

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

January 13, 2022
East Wenatchee, WA

Regular meeting for Douglas County Fire District #2 held January 13, 2022

Meeting called to order at 2:03pm by Commissioner Danny Johnson; minutes taken by Admin Assistant Tara Whaley as District Secretary Terri Woods not able to attend meeting.

Meeting attended by: Commissioner Danny Johnson, Commissioner Ettore Castellente, Fire Chief Brian Brett and via telephone Volunteer Division Chief Ron Roy.

Additions/Deletions to Agenda: No additions or deletions. Commissioner Castellente motioned to approve the agenda as written; seconded by Commissioner Johnson. No further discussion; was passed unanimously.

Minutes of previous meetings/workshops: Minutes from regular scheduled meeting held on December 8, 2021, along with Special Meeting/Workshop minutes held on December 15, 2021, December 22, 2021, and January 5, 2022 – Commissioner Castellente motioned to approve all meeting minutes; seconded by Commissioner Johnson. No further discussion; was passed unanimously.

Financial Report: Reviewed by Commissioners Castellente and Johnson, both commissioners are comfortable with the report; Chief Brett stated within 89.3% of budget at the end of 2021, also gave a basic explanation of the changing in the BARS naming and coding for 2022. Chief Brett stated that the overage in the expense of staff overtime was being offset by being reimbursed from state mobilization and C19 billings. Chief Brett also stated that the revenues were within expectations for 2021. Commissioners noted to approve the financial report when discussions/approvals for payroll and vouchers later in the meeting.

Correspondence: No written correspondence. Chief Brett reported verbal correspondence – all firefighters doing a great job with snow removal and helping citizens in need remove snow from their driveways and walkways/stairs along with digging out fire hydrants. During the unprecedented snowstorm, the stations upstaffed the Rescue Apparatus' for 72 hours to assist for any fires by driving directly to the local hydrants and begin digging them out prior to the fire apparatus' arriving on scene. Thankfully there were no structure fires during this time. Chief Brett also informed the board that local firefighter Jon Riley won a national award for wildfire preparedness and mitigation.

Staff Reports: DC Ron Roy drafting documents/guidelines for both CCFD1 and DCFD2 that will include identical benefits and standards. DC Roy also touched on the LOSAP (Length of Service Award Program) and how it shows commitment toward the volunteer staff. DC Roy was also contacted by a New York independent reporter for an article on volunteer and wildland firefighters.

Fire Marshal Blanchard gave a quick synopsis of the massive residential growth happening throughout Douglas County and how the most recent snowstorm is hindering traffic in the construction areas. Referenced businesses moving from the county in to the city limits, EWPD moving locations and Microsoft's ongoing building out by the airport and the upcoming emergency evacuation plans and will be doing testing with Capt. King in the near future. Another major building project out on Baker Flats is Norther Fruit will be building a fruit warehouse/packing facility. They have not broken ground yet. FM Blanchard expressed his appreciation for the work, assistance and commitment from Captains White and Radcliff.

Commissioner Castellente attended the most recent business meeting for the volunteers and stated how impressed he was with how the efforts to combine training and share information is going.

Chief Brett stated that there will start being ARFF staff only meetings to be held the last Thursday of the month at Station 2. He also stated that the Lieutenant meetings will resume after a hiatus, and they will be prior to the monthly business meetings. There will also be C-D Port ARFF meetings after the regular commissioners' meetings.

Unfinished Business: Discussions on pursuing the RFA or levy refresh – Chief Brett recommended pursuing an option and to make a decision which option to present to the public. Discussions on when to present the option on the ballot – either in April or August of 2022. Commissioners Castellente and Johnson agreed that a firm and final decision will need to be made at the February meeting. They are both wanting to have all three commissioners make this important financial decision. Commissioner Castellente was wanting to send a letter of intent to CCFD1 in reference in pursuing the RFA. This letter is pending until after Chief Brett meets with the commissioners of CCFD1 next week and after the financial information prepared for the RFA and been vetted/footed by an independent individual. Both commissioners will focus on a path to take and a ballot date for the February meeting.

There will need be an RFP to be sent out soon in regards to fixing the tower at Station 1 to mitigate the issue and prevent any further damage. Commissioner Castellente motioned, and Commissioner Johnson seconded having an RFP done. There were no further discussions and the motion passed unanimously.

Facilities: Station 4 has water damage/leaking due to ice buildup on the roof. There were no outlets or heat-tape installed on the roof. This oversight has caused repairs needing to be done. These repairs cannot take place until spring when the snow is gone and weather permits. Chief Brett is going to remedy the situation and takes ownership for the outlets and heat-tape not being installed when the final walk through was done after construction was completed.

The building permit was picked up from the City of Rock Island and HBHansen will pick it up from Station 1 by the end of the week. Chief Brett will email the color choices for Station 3 (in Rock Island) to the commissioners for their input. There will also need to be a groundbreaking ceremony scheduled that will need to include the Chief, mayor of Rock Island or a representative and commissioners.

Personnel: Chief Brett state he sent the policy/procedure to all of the volunteer staff in December and receive no feedback or response from any of the members. This frustrated Chief Brett since he gets responses when he sends other communications. Commissioner Castellente would like to have more time/opportunity to have the members review the document. He would like to table approving the document until the February meeting and Commissioner Johnson agreed to table adopting the policy until the February meeting. DC Roy commented that the grandfathered volunteers may be pushing back on the policy for the 'point system' as they don't fully understand how it will work and that it will ultimately benefit the volunteer members. DC Roy will communicate with the members on the 'point system' prior to the February meeting.

Payroll changes: After review of the payroll change notices submitted, Commissioner Castellente motioned to approve and accept the submitted payroll changes for the career firefighters, admin staff and board of commissioners. Commissioner Johnson seconded. There was no further discussion, motion passed unanimously.

Resolution 01-13-2022A – Benefit Schedule for Non-Bargaining Unit Employees was presented to the commissioners for review. After reviewing Commissioner Castellente verified that this was inline with the CBA and equal for the non-bargained staff. Commissioner Castellente motioned to approve and sign; Commissioner Johnson seconded. There was no further discussion; motion passed unanimously, and the resolution was signed.

DC Roy pointed out the type-o in the resolutions numbering. Resolution 01-12-2022B was renamed to 01-13-2022B and 01-12-2022C was renamed to 01-13-2022C due to a type-o. Commissioner Castellente motioned; Commissioner Johnson seconded. No further discussions on renaming the resolutions; motions passed unanimously to correct the resolution number.

Apparatus: The purchase agreement for the Douglas County Fire District #2 for the Velocity 107' Ascendant PUC Aerial DW583 was presented to the commissioners for review. Chief Brett explained that by executing the purchase agreement presented, the district would save approximately \$90,000. Chief Brett would take ownership if there were any issues with not having the documentation needed by the buying corp SourceWell. Along with the signing of the purchase agreement, Resolution 01-13-2022C was presented to amend the 2022 budget to allow the purchase of the new apparatus from the Reserve Fund. Commissioner Castellente motioned to approve and sign the budget amendment resolution. Commissioner Johnson seconded. There was no further discussion; motion passed unanimously, and the resolution was signed. Commissioner Castellente motioned to sign the purchase agreement; Commissioner Johnson seconded. There was no further discussion, motion passed unanimously. The purchase agreement was signed by Commissioner Johnson. The signed PA will be sent via email to Hughes Fire by Admin Asst Whaley the morning of February 14, 2022.

New Business: Tower 4 surplus resolution 01-13-2022 was motioned to accept and sign by Commissioner Castellente; seconded by Commissioner Johnson. There was no further discussion on this matter as it was already discussed and decided in previous meeting(s); motion to sign and surplus Tower 4 passed unanimously.

Payroll & Vouchers: After itemized review of all the vouchers by Commissioner Castellente, he motioned to approve all the voucher requests, payroll, and payroll changes. As noted earlier, the financial report was to be approved at this time. Commissioner Johnson seconded. There were no further discussions; motions passed unanimously.

Chief Brett submitted a policy standardizing (per industry standards) the experience levels needed to act in the BC, Captain and Driver roles. This standardization will help reduce the potential liability situations to the district.

Public Comment/Good of the Order: no public comment nor good of the order.

Meeting adjourned by Commissioner Johnson at 3:41p.