

**RFA PLANNING COMMITTEE,  
SPECIAL MEETING OF CHELAN COUNTY FIRE DISTRICT 1 &  
DOUGLAS COUNTY FIRE DISTRICT 2  
SEPTEMBER 7, 2022**

Chelan County Fire District 1: Commissioner Phil Dormaier, Commissioner Zimmerman, Commissioner Cam de Mestre

Douglas County Fire District 2: Commissioner Dave Fennell, Commissioner Ettore Castellente, Commissioner Danny Johnson

Staff: Fire Chief Brian Brett, Terri Woods, Cindy Blaufuss

Guests: Ron Roy, Martie Roy, Bryan Maroney and Danielle Marchant

The meeting was called to order at 2:00 pm.

Commissioner Castellente made a motion to approve the August 24 Committee Minutes, there was a second from Commissioner de Mestre. The minutes were approved.

**UNFINISHED BUSINESS**

**WVFD Attorney:** Bryan Maroney and Danielle Marchant from Davis Arneil Law Firm introduced themselves and provided information on their background and experience to the Commissioners. Bryan Maroney specializes in business tax law and Danielle Marchant in municipal law. Their firm would provide a single contact for the department, but each project would be assigned to the attorney whose experience or specialty is best suited for the work.

**WVFD Insurance Broker:** The fire districts are paying a 5% fee to the current insurance brokers, and both have done a great job for the districts. The Commissioners confirmed they prefer the Wenatchee-based broker moving forward.

**Personnel:** The Commissioners reviewed and discussed the draft Employment Agreement for the Fire Chief. The agreement will be updated and redistributed.

**NEW BUSINESS**

**Resolution 2022-003 Regular Meeting Schedule:** The draft Resolution alternates meeting locations between Fire Station 1 and 10. If parking at Fire Station 10 becomes problematic, the Commissioners will consider revising the meeting locations.

**Resolution 2022-004 Public Records Policy:** The policy is based on the CCFD1 policy which was recently updated.

**Resolution 2022-005 Credit Card Policy & Procedures:** After discussion, the Commissioners requested the Resolution be revised to update the credit card limits for key personnel. A revised draft will be presented at the next meeting.

**Resolution 2022-006 Auditing Officers:** The Resolution will authorize both the Administrative Coordinator and Executive Assistant to certify claims prior to payment by the department.

**Resolution 2022-007 Warrant and Payroll Pre-Approval:** Authorizes the Administrative Coordinator and Executive Assistant to approve the department's warrants and payroll before being reviewed and approved by the Board. Both fire districts have similar Resolutions in place.

**Resolution 2022-008 PERS Participation:** Authorizes the department's participation in the Washington State Public Employees' Retirement System.

**Resolution 2022-009 DRS Deferred Compensation Program:** Authorizes the department's participation in the Washington State Deferred Compensation Plan.

**OTHER BUSINESS**

Ron Roy reported the Volunteer Association meeting last night went well.

The next RFA Committee meeting is scheduled for 2:00 on Wednesday, September 21.

There being no further business, the Planning Committee adjourned at 3:36.

Respectfully submitted, Cindy Blaufuss