

## MINUTES

### BOARD OF FIRE COMMISSIONERS

### DOUGLAS COUNTY FIRE DISTRICT NO. 2

February 10, 2021  
East Wenatchee, WA

(This meeting was conducted via Zoom in compliance with the extended Proclamation No. 20-28.15 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, Assistant Chief Cam Phillips, Volunteer Division Chief Ron Roy, Captains Mike Soltwisch, Sean Clarke, Scott White and Seth Ellis, Lieutenant Jordan Givens, Firefighter Colton Sackman, and Cody Shelton. The meeting was hosted by Executive Assistant Terri Woods.

#### **ADDITIONS/DELETIONS TO THE AGENDA**

- Douglas County PUD Interlocal Agreement added by Chief Glenn
- Station 3 Construction added by Chief Glenn
- Contract Fire Chief Services with Chelan County Fire District No. 1 added by Chairman Fennell

#### **APPROVAL OF MINUTES**

- **Commissioner McBride moved to approve the Minutes of November 23, 2020 as presented. The motion was seconded by Commissioner Johnson. Motion unanimously passed.**
- **Commissioner Johnson moved to approve the Minutes of January 13, 2021 as presented. The motion was seconded by Commissioner McBride. Motion unanimously passed.**

#### **FINANCIAL REPORT (January 2021)**

- Treasurer's Report-Fund Totals indicated a balance of \$13,048,655.29.
- Receipt Register indicated receipts totaled \$78,196.38.
- Budget Position Report reflected account activities in all funds.
- 2021 tax levies and rates were certified by the Douglas County Assessor. Douglas County Fire District No. 2 Valuation-\$5,134,429,355, Levy-\$1.35, Taxes-\$6,931,480. Tax receipts would exceed the budgeted amount by \$482,234.

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**CORRESPONDENCE**

- Notice of Availability regarding amendments to the Douglas County Code was received from Douglas County Land Services. Proposed amendments apply to *Title 12 Road Standards, specifically 12.58 Primitive Roads – Unopened County Rights-of-Way*. Public review and comment period would end on March 15, 2021.
- Notice from Douglas County Auditor's Election Department advising Candidate Filing Week would be May 17-21, 2021.

**STAFF REPORT**

- Fire Marshal: No report.
- Training/Operations: Chief Phillips reported he had been on family leave for three weeks.
- Apparatus: A technician was working on the Tower. Training was planned in early March. The truck was expected to be in service when the new station opens. Engine 2-6 was in service. Engine 2-7 could possibly be in service the next week.
- EMS Calls: Captain Sean Clarke had been in contact with Chelan County Fire District No. 1 with intent to mirror response to the same type calls. Responses to diabetic, electrocution, pregnancy, stroke, burn, and allergy medical emergencies were estimated to add about 100 calls per year.
- Communication Committee: A proposal to change the regional system for naming apparatus and stations was passed last week during a meeting of the NCW Fire Chiefs. The use of the new guidelines was discretionary. Chief Phillips opposed; more information to follow.
- Captain Clarke reported that boundaries for response from Station 4 were under consideration.
- Volunteer training would start again in March with COVID rules in place. In-person business meetings were still not allowed. Lieutenant Herb King would coordinate.
- The regional recruit academy started last week with twenty-four (24) participants.
- The regional EMT class was underway with five (5) participants from this department.
- Resident testing was planned for late April or early May. Fifty (50) applicants were expected.
- Recruit Firefighter candidates were interviewed earlier in the day. Offers of employment would be made by the end of the week.
- The Fire Training Academy was scheduled May 6–July 30.
- Weekly meetings were being conducted at Station 4. Construction was right on schedule. The separate building was a month behind.
- Acting Battalion Chief positions would be implemented in mid-February with three (3) Captains bumping up. Commissioned Battalion Chiefs were expected in July. Rock Island Resident Tyler Bertram was hired full-time temporarily and Lieutenant Herb King was returned to working shift to man two shifts. A-Shift was left short one man.

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**UNFINISHED BUSINESS**

1. Emergency medical services was covered earlier. Commissioners thanked Captain Clarke and Assistant Chief Phillips for their reports.

2. Chief Glenn negotiated, and legal counsel prepared a revised agreement with Douglas County PUD for the next ten years. The basis for payment would be the equivalent to the Fire District's prior year electric utility billings and would reflect the increased power consumption due to more fire stations.

**Commissioner McBride moved to accept the *Interlocal Agreement between Douglas County Fire District No. 2 and Public Utility District No. 1 of Douglas County for Fire Protection Services* as presented. The motion was seconded by Commissioner Johnson. The motion unanimously passed**

3. Chief Glenn asked the Commissioners to choose between two plans submitted for Station 3 noting the time limitation on spending the bond proceeds. One aligned parallel on the property, the other diagonally. Neither would require moving a power pole. A decision made at this meeting would allow permitting to be completed by May, bidding in July, with construction to start in the fall.

It was the consensus of the Board to select Plan A.1-1, the parallel view. It was considered a better fit with expansion possible for adding another bay. Chief Glenn would notify the architect and engineer of the decision. He was also asked to let them know the Board would be more involved.

**NEW BUSINESS**

1. Following discussion on proposed changes to the District's credit cards that would designate one specifically used for Training and one used by the Battalion Chiefs, and increasing the credit limits,

**Commissioner McBride moved to approve utilizing the credit cards issued to John Glenn and Cam Phillips for reissue to Training and Battalion Chiefs. The motion was seconded by Commissioner Johnson. Motion unanimously passed.**

**Commissioner McBride moved to authorize the credit limit of \$5,000 for cards issued to Training, Battalion Chiefs, Mechanic, and Fire Marshal. The motion was seconded by Commissioner Johnson. Motion unanimously passed.**

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2. It was a consensus of the Board not to pursue a refresh of the levy lid lift currently in its final year. Input would be sought from the new Fire Chief. The matter was tabled for a proposed spring retreat.

3. Chairman Fennell reported that the Chelan County Fire District No. 1 Board of Commissioners had approved the concept of contracting services for Fire Chief just before this meeting.

Having discussed the contract with Attorney Brian Snure, Commissioner McBride announced that he had a remote conflict of interest and in accordance with RCW 42.23.040:

- Commissioner McBride disclosed he was an employee of Chelan County Fire District No. 1; therefore, he would not take any actions that attempt to influence the Board's decision whether to enter in the contract. He was not allowed to participate in any discussion regarding the potential contract with anyone. He would abstain from all formal votes related to the potential contract.

A special meeting would be scheduled to discuss the potential contract with Chief Brian Brett and legal counsel.

**PAYROLL & VOUCHERS**

January Expenses were submitted as follows:

**General Expense Fund:**

- Claims totaled \$85,018.48 for Voucher Nos. 210203001 through 210203059 (including Voucher No. 210204001 for missed invoices to Trusteed Plans Service Corporation).
- Payroll totaled \$279,718.34. The following payroll changes were approved:
- Salary increase of 2% for administrative employees effective January 1, 2021.
- Per the 2016-2021 collective bargaining agreement effective January 1, 2021:
  - Salary increase of 2% minimum for represented employees.
  - The maximum deferred compensation match increased to \$175.00.
- Promotions effective January 1, 2021:
  - Firefighter Herb King to rank of Lieutenant.
  - Recruit Firefighters Cole Clark, Jason Koster, Michael Lundgren, and Colton Sackman to Firefighter I.
- Base rate for part-time firefighters set to \$13.75 per hour due to the increase in the minimum wage for Washington State with all hourly rates increased based on rank per the adopted wage schedule effective January 1, 2021.

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- Part-time Firefighter Chad Stutzman was removed from payroll. He resigned his position on January 29, 2021.
- Rock Island Resident Firefighter Tyler Bertram was hired into a temporary Firefighter Recruit position, effective February 1-July 31, 2021.

**Special Projects Fund:**

- Claims totaled \$665,419.69 for Voucher Nos. 210202001 through 210202007.

**Commissioner McBride moved to approve January payroll and vouchers in the amount of \$1,030,156.51. The motion was seconded by Commissioner Johnson. Motion unanimously passed.**

**GOOD OF THE ORDER**

1. Firefighter Cody Shelton reported a fifth container for joint training with CCFD#1 was delivered last week. There was nothing new to report on the pending interlocal agreement.
2. Chief Glenn expressed his appreciation to the entire membership and commissioners while working through monumental changes. Chairman Fennell thanked Chief Glenn.

**Break (7:03-7:10)**

**EXECUTIVE SESSIONS**

At 7:10 p.m., Chairman Fennell closed the meeting for twenty minutes to conduct an executive session for employee performance reviews as allowed in RCW 42.30.110(1)(g). Chief Glenn remained in the meeting. The open meeting reconvened at 7:30 p.m.

**Chairman Fennell moved to add Step 4 to the 2021 salary scale for the administrative support employees. The motion was seconded by Commissioner Johnson. Motion unanimously passed.**

**Chairman Fennell moved to promote all three administrative support employees to Step 4 in their current positions. The motion was seconded by Commissioner Johnson. Motion unanimously passed.**

At 7:32 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 open meeting reconvened at 8:02 p.m.

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**Chairman Fennell moved to approve the *Memorandum of Understanding between Douglas County Fire District 2 and International Association of Fire Fighters, Local 453 Douglas County Bargaining Unit (DCBU) CBA 2016-2021 RE: Battalion Chiefs*. The motion was seconded by Commissioner Johnson. Motion unanimously passed.**

**Commissioner McBride moved to adjourn at 8:04 p.m. The motion was seconded by Commissioner Johnson. Motion unanimously passed.**