

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

November 10, 2021
East Wenatchee, WA

The regular meeting was called to order at 5:00 p.m. by Chairman Dave Fennell, with Commissioners Dan Johnson, Commissioner Ettore Castellente, and Chief Brian Brett in attendance.

District personnel in attendance: Division Chief Ron Roy (remotely) and District Secretary Terri Woods.

ADDITIONS/DELETIONS TO THE AGENDA

Add to Unfinished Business: 4. Acting up Out of Class Policy Changes

Add to New Business: 3. Credit Cards

4. WFCFA Workshop Topics

5. Discussion of a change to Commissioners Meeting Date & Time

Move Public Comment / Good of the Order prior to Approval of Minutes to allow public comment from Ray Dobbs of Sunrise East to address the Board.

GOOD OF THE ORDER

Ray Dobbs addressed the Board to express his appreciation to the District, Captain Clarke, Chief Blanchard, and Ms. Heard on the successful completion of a 2-day event in the Sunrise East community. Firefighters from CCFD1 and DCFD2 spent time installing and replacing smoke detectors and educating homeowners to proper wildland fuel mitigation with a “Walk the Block”.

APPROVAL OF MINUTES

- **Commissioner Johnson moved to approve the Minutes of October 13, 2021. The motion was seconded by Commissioner Castellente. All in favor.**

FINANCIAL REPORT (October 2021)

- Treasurer’s Report-Fund Totals indicated a balance of \$11,211,324.21
- Receipt Register indicated receipts totaling \$2,135,144.32
- Budget Position Report reflected account activities in all funds. Commissioner Johnson led the discussion on each line-item overage.

CORRESPONDENCE

Department of Natural Resources guidelines on vaccination requirements of the District.

STAFF REPORT

- Operations:
 - Chief Roy updated the Board on the details of his latest meetings with the National Volunteer Fire Council. He went over the history of the Excess Property Program and the Volunteer Assistance Program with the Dept of Defense / USFS and their hope to change the current requirements to increase participation. Suicide prevention and cancer screening was also discussed with work nationally to increase testing and availability.

STAFF REPORT - continued

Chief Roy wrapped up his report with a reminder of our local Conference in Wenatchee in 2022 and the 100 year anniversary in 2023.

- Chief Brett acknowledged the DCFD2 admin staff for their hard work with all the change and growth of the District.
- Chief Davidson has integrated DCFD2 into regularly scheduled Blue Tack Training
- Graduation Ceremony was held for 2021 & 2020 firefighter recruits; Nathan Aiken, Rick Matthew, Conner Ross, Blake Duncan, Ryan Lovercamp, Jacob Poteet, and Kevin Weed.
- Hiring process has been completed with Jorge Ramos and Steven Bauman as the top two candidates. Chief Brett formally asked the Board to approve the hiring of Ramos and Bauman to replace the 2 recent resignations with a start date of December 1.

Commissioner Johnson made a motion to hire Jorge Ramos and Steven Bauman at the recruit firefighter wage to fill our current vacancy. Commissioner Castellente seconded. All in favor.

- Captain promotions next week

UNFINISHED BUSINESS

1. Consolidation of Services /RFA:

- Chief Brett will begin work in earnest with the RFA now that the budget and CBA are finished. He has the comparables and will start with the labor model.

2. Facilities:

- The hose tower at Sta-1 has significant damage with an increase to the cracking and heaving observed in the past. The Board directed the staff to move forward with determining the cause of the problem with hiring for leak detection following discussion of past attempts of mitigation with local resources. The Board instructed the staff to hire out pump testing at Malaga's facility to alleviate drainage issues at Sta-1.
- Chief was directed by the Board to speak with the City to find an alternate spot for the cardboard recycling.
- Chief Brett will get photos for the Board to consider asphalt sealing for the drill grounds at the Malaga facility as part of the interlocal agreement with CCFD1.
- **After discussion, Commissioner Johnson made a motion to contract with Dave Dormier as project manager for Sta-3 at Rock Island. Chairman Fennell seconded. All in favor.**
- The Chelan Douglas Regional Port Authority has signed contract with a December 1, 2021 implementation. All residents have been moved to Station 4 with FF Martinez moving into the modular at the airport.
- The Board instructed the Chief to set up a groundbreaking ceremony at Rock Island for Sta-3 with an invite to the Mayor and City Council. - Short Recess

3. 2022 Budget:

- Chief Brett presented budget scenarios to the Board for approval. **After discussion, Commissioner Castellente made a motion to approve the budget incorporating the hiring of 5 additional firefighters in 2022 with edits to be presented at the December meeting as we are still waiting for final levy calculations from the County. Commissioner Johnson seconded with all in favor.**

MINUTES

November 10, 2021

PAGE 3

UNFINISHED BUSINESS- continued

4. Acting up Out of Class Policy

- After discussion, Chief Brett was directed by the Board to draft a qualification-based eligibility policy instead of past practice of a time-based tenure for eligibility for Acting up.

5. Delivery Standards Policy

- Table till review by Commissioner Castellente

NEW BUSINESS

1. Personnel:

- The Board will discuss the hiring of two of the five firefighters for 2021 at the Dec meeting.
- The following Payroll changes were approved by the Board including:
 - Captain Seth Ellis's resignation October 27, 2021.
 - Firefighter Josh Bollinger's resignation October 27, 2021.
- Signing of the CBA tabled till December to allow review by Commissioner Castellente

2. Resolution 11-10-2021 - Property Tax Levy

Chairman Fennell moved to approve Resolution 11-10-2021 to increase the regular levy pursuant to RCW 84.55.120. Commissioner Castellente seconded with all in favor.

3. Credit Card

- **Chairman Fennell made a motion to approve the addition of an administrative staff credit card with a limit of \$2,500. Commissioner Castellente seconded. All in favor.**

4. WFCA Workshop Topics

- The Board tabled a discussed on Sick Leave payout for staff till finalization of CBA. House fund subject will be added to the labor meeting agenda

5. Commissioners Meeting Date & Time

- The Board discussed the possibility of changing the monthly meeting to the second Thursday of the month at 2:00 pm. Secretary Woods will prepare a resolution for December's meeting.

PAYROLL & VOUCHERS

Expenses were submitted as follows:

General Expense Fund:

- Claims totaled \$31,117.78 Voucher Nos.211006001-211006040 and \$74,462.72 for 211102001-211102037
- Payroll totaled \$309,268.93 Vouchers 211101001- 211101057 and \$21,771.80 draws.

Special Projects Fund:

- Claims totaled \$25,792.81 for Voucher Nos. 211005001 - 211005004 and \$54,906.30 for Voucher 211103001 – 211103002

LTGO Bond Payment Fund:

- Claims totaled \$300.00 EFT for Administrative Fees

Chairman Fennell moved to approve October payroll and vouchers in the amount of \$517,620.34. The motion was seconded by Commissioner Johnson. All in favor.

MINUTES
November 10, 2021
PAGE 4

GOOD OF THE ORDER

On November 2nd for an election celebration and on November 5th for a Firefighter pinning event, pursuant to RCW 42.30.070 Chairman Fennell and Commissioner Johnson gathered for purposes other than a Commissioners meeting. No District Business discussed, and no action taken.

Commissioner Johnson moved to adjourn at 8:03 p.m. The motion was seconded by Commissioner Castellente. All in favor.