion unanimously passed.**

FINANCIAL REPORT (December 2020)

- Treasurer's Report-Fund Totals indicated a balance of \$13,343,859.09.
- Receipt Register indicated receipts totaled \$65,923.47.
- Budget Position Report reflected account activities in all funds.

CORRESPONDENCE (None)

STAFF REPORT

- Apparatus: Outfitting the three new apparatus was underway. A technician would be fixing minor issues. Training on the aerial was planned for March.
- Assistant Chief Cam Phillips was on family medical leave.
- Recruitment and Retention: Applications were still coming in.
- Fire Prevention: No report.

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- In response to an inquiry from Chairman Fennel on the status of personnel evaluations for 2020, it was reported that they had been completed for the Assistant Chiefs. Otherwise, the evaluation was conducted on the employee's anniversary date.
- Station 4: Several meetings had taken place. Issues were being addressed and it was reported the contractors were right on task.

UNFINISHED BUSINESS

1. Station 3: Chairman Fennell reported he had talked to the Architect and reviewed plans. He had provided them to the other board members previously and submitted three views for the meeting. The following was discussed:
 - The best positioning was yet to be determined to avoid powerlines and moving a power pole.
 - There were six (6) total bedrooms, three bays, administration building was removed, less doors.
 - The station was 8,781 square feet. At \$450/sq. ft, the cost was estimated at \$3.96 million.
 - Site prep was a lot less than Station 4. The District would be paying half the road improvements.
 - A decision would need to be made early on a heated apron. It was noted that it was not in the plans for Station 4 and would require a change order.
 - Windows were paired down, no brick, more metal, room to expand. It was requested to remove the bifold door as it was considered too expensive. Polished, heated flooring would be researched.

NEW BUSINESS

1. End-of-Year Reports: Board members were provided with the following information prior to the meeting as requested of Chairman Fennell:
 - Final 2021 Budget
 - Overview of 2020 Budget
 - Incident Reports for 2020; summary and detailed

The 2021 budget information included approved expenditures vs. requests and by whom.

Executive Assistant Terri Woods presented a detailed overview of the 2020 Budget Position Report. Supplemental reports included the Budget Proposals 2020 requested by individual personnel and a detailed Overtime Report for the year. Commissioner Johnson expressed his appreciation to Terri for making the budget process more understandable.

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The District had 1577 total incidents in 2020. All members agreed Rescue & Emergency Medical Service calls seemed low at 54.85%. Normal was considered in the 70-85% range. EMS would be revisited in the future likely to research how this District compares with other agencies that provide the same level of services, seek input from the medical program director, evaluate how well EMS was working and determine where decisions were being made on fire response. Commissioner McBride suggested the topic of up-staffing when needed for future labor-management discussion.

2. Chief Glenn requested an extension on the current Firefighter Eligibility List that was established in 2019. It was explained there were six candidates remaining on the list with plans to hire two firefighters this year. Testing would be conducted in the fall for a new list.

Commissioner McBride moved to extend the Firefighter Eligibility List to June 30, 2021. The motion was seconded by Commissioner Johnson. Motion passed unanimously.

3. *The Interlocal Agreement Between Douglas County Fire Protection District No. 2 and Public Utility District No. 1 of Douglas County for Fire Protection Services* expired on December 31, 2020.

Commissioner McBride moved to authorize Chief John Glenn to negotiate a new agreement with P.U.D. No. 1 of Douglas County for fire protection services. The motion was seconded by Commissioner Johnson. Motion unanimously passed.

4. Commissioner McBride moved to approve Resolution No. 01-13-2021, appointing the Fire Chief as the Investment Officer. The motion was seconded by Commissioner Johnson. Motion unanimously passed.

5. Chairman Fennell moved to appoint Commissioner Rick McBride to serve on the Local Board for Volunteer Firefighters. The motion was seconded by Commissioner Johnson. Motion unanimously passed.

6. The commissioners briefly discussed conducting a workshop in the spring. One of the items would likely be forming future committees for working on various projects such as negotiating a new agreement with the airport and reviewing emergency medical services to be provided as discussed earlier in the meeting.

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PAYROLL & VOUCHERS

December Expenses were submitted as follows:

General Expense Fund:

- Claims totaled \$235,114.69 for Voucher Nos. 210103001 through 210103063.
- Payroll totaled \$479,715.48. Changes were approved for promotion of John Glenn to Acting Fire Chief effective November 16, 2020 and discharge of Fire Chief David Baker effective December 16, 2020.

Special Projects Fund:

- Claims totaled \$113,548.10 for Voucher Nos. 210102001 through 210102007.

Commissioner McBride moved to approve December payroll and vouchers in the amount of \$828,378.27. The motion was seconded by Commissioner Johnson. Motion unanimously passed.

GOOD OF THE ORDER

1. In a letter received by Chief Glenn, Seth Ellis, Vice-President of the Wenatchee Valley Firefighters Local 453 thanked the leadership for supporting their participation in the Les Schwab Toy Drive. \$5,000 was raised through Hooked on Toys. Toys were delivered over two nights. Firefighter Donn Etherington was commended for his part in coordinating the event.
2. Chairman Fennell shared that he and Commissioner Johnson had lunches together to celebrate birthdays at the Rock Island Tavern on December 18, 2020 and January 11, 2021. No business was discussed.

Break (6:20-6:25)

EXECUTIVE SESSION

At 6:25 p.m., Chairman Fennell closed the meeting to discuss the proposed Battalion Chief positions with Chief Glenn as allowed in RCW 42.30.140 (4)(a) under the exemption for labor negotiations. The closed session was extended to 7:00 p.m. The open meeting reconvened. Chairman Fennell announced no action was taken.

At 7:03 p.m., Chairman Fennell closed the meeting for an executive session for employee performance reviews as allowed in RCW 42.30.110(1)(g) to 7:20 p.m. Chief Glenn remained in the meeting. It was extended for another fifteen minutes. The open meeting reconvened at 7:35 p.m. No action was taken.

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Commissioner Fennell moved to adjourn at 7:35 p.m. The motion was seconded by Commissioner McBride. Motion unanimously passed.