

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

March 10, 2022
East Wenatchee, WA

The regular meeting was called to order at 2:00 p.m. by Chairman Dave Fennell, with Commissioner Dan Johnson, Commissioner Ettore Castellente and Chief Brian Brett attending.

District personnel in attendance were Executive Assistant Terri Woods and Assistant Chief Kurt Blanchard for staff reports.

ADDITIONS/DELETIONS TO THE AGENDA

- Move up Mayor Crawford's presentation in New Business
- Discussion of Policies added to New Business

NEW BUSINESS

- East Wenatchee's Mayor Jerrilea Crawford presented the City's Strategic Plan. Discussions included planned annexation, tax funds, grants, inspections, services, and upcoming celebrations.

APPROVAL OF MINUTES

- **Commissioner Castellente moved to approve the Minutes of February 10, 2022 as presented. The motion was seconded by Commissioner Johnson. Motion passed.**

FINANCIAL REPORT (February 2022)

- Treasurer's Report-Fund Totals indicated a balance of \$7,738,777.64.
- Receipt Register indicated receipts totaled \$72,406.68.
- Budget Position Report reflected account activities in all funds.
Board received clarification on fund 522.20.42.00-10 – yearly dispatch payment processed

CORRESPONDENCE

- n/a

STAFF REPORT

- Fire Marshal Report: East Wenatchee is still experiencing significant growth. One of the larger developers include Microsoft with their first building mid-way thru the construction process. Chief Blanchard also gave credit to Captain Clarke for his high level of customer service during hydrant testing. Sentimental rose bushes were replanted to eliminate long term hydrant access issues to the delight of the homeowner in the area. Discussion with Board on Fire Department Connection (FDC) placement. Chief Blanchard will pass on District preference information in pre-app process as each situation has unique challenges.

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- Chief Brett reported that the Volunteer Recruit Academy is going well but unfortunately, we've had a few dropouts already which is not off trend of the last few years. Volunteerism is down nationwide.
- Operations:
 - Administrative: Secretary Woods advised the Board of a recently discovered error on the 12/2021 payroll resulting in an overpayment due to the omission of the draw amounts in the financial software. Employees have been notified and repayments are being arranged.

UNFINISHED BUSINESS

1. Facilities:

- * Request for Qualifications ready for publication for Station 1's hose tower.
- * Resident Housing is in need of substantial improvement at Station 2 / Pangborn. Capital funds are available to update and renew. The modulars are owned by the District and the apartments are the Port's responsibility. Chief Brett will report back to the Board at the next meeting as he obtains further information.
- * Emergency roof repair is complete at Sta4. The progress on the Admin building has been stagnate for months.

2. Personnel:

- * Volunteer policy tabled
- * Discussion by the Board on Res # 03-10-2022 authorizing commissioners to serve as volunteer firefighters of the District.

Commissioner Dan Johnson moved to accept Res # 03-10-2022, Commissioner Castellente seconded it with all in favor, unanimous approval by the Board.

3. Apparatus:

- * The Board discussed the offer of intent by the City for Caldwell Fire Department to purchase the 2021 100' tower (3-1). Finder's fee legal agreement reviewed by Board. **Commissioner Castellente moved to except the offer and approve the finder's fee agreement with Commissioner Johnson seconded, all in favor.**
- * Fire Marshal's F150 due for replacement. 3 bids were obtained from our small works roster with the low bid received from Sangster Motors. **Commissioner Castellente moved to approve bid and proceed with the order of a replacement vehicle as budgeted by Sangster Motors with Commissioner Johnson seconded, all if favor.**

Surplus of old truck will be discussed at a later date.

- * 2022 107' Quint is moving thru the building process at this time.

4. CWPP:

- * Work in progress at this time with all cooperators appreciative of the District for contributing to the cost of developing a current Community Wildfire Protection Plan (CWPP). HB1168 expecting to increase funding for wildland fire prevention as wildland fire seasons have shown an increase in intensity over the last 10 years.

5. Consolidation of Services / RFA:

- *Chief Brett discussed with the Board multiple budget proposals in depth for CCFD1, DCFD2 and the RFA. No response from CCFD1 on letter sent but a March 17th meeting has been scheduled by the CCFD1 Board to discuss next steps with RFA.

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NEW BUSINESS

1. City of East Wenatchee:
 - * Moved up in meeting
2. Public Records Request – Fire Suppression Out of District Billing:
 - * Secretary Woods informed the Board of a request for fire suppression costs on an out of District residential fire. Costs determined from the Board approved 2021 WA State Wage & Equipment Rate Guide from the Washington Fire Chiefs.
3. Policies:
 - *Tabled for special meeting to be determined

PAYROLL & VOUCHERS

March Expenses were submitted as follows:

General Expense Fund:

- Claims totaled \$74,497.76 for Voucher 220303001-220303045 and 220306001-220306020.
- Payroll totaled \$674,639.74. April's payroll was processed early by Douglas County.
 - The following payroll changes were approved:
 - Career Recruit Firefighters Elijah Weber and Kevin Weed start date March 1, 2022
 - Joshua Barnes extension of temporary captain status thru March 31, 2021
 - Michael Soltwisch retirement as of March 31, 2021

Special Projects Fund:

- Claims totaled \$299,630.92 for Voucher 220302001-220302004 and 220305001.

Commissioner Johnson moved to approve March payroll and vouchers in the amount of \$1,048,768.42. The motion was seconded by Chairman Fennell. Motion unanimously passed.

GOOD OF THE ORDER

On March 1st and March 7th, 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 Castellente attended the volunteer business meeting representing the Board March 1, 2022

Commissioner Johnson moved to adjourn at 5:07 p.m. The motion was seconded by Chairman Fennell. Motion unanimously passed.