

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

April 14, 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 Secretary Terri Woods, DC Ron Roy, DC Kelly Lindemann, and BC Peter Rigelman.

ADDITIONS/DELETIONS TO THE AGENDA: None

APPROVAL OF MINUTES

- **Commissioner Johnson moved to approve the Minutes of March 10, 2022, as presented. Motion passed. Commissioner Castellente moved to approve the Minutes of March 15, 2022, as presented. Motion passed. Commissioner Castellente moved to approve the Minutes of March 24, 2022, as presented. Motion passed.**

FINANCIAL REPORT (March 2022)

- Treasurer's Report-Fund Totals indicated a balance of \$7,397,657.18.
- Receipt Register indicated receipts totaled \$705,399.42.
- Budget Position Report reflected account activities in all funds.

CORRESPONDENCE

- Chief Brett reported a Public Records Request subpoena by the DOH fulfilled today.
- CWPP Plan participation high. Grant funding will be requested as well as much appreciation relayed for multi-agency support.

STAFF REPORT

- Operations – A “White Flag” warning with staffing increase for the significant snow fall in the last few days. Congratulations to Firefighters Allabastro and Johnson for completing probation. District still on track to hire an additional three firefighters this Fall.
- Fire Marshal currently working thru large project with the MS sprinklers plan. FM asked to speak at the Douglas County Planning Commissions April 13th meeting.
- Chief Roy reiterated on his #1 goal - volunteer recruitment and retention. Nationally, volunteer fire agencies are suffering huge losses in the ranks. Pushing to be creative and leveraging “thinking outside the box” to increase numbers.
- Chief Lindemann reported progress on Station3 Rock Island. On schedule with slabs curing and framing/block work to begin next week. Bay doors backordered. Station4 North end dominates time with multiple fixes needed. Current repairs include replaced countertops and faulty electrical shut-off solenoid in ceiling found. Chief Lindemann updated the Board on multiple outstanding issues as punch list with HBHansen is addressed. HBHansen gave a May 2nd date to resume on punch list.

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- Board discussed options for cost increases on lumber package for Station3 Rock Island. Discussion was tabled with desire to get project manager Dave Dorimer in to update Board during a meeting.

UNFINISHED BUSINESS

1. Facilities:

* Request for Qualifications for work on Station1 Headquarters for evaluation of hose tower, mezzanine, and sink holes in parking lot received two responses – MJ Neal Associates Architect PLLC and The DOH Associates Architects and Planners.

After discussion by the Board Chairman Fennell moved to hire DOH Associates and Planners with all in favor. Approved.

* Major repairs needed at one of the Resident Housing units at Pangborn with repair estimate at over \$30,000. Uninhabitable due to long term water damage. The Board asked Chief Brett for estimate of replacement cost of modular home verses repairs due to low value of modular homes. Port District has no plans for construction for at least 6 years.

* Stations 3, and 4 covered in Staff Reports.

2. Personnel:

* Administrative Assistant Tara Whaley resigned from her position April 7th. Advertising for replacement with interviews scheduled at the end of the month and onboarding possible by June 1st. The Board was in favor of Admin Asst Whaley working at her current hourly rate when available to assist with administrative deadlines and training.

* Discussion by the Board on volunteer policy # 334. **Commissioner Castellente moved to approve with all in favor with retroactive start date of January 1, 2022.**

3. Apparatus:

* The City for Caldwell Fire Department purchased the 2021 100' tower (3-1). Finder's fees being processed. Currently 18% cost increase with multi-year wait times to buy new.

5. Consolidation of Services / RFA:

* Meeting frequency will be increased to once a week. Legal is working on governance models to incorporate recent concerns and suggestions. Next meeting April 20th.

NEW BUSINESS

1. Advertising for Administrative Assistant

* On our website, social media, and advertising in local paper. Tentative June 1 start date.

2. Policy 102 Update

* Code revision necessitates revising policy 102. **After discussion Chairman Fennell motioned to approve revision of Policy 102 with all in favor.**

PAYROLL & VOUCHERS

Expenses were submitted as follows:

General Expense Fund:

- Claims totaled \$112,807.82 for Voucher 220403001-220403054 and 220405001-220405024.
- Payroll totaled \$17,709.20. April's payroll was processed early by Douglas County.

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The following payroll changes were approved by the Board:

- Cody Shelton promotion to Captain effective April 1, 2022
- Anthony Allabastro promotion to Firefighter 3 effective April 17, 2022
- Robert Johnson promotion to Firefighter 3 effective April 16, 2022
- Tara Whaley resigned full-time April 7, 2022 – Part-time hourly till replacement trained
- Resident Matthew Rick resigned March 5, 2022

Special Projects Fund:

- Claims totaled \$358,414.72 for Voucher 220402001-220402004 and 220404001-220404002
- Commissioner Castellente moved to approve April payroll and vouchers in the amount of \$488,931.72. Motion passed.**

GOOD OF THE ORDER/PUBLIC COMMENTS

N/A

Commissioner Castellente attended the volunteer business meeting representing the Board April 5, 2022

Chairman Fennell adjourned the meeting at 4:25 pm