

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

December 08, 2021
East Wenatchee, WA

The regular meeting was called to order at 5:16 p.m. by Chairman Dave Fennell, with Commissioners Dan Johnson, Commissioner Ettore Castellente, and Chief Brian Brett in attendance.

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

ORGANIZE BOARD

1. Dan Johnson was sworn into the office of Fire Commissioner, Position #2 for both the short term and the elected six-year term.

ADDITIONS/DELETIONS TO THE AGENDA

Add to Unfinished Business: 6. Apparatus

Add to New Business: 3. Discuss Commissioner serving as Volunteer Firefighter for District

APPROVAL OF MINUTES

- **Commissioner Castellente moved to approve the Minutes of November 10, 2021. The motion was seconded by Chairman Fennell. All in favor.**

FINANCIAL REPORT (November 2021)

- Treasurer's Report-Fund Totals indicated a balance of \$ 11,252,134.11
- Receipt Register indicated receipts totaling \$ 530,926.78
- Budget Position Report reflected account activities in all funds. Chief Brett led the discussion on the budget including Covid, red flag days and severity upstaffing, reimbursements, over costs, uniforms, fuel, and restructuring for 2022.

CORRESPONDENCE

CIAW sent information on changes to the cyber security policy. Discussion by Board and staff.

STAFF REPORT

- Operations:
 - Chief Roy updated the Board on legislation progress within the industry including HB1168, changes to the Federal Excess Personal Property (FEPP) program, IRS definition clarification concerning BVFF pension program, and other Volunteer Assistance funding changes. 2022 Recruitment and Volunteer Programs have big changes moving forward. Conference and Fire School roster set, registration opening soon. Chief Roy and the Board also discussed plans for the Grand Opening celebration for Station 4 when Covid allows.
 - Discussion by Staff and Board on this year's annual Award's Banquet. Wenatchee Golf & Country Club only East Wenatchee facility large enough for group dining of all district personnel. Invites need to go out this month with a mid- February date. Will work on cost distribution between the District, Labor Union, and Volunteer Association this year.

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STAFF REPORT – continued

- Chief Brett went over the promotional process with the Board identifying areas of weakness & antiquated processes. Will work on updating, taskbooks, and quality control.
- Fire Marshal Blanchard, Captain White and Chelan County's Fire Marshals have been busy with compiling data and assisting with the investigation of the string of fires on the loop trail assisting with the IAAI - International Association of Arson Investigation.
- NCW Chiefs and Cooperators Meeting was hosted here at DCFD2 December 1.
- Chief Brett spoke with the Commissioner of Public Lands Hilary Franz. Plans and funding for legislation to conserve and reforest lands in Washington.

UNFINISHED BUSINESS

1. Consolidation of Services /RFA:

- Chief Brett and the Board went over multiple RFA consolidation budgets focusing on cost of services. Driver is labor and how much voters will support. Budgets will continue to be prepared for the multiple of scenarios CCFD1 vs DCFD2 vs RFA possibility with short and long term consequences of funding. Anticipation for more frequent discussions needed to determine acceptable 'what if' proposals by both Boards.

2. Facilities:

- Chief Brett and the Board discussed the current and future ILAs with the Port District. Ongoing cost of funding and staffing the ARFF program and providing service to the flying public are areas that need further investigation including talk of cost share responsibilities.
- The residents moved out of the module at the airport. Leaking water heater has caused extensive damage to walls and floors. Out to bid for repair. Monthly facility inspection may eliminate future issues to District property.
- HBHansen has requested a change to the bid with an option of holding a bond in lieu of retainage for Station 3. Legal warned of precedent for future contracts. The Board agreed that the bid was accepted and to continue forward as agreed upon with retainage.
- We have received occupancy for Station 4. Chief Brett will report on alert system in January.
- Hired American Leak Detection to find source of water leak at Hose Tower at Station 1. Engineers will look into structural assessment of tower as cracks have been growing.

3. 2022 Budget reviewed and approved by Board.

4. Personnel –

- **After discussion, Commissioner Castellente made a motion to approve the 2022 CBA between Local 453 and DCFD2. Commissioner Johnson seconded. All in favor.**
- **After discussion by the Board, Commissioner Johnson moved to adopt policy 306 Delivery Standards to replace 306 Response Time Standards (2018). Commissioner Castellente seconded the motion with all in favor.**
- **Chairman Fennell motioned to approve payroll changes including the two replacement hires and two Captain promotions. Commissioner Castellente seconded. All in Favor.**
- The Board was all in favor of approving OT for Admin Assistant Tara Whaley for increase work needed to get time tracking program up and running.
- **Chairman Fennell motioned to approve new hire Steven Bauman to fill empty SAFER grant position due to resignation. Commissioner Castellente seconded. All in favor.**

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UNFINISHED BUSINESS- continued

- Chief Brett updated the Board on the unforeseen cost of current public records request. Legal and IT will be needed to fulfill requirements of the request.
- Future Health Care quotes will be queried for possible RFA personnel benefit costs.
- 5. Meeting Date and Time Change
 - **After discussion, Commissioner Johnson made a motion to approve Resolution 12.08.20212 setting a new schedule of the second Thursday of each month at 2:00 p.m. for regular open meetings. Commissioner Castellente seconded with all in favor.**
- 6. Apparatus
 - The Board tabled their discussion to continue in January on the future use of the Tower as weight restrictions and warranty issues are worked out. Commissioner Johnson advised limited use while alternate plan considered.

NEW BUSINESS

1. Personnel:

- **Commissioner Johnson made a motion to recommend Chairman Fennel continue his post as Chairman of the Board in 2022. Commissioner Castellente seconded. Chairman Fennell was honored and accepted position with all in favor.**

2. COVID Test Update

- The Board discussed with Chief Brett the current testing options available to the District with source tests obtained.

3. Commissioners as volunteer firefighters.

- Discussion on the process to allow a Board Member to volunteer as a firefighter with the District. Chief Roy expanded on history within the fire service. Secretary Woods will look into the requirements and report back to the Board with resolution for January's meeting.

PAYROLL & VOUCHERS

Expenses were submitted as follows:

General Expense Fund:

- Claims totaled \$103,158.09 Voucher Nos.211106001-211106040
- Payroll totaled \$359,680.70 Vouchers 211201008- 211201050 and \$17,709.20 draws.

Special Projects Fund:

- Claims totaled \$2,108.90 for Voucher Nos. 211105001 - 211105002 and \$24,324.55 for Voucher 211104001

Commissioner Castellente moved to approve December payroll and vouchers in the amount of \$506,981.44 The motion was seconded by Commissioner Johnson. All in favor.

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GOOD OF THE ORDER

On December 9th for a birthday celebration, 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 7:50 p.m. The motion was seconded by Chairman Fennell. All in favor.