

## MINUTES

### BOARD OF FIRE COMMISSIONERS

#### DOUGLAS COUNTY FIRE DISTRICT NO. 2

March 10, 2021  
East Wenatchee, WA

(This was a hybrid meeting conducted 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 Commissioner Rick McBride and Danny Johnson present. Brian Brett, Chelan County Fire District No. 1 Fire Chief also attended.

District personnel in attendance were Chief John Glenn, Captain Scott White, and Executive Assistant Terri Woods. Joining the meeting virtually were C-Shift, Wenatchee Valley Firefighters and Captain Sean Clarke. The meeting was hosted by Executive Assistant Terri Woods, assisted by Captain Scott White.

#### **ADDITIONS/DELETIONS TO THE AGENDA** (None)

#### **APPROVAL OF MINUTES**

- **Commissioner McBride moved to approve the Minutes of February 10, 2021 as presented. The motion was seconded by Commissioner Johnson. Motion unanimously passed.**
- **Commissioner Johnson moved to approve the Minutes of February 18, 2021 as amended. The motion was seconded by Commissioner McBride. Motion unanimously passed.**

#### **FINANCIAL REPORT** (February 2021)

- Treasurer's Report-Fund Totals indicated a balance of \$12,136,047.00.
- Receipt Register indicated receipts totaled \$135,354.43.
- Budget Position Report reflected account activities in all funds.

#### **CORRESPONDENCE**

- Notice was received from the Douglas County Boundary Review Board seeking nominations for a board member to represent the special purpose districts.

#### **STAFF REPORT**

- Fire Marshal: No report. Growth within the district was continuing; Chief Blanchard had ongoing multiple projects.

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- Operations:
  - Training: Chief Phillips would be on medical leave until April 5.
  - Apparatus: Both new engines were in service. Personnel were continuing to train and log driving time on the Tower. A future permit application to the Washington State Department of Transportation for an overweight exemption was expected.
  - Personnel: Recruit Firefighters-Conditional offers of employment were made to two successful candidates. Both passed their background checks and had their preemployment physicals scheduled. Their hire date would be April 19. They were scheduled to attend the fire training academy May 6-July 30. Battalion Chiefs-The promotional exam was under development. Testing was planned for the latter part of May. Captain-Testing would be conducted in the fall to establish a list.
- Recruit-Retention: The application period was open until April 15 for six (6) Volunteer Residents.
- Facilities:
  - Station 4: Chief Glenn attended an owner/architect/contractor meeting earlier in the day. Construction was reportedly going well. New time-lapse video was posted on the website.
  - Station 3: Power issues were being worked out with the PUD and Erlandson. Clarification would be obtained from the Project Manager on what plan was used to determine the price.
  - Malaga Training Facility: All containers had been delivered. It was under consideration as an alternative to sending resident firefighters to the fire training academy for a cost savings.
- SAFER Grant: A second payment had recently been received covering all of 2020, the first year for the three-year grant. Chief Glenn commended Executive Assistant Terri Woods for her work on the project.
- Battalion Chief Position: The model was implemented on February 16 for Captains and Lieutenants to bump up.

**UNFINISHED BUSINESS**

1. Chief Brett advised the *Interlocal Agreement for Fire Chief Services* had been approved by the CCFD#1 Board if the DCFD#2 Board proposed no changes. Following a review of changes made to the draft, Chairman Fennell advised he would forward it back to the Attorney. Chief Brett expressed appreciation for the opportunity to help DCFD#2 and collaborate for the benefits of both fire districts and did not want additional compensation for his part.

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**NEW BUSINESS**

1. Short-term Plan: Chief Brett clarified the immediate role of CCFD#1 was to assist DCFD#2 for a short time. He submitted and provided an overview of conceptual budget workpapers to the board members in preparation for labor negotiations and RFA feasibility discussions. Chief Brett stressed the need for more career firefighters and supporting positions on both sides of the river. More discussion was to follow.

2. Consolidation of Services: Collaborative efforts would be made to benefit the community and the people who provide the services. Recommended areas were:

- Administration
- Training Consortium
- Fleet Services
- Fire Prevention Services
- Volunteers/Labor

Chief Brett advised he would start by preparing a refined combined budget, a plan for Administration, and concepts for Training to be presented at the next meeting. The other recommendations would follow. Commissioners indicated they supported the prioritized order as presented.

3. Outgoing District Secretary Suanne Robbins was acknowledged for her service to the Fire District and presented with a beautiful bouquet of flowers on behalf of the Fire Commissioners.

4. Chief Brett administered the oath of office appointing Terri Woods as District Secretary effective this date.

**PAYROLL & VOUCHERS**

February Expenses were submitted as follows:

**General Expense Fund:**

- Claims totaled \$84,695.45 for Voucher Nos. 210303001 through 210303070.
- Payroll totaled \$272,394.40. The following payroll changes were approved:
  - Promotions to Step 4 in their respective positions for non-representative administrative support employees Kris Felty, Terri Woods, and Suanne Robbins effective retroactive to January 1, 2021.
  - EMT certification incentive added to pay for part-time firefighter Christopher Martinez effective February 1, 2021.
  - Promotion of Terri Woods to Executive Assistant II effective April 1, 2021.

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**Special Projects Fund:**

- Claims totaled \$760,511.21 for Voucher Nos. 210302001 through 210302009.

**Commissioner McBride moved to approve February payroll and vouchers in the amount of \$1,117,601.06. The motion was seconded by Commissioner Johnson. Motion unanimously passed.**

**GOOD OF THE ORDER**

1. Chief Brett assigned Hillary Heard, a support employee from Chelan County Fire District No. 1 to temporarily shadow Administrative Assistant Kris Felty for the purpose of filling in for her when she was on leave or additional staff was needed.
2. Chief Brett planned to use the 2020 Douglas County Hazard Mitigation Plan and 2013 Community Wildfire Protection Plan that would likely need to be extended to obtain grant funding for wildfire prevention, mitigation strategies. He used the past concerns of the Fancher Heights area as a prime example for a future project. Board members agreed with the plan.

**Commissioner McBride moved to adjourn at 6:23 p.m. The motion was seconded by Commissioner Johnson. Motion unanimously passed.**