

**MINUTES
BOARD OF FIRE COMMISSIONERS
DOUGLAS COUNTY FIRE DISTRICT NO. 2**

April 14, 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 5:01 p.m. by Chairman Dave Fennell, with Commissioner Rick McBride and Danny Johnson (virtually) present. Fire Chief Brian Brett also in attendance.

District personnel in attendance were Chief John Glenn, Division Chief Ron Roy, Captain Scott White, and Executive Assistant Terri Woods. Joining the meeting virtually were Wenatchee Valley Firefighters, Captain Sean Clarke, Lt Jorden Givens, Lt Mitchell Williams, FF Bowles, FF Linterman, FF Turner, and Resident Weber. The meeting was hosted by Chief John Glenn, assisted by Captain Scott White.

ADDITIONS/DELETIONS TO THE AGENDA (None)

APPROVAL OF MINUTES

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

FINANCIAL REPORT (March 2021)

- Treasurer's Report-Fund Totals indicated a balance of \$11,462,130.53.
- Receipt Register indicated receipts totaled \$739,584.40.
- Budget Position Report reflected account activities in all funds.

CORRESPONDENCE

- None to report

STAFF REPORT

- Operations:
 - Recruits: Firefighters Allabastro and Johnson will report to duty April 19 leaving for North Bend for the Fire Training Academy May 5th for 12 weeks.
 - Retention: 40 Resident applicants so far for the 6 openings, testing May 15-16. Application period closes April 15 followed with a 12-week academy starting August 1.
 - Volunteer Training: The 98th Annual WSFFA Fire School/Conference will be held May 21-23 in Wenatchee. Thanks went out for the vast local talent and assistance as well as discussion on future grant and funding opportunities.
 - Personnel: Chief Brett expressed his pleasure working with DCFD2 thus far, conveying his desire to alleviate the stress involved with the impacts of change and the unknown while leaving the district intact.

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- Aviation: Invitation for participation in the CCFD1 Helicopter Program. Further discussion will be needed to evaluate budget, certification, staffing, and equipment needs.
- Apparatus: Tower 4's transmission has been removed for repair
- Battalion Chief: Testing scheduled May 24/25. Captain and FF testing slated for the fall.
- Fire Marshal: Congratulations went out to Chief Blanchard - ICC Plans Examiner testing.

UNFINISHED BUSINESS

1. Fire Chief Services: Contract is signed and posted for Fire Chief Services Agreement
2. Consolidation of Services:
 - Training Consortium: Chief Brett recommended Lt. King and Capt. Torres work collectively for the time being on training while legal works on a final Interlocal Agreement for a Training Consortium with CCFD1 & DCFD2. The Board and Staff discussed pros and cons including costs, efficiency, benefits, and quality of final product. Goal is to push for final agreement before the summer wildland season with exit clause if needed.
 - Volunteers/Labor: Local was asked to start preparing for contract negotiations to tie into cost and budget prep as we go forward.
 - ARFF: Chief Brett addressed the Board for feedback concerning the Chelan Douglas Port Authority. Advised to continue discussions with the Port on the future of the ARFF program concerning growth, training, response, and facilities.
 - Fleet Services: Discussed need to capitalize joint effort on maintenance. Chief Brett was given orders to work with legal on drafting an Interlocal agreement with CCFD1 & DCFD2 with exit plan, concentrating on an easy transition.
3. RFA Discussion: Tabled for more information as conceptual at this time
4. Facilities:
 - Station 4: Due to Covid, completion has been pushed back to mid-July. Glazing, sheetrock, outside concrete work, roofing, and bay doors are in the queue. Administration building is framed and being roofed.
 - Station 3: Layout has been selected and power pole mitigated. Changes to site plan and building plans costs breakdown discussed. Initial inquiry made on bond spending timeline with Covid as construction cost have increases profoundly.

NEW BUSINESS

1. Claims Agent: Commissioner McBride moved to adopt Resolution 04-14-2021 as written. Commissioner Johnson seconded with all in favor.
2. Credit Card Addendum: Commissioner McBride moved to approve changes to the credit cards as noted in the addendum. Commissioner Johnson seconded with all in favor.

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3. Surplus: Commissioner Fennell moved to approve Resolution 04-14-2021A and 04-14-2021B. Commissioner McBride seconded with all in favor.

4. MOU – Wildland Staffing: Legal council reviewed and the Local approved and put forth. Commissioner Fennell moved to approve the 2021 Wildland Suppression Supplemental Staffing MOU. Commissioner McBride seconded with all in favor.

5. Administrative Assistant Open Position: Commissioner McBride moved to forward the process to fill the position of Administrative Assistant. Commissioner Johnson seconded with all in favor. Salary range used from established rate schedule.

6. Levy Refresh: After much discussion, the Board tabled the decision on running a levy refresh this year until the general meeting.

7. Training Consortium Interlocal Agreement: Commissioner Johnson moved to entertain drafting an ILA for training services with CCFD1. Commissioner Fennell seconded with Commissioner McBride abstaining. Motion passed.

8. ARFF: Commissioner Johnson made a motion to proceed to negotiate with the Chelan Douglas Port District Authority on how to better provide ARFF services. Commissioner Fennell seconded with all in favor.

The Board asked Chief Brett to begin work on a training budget for the helicopter program.

PAYROLL & VOUCHERS

March Expenses were submitted as follows:

General Expense Fund:

- Claims totaled \$191,004.37 for Voucher Nos. 210403001 through 210403078.
- Payroll totaled \$274,628.01. The following payroll changes were approved:
 - Start date 4/16/2021 New Hire Robert Johnson
 - Start date 4/17/2021 New Hire Anthony Allabastro
 - Retirement effective April 1, 2021 Suanne Robbins
 - Promotion to Executive Assistant step1 with 2yr degree

Special Projects Fund:

- Claims totaled \$878,963.64 for Voucher Nos. 210402001 through 210402009.

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Commissioner Johnson moved to approve March payroll and vouchers in the amount of \$1,344,596.02. The motion was seconded by Commissioner McBride. Motion unanimously passed.

GOOD OF THE ORDER

1. Commissioner McBride met with the mayor of Rock Island to consider ways to improve future communications with the District. The current station at Rock Island was discussed with a history lesson that DCFD2 paid \$1.00 for original building.

Commissioner Johnson moved to adjourn at 7:09 p.m. The motion was seconded by Commissioner Fennell. Motion unanimously passed.