

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

June 9, 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 Fennell, with Commissioner McBride and Commissioner Johnson present. Fire Chief Brian Brett and Secretary Woods also in attendance.

District personnel in attendance: Chief John Glenn, Division Chief Roy, and Captain White. Joining the meeting virtually were FF Shelton, FF Sokolowski, and FF Stone.

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

**APPROVAL OF MINUTES**

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

**FINANCIAL REPORT** (May 2021)

1. Treasurer's Report-Fund Totals indicated a balance of \$12,683,423.91.
2. Receipt Register indicated receipts totaled \$552,555.83.
3. Budget Position Report reflected account activities in all funds.

The Board examined overages, proposed Amended Budget will be reviewed at July's meeting.

**CORRESPONDENCE**

- None to report

**STAFF REPORT**

- Operations:
  - Recruits doing well at North Bend's Fire Academy.
  - Volunteer Retention: 6 tested successful. Academy starts August 1.
  - Volunteer Training: Much appreciation for local support and involvement with the Annual WSFFA Fire School/Conference. Congratulations to Kay McKellar as State Support Person of the Year.
  - Personnel: Standard Operating Guidelines (SOG) collaboration in progress with CCFD1 & DCFD2.
  - Fire Marshal office especially busy with new construction in the valley.

**UNFINISHED BUSINESS**

1. Consolidation of Services:  
Consolidation of services incorporated into Ops Plan presented to Board in new business.

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2. RFA Discussion:

Fact finding feasibility waiting to begin as informal information gathered. Board was presented with an agreement letter by Brian Snure of the Snure Law Offices. No action taken at this time by Board. Potential to bring on Liz Loomis Public Affairs to assist with the RFA process. Commissioner Fennell and Chief Brett will further discuss and put together facts for the next meeting.

3. Facilities:

Chief Brett met with the architect and project manager at Station #4. Intent is to finish by July 15<sup>th</sup> as punch list gets completed. Complaint made by neighbor on Goldcrest. Chief Brett will meet with neighbor and report back to the Board.

Opportunity for a short-term lease with DNR for Administration building adjacent to Station #4. Benefits include short-term revenue and an operational advantage with additional wildland personnel and equipment close at hand. Board directed Chief Brett to gather additional facts for July's meeting.

Station #3 plans ready for submittal by the end of July, estimate of September 2021 to go out to bid. Chief Brett met with Dave Dormier (Erlandsen), the Rock Island Mayor, and RH2 Engineering on partnering with Chelan / Douglas Transportation Council and the city of Rock Island for possible cost savings on road improvements.

4. Levy Refresh:

The Board tabled talks on the Levy Refresh to keep options open.

**NEW BUSINESS**

1. Operations Plan 2021 - 2023:

Short-term guide to explore possible areas of consolidation. Identified outcomes include remaining a separate entity, contracting of consolidated services, or forming Regional Fire Authority. Chief Brett presented the plan with a rundown of the following areas of focus identified by the Board of Commissioners including:

- Training and Safety.
- Washington Survey and Rating Bureau
- Apparatus and Facilities.
- Consolidation.
- Service Levels.
- Personnel.
- Administration.
- Funding.
- Community Relations.
- Information Technology.

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Commissioner Johnson tasked Chief Brett with going forward with Ops Plan knowing that we can back out if needed. Advised to work thru issues if needed. Commissioner Fennell also in favor of moving forward as he felt that it hit the original directive. Commissioner McBride abstained from the conversation.

2. Personnel:

Captain Soltwisch submitted his retirement notice with March 1<sup>st</sup> 2022 identified as his last day of service.

Commissioner Johnson made a motion to hire one (1) full time firefighter as identified in the Ops Plan. Start date July 1 to allow attendance at the August Fire Academy in North Bend. Current hiring list established and approved by Board for use until June 30<sup>th</sup>. Commissioner McBride seconded with all in favor.

With a quorum of the Board present all Board members agreed that Tara Whaley's prior six (6) years of governmental experience be recognized towards her leave accrual banks upon hire.

Resident Sam Dotson has been extended a career job offer in Arizona. His last day of service will be June 15<sup>th</sup>. Chief Glenn commented on the high level of personal and professional growth he's seen in the candidates involved in the Resident Program.

Promotional testing is scheduled for the Fall with a possible joint assessment with CCFD1

Chief Phillips is scheduled to begin shift work in August. Jordan Givens has been promoted to Battalion Chief July 1.

**PAYROLL & VOUCHERS**

May Expenses were submitted as follows:

**General Expense Fund:**

- Claims totaled \$137,663.23 for Voucher Nos. 210603001 through 210603063 & 210604001.
- Payroll totaled \$288,297.58. The following payroll changes were approved:
  - Start date 6/1/2021 Promotion to BC Jordan Givens
  - Start date 6/1/2021 Promotion to Captain Shane Flatness, Herb King, & Mark Zielinski
  - Retirement effective June 30, 2021 Kris Felty
  - Start date 6/7/2021 Administrative Assistant step1 with 2yr degree Tara Whaley
  - Voluntary Termination 6/15/2021 Sam Dotson

**Capital Projects Fund:**

- Claims totaled \$668,659.54 for Voucher Nos. 210602001 through 210602007.

**Bond LTGO Debt Services Fund:**

- Claims totaled \$156,000.00 for Bond Interest.

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**Commissioner McBride moved to approve May payroll and vouchers in the amount of \$1,250,620.35. The motion was seconded by Commissioner Johnson. Motion unanimously passed.**

**GOOD OF THE ORDER**

1. Chief Brett reported on the Chelan/Douglas Volunteer Firefighters dinner in Cashmere.
2. Chief Roy again praised the local involvement and cooperation of the local Fire Districts in the valley with the Annual WSFFA Fire School/Conference. Operated entirely by volunteers looking forward to the 100<sup>th</sup> anniversary in 2023. Commissioner Fennell expressed his pride to have this type of venue available locally.
3. With a conflicting work engagement in July the Board of Commissioners concurred to meet on Tuesday July 13<sup>th</sup> instead of Wednesday July 14<sup>th</sup>.

**Commissioner McBride moved to adjourn at 6:25 p.m. The motion was seconded by Commissioner Fennell. Motion unanimously passed.**