

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

May 12, 2021
East Wenatchee, WA

(This 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 Danny Johnson present. Fire Chief Brian Brett also in attendance. Commissioner McBride was marked as an excused absence.

District personnel in attendance were Battalion Chief Cam Phillips and Executive Assistant Terri Woods. The meeting was hosted by Battalion Chief Cam Phillips.

ADDITIONS/DELETIONS TO THE AGENDA

Addition to New Business:

4. Levy Refresh
5. Personnel

APPROVAL OF MINUTES

- **Commissioner Johnson moved to approve the Minutes of May 12, 2021 as presented. The motion was seconded by Commissioner Fennell. Motion unanimously passed.**

FINANCIAL REPORT (April 2021)

- Treasurer's Report-Fund Totals indicated a balance of \$13,129,116.87.
- Receipt Register indicated receipts totaled \$2,793,386.83.
- Budget Position Report reflected account activities in all funds.

CORRESPONDENCE

- Chief Blanchard submitted road closure recommendations in response to fire conditions to the Douglas County Board of Commissioners

STAFF REPORT

- Operations:
 - Recruits: Allabastro and Johnson are at the Fire Training Academy at North Bend from May 6th – July 30th for their recruit training.
 - Volunteer Training: The Volunteer Meetings will be reconvening. With COVID-19 limitations this past year there will be a concentrated effort to get volunteers updated on missed training requirements reported BC Glenn.
 - Personnel: Chief Glenn has transitioned back to shift as Battalion Chief beginning this month. Secretary Woods reported on the interview process for the Administrative Assistant position. Conditional offer of employment will be presented this week with a tentative start date of June 1. BC Phillips reported an off the job injury to our full-time temporary Firefighter Bertram. Looking into possible light duty opportunities.

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- Apparatus: Tower 4's transmission has been repaired and is back in service.
- Consolidation of Services: DCFD2 and CCFD1 will be pulling best practices from SOGs to combine best practices. Both District BC's will be added to run cards on both sides of the river as well.
- Time Management: Target Solutions Scheduling training is nearing completion.
- Fire Marshal: Development still at an all-time high in Douglas County

UNFINISHED BUSINESS

1. Consolidation of Services:
 - Training Consortium: DCFD2's legal counsel presented draft Training Interlocal Agreement, CCFD1's legal counsel has recommendations for modifications. Documents expected for June's meeting. Will continue moving forward at this time.
 - Fleet Services: Fleet Service Interlocal Agreement presented to legal counsel on both sides. Documents expected for June's meeting. Will continue moving forward at this time with plans to retain Firefighter/Mechanic O'Connell at current position and location.
 - Operations Plan: Chief Brett will have the 2021-2023 Ops Plan to present at the June's meeting. Areas of focus include Training and Safety, WSRB, Facilities and Equipment, Consolidation Options, Service Levels, Personnel, Funding, and Community Relations.
2. RFA Discussion:
 - Chief Brett and Executive Assistant Woods to meet May 13th to confer on Budget positions and projections. Feasibility study to follow.
 - Administrative agreement has been implemented and operating fluidly.
3. Facilities:
 - Station 4: July 12th is tentative finish date. Chief Brett visited site and reported to Board.
 - Station 3: Plans closer to submission, fear in delay of issuing permits in Douglas County due to surge in applications at this time. Goal to go out to bid in September of 2021 with an anticipated buildout of 8 months. Minimal room to make changes as known increase of current construction costs. Commissioner Fennell reported funding gap due to Covid and shutdown of production with increased building materials nationwide. BC Phillips reported hearing material costs up 350%.
 - Station2: The Board discussed current contract with Chelan Douglas Port District identifying areas of improvement needed. Deliberated on possibility of taking on the ARFF program internally. Goal to move forward on a formal plan and start negotiations with Chelan Douglas Port District.
4. Levy Refresh:
 - After discussion on various unknowns with the RFA and Consolidation of Services concerning ballot measures the Levy Refresh was tabled for future consideration. Filing deadline Aug 3rd.

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5. Personnel:

- Administrative Assistant Kris Felty announced her retirement with last day of June 30th. We are losing a valued team member and a celebration for Kris's 20 years of service will be planned.
- Commissioner Fennell and Commissioner Johnson agreed to remove Chief Blanchard as supervisor to the Administrative Assistant. Chain of command changed to be supervised by the Executive Assistant.
- The Board recognized 15 years' service within the Fire Service prior to Douglas County Fire District #2 for Executive Assistant Terri Woods. Leave accrual will be calculated accordingly as past practice of continuous recognition for leave banks.
- Chief Brett reported first negotiations with the Local opened yesterday May 11th.

NEW BUSINESS

1. 1993 Spartan Surplus and sale to DCFD5: Commissioner Fennell moved to approve Resolution 05-12-2021A. Commissioner Johnson seconded with all in favor.

2. Surplus: Commissioner Johnson moved to approve Resolution 05-12-2021B. Commissioner Fennell seconded with all in favor.

3. MOU – Lieutenants: Legal counsel reviewed and the Local approved and put forth. Commissioner Fennell moved to approve the agreement to terminate the Lieutenants MOU returning individuals holding the rank of Lieutenant to Captain. Commissioner Johnson seconded with all in favor.

4. Skid Unit: Commissioner Fennell moved to accept the charge of \$17,260 for the 400 gallon slip-in unit as approved in the 2021 budget. Commissioner Johnson seconded with all in favor.

PAYROLL & VOUCHERS

April Expenses were submitted as follows:

General Expense Fund:

- Claims totaled \$144,332.14 for Voucher Nos. 210503001 through 210503066.
- Payroll totaled \$290,340.91. The following payroll changes were approved:
 - Demotion from Interim Fire Chief to Assistant Chief – John Glenn
 - Reassignment - Cam Phillips and John Glenn from Assistant Chiefs to BC (new position)

Special Projects Fund:

- Claims totaled \$36,992.00 for Voucher No. 210404001.
- Claims totaled \$542,353.94 for Voucher Nos. 210502001 through 210502008.

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Commissioner Fennell moved to approve April payroll and vouchers in the amount of \$1,014,018.99. The motion was seconded by Commissioner Johnson. Motion unanimously passed.

GOOD OF THE ORDER

1. BC Phillips expressed his appreciation with the transition working alongside Chelan County Fire District 1 noting a decrease in personnel issues.

Commissioner Fennell moved to adjourn at 6:34 p.m. The motion was seconded by Commissioner Johnson. Motion unanimously passed.