

**WENATCHEE VALLEY FIRE DEPARTMENT,
CHELAN COUNTY FIRE DISTRICT 1 & DOUGLAS COUNTY FIRE DISTRICT 2
MEETING MINUTES
FEBRUARY 14, 2024**

Commissioners: Commissioner de Mestre, Commissioner Dormaier, Commissioner Evenhus, Commissioner Fennell, Commissioner Johnson, Commissioner Zimmerman

Guests: Ettore Castellente, Stephanie Krabbe

Personnel: Fire Chief Brian Brett, Terri Woods, and Cindy Blaufuss

I. Called to Order: 2:00 pm.

II. Additions and Deletions to Agenda: A discussion on the policy review process was added to the agenda.

III. Public Comments: None.

IV. Public Hearing: A public hearing was opened to allow public comment before the Board considers the 2024 Helicopter Budget and Revenue Sources. There were no public comments; the public hearing was closed.

V. Consent Agenda: Commissioner Johnson made a motion to approve the consent agenda items as presented. There was a second from Commissioner de Mestre. The consent agenda was approved.

Commissioner Johnson reviewed the Warrants earlier in the week. The Commissioners discussed having one Commissioner review the Warrant documentation each month on a rotating-basis.

VI. Correspondence: Chief Brett reported on the activities for this year's Chief for a Day, which concludes during the Apple Blossom Festival at Memorial Park on Thursday, April 25.

This year Incident Management Teams are restructured into Complex and State Teams.

Fernanda Santos, who was recognized at last month's meeting, was nominated to receive a Community Impact Award. She will also be recognized by the Red Cross at their statewide convention in May.

VII. Staff Reports:

1. Administration:

Chief Brett congratulated Terri Woods on a job well done. The State Auditor finished the DCFD2 audits for 2020-2022 and all audits went very well.

VIII. Unfinished Business

1. Facilities:

Station 3: Chief Brett is hopeful there will be a resolution on the concrete floors by next month. The contractor recommends grinding and polishing the floors.

Stemilt: The paperwork for the parcel's share of irrigation is complete.

Station 2: Chief Brett met with the Port District regarding potential fire station construction. The Port anticipates FAA funding for the project which requires Port ownership of the land. The Port asked the fire department to move forward with designing a fire station. The Commissioners supported the addition of conceptual drawings for Fire Station 2 in the Capital Improvement Plan. The department is currently soliciting bids for the Capital Improvement Plan.

Fire Station 17:

- Bids have been requested for helipad engineering services.
- Chelan County approved the sign permit for Station 17.

- Chief Brett recommends installing an exhaust removal system in the Shop.

Commissioner de Mestre made a motion to prioritize the health and safety of personnel with the purchase and installation of an exhaust removal system in the Fire Station 17 Shop. There was a second from Commissioner Zimmerman. The project was approved.

- The bid to install cameras for the station, shop, and hangar is \$22,500. It may be possible to reduce the number of cameras.

Commissioner Fennell suggested a fence may be needed as well.

Commissioner de Mestre made a motion to authorize up to \$25,000 to improve security at Fire Station 17. There was a second from Commissioner Johnson. The motion was approved.

Fire Station 12: The HVAC duct work is being rerouted to improve station air quality.

Fire Station 11: Recommend improvements to replace the heating system, cleaning and painting the apparatus bays, replacing the bay doors and motors, and installing an exhaust removal system.

Commissioner de Mestre made a motion to approve the Station 11 improvements outlined. There was a second from Commissioner Evenhus. The project was approved.

Electronic Signs: Chelan and Douglas County PUDs were approached for funding to install new electronic reader boards at Fire Stations 1 and 11.

Station Rebranding: The department has a quote to install an illuminated sign and station numbers at Station 10 for \$7,240. Signs for the other fire stations will not be illuminated and will cost less. The Commissioners requested a quote for signs at all fire stations.

Fire Station 1: The concrete replacement project is out for bid, but additional damage was discovered. DOH will write an addendum to increase the scope of work.

The electrical that de-ices the apron was sheared when improvements were made to Eastmont Avenue. This will be a future project.

2. Apparatus: The Apparatus Replacement Plan for 2024 includes two command vehicles and one engine. The Operations Chief and Apparatus Committee recommend purchasing two Rescues instead of the command vehicles this year; the cost estimates are the same. The use of rescue trucks could extend the life of the Type-1 Engines. There is also a recommendation to standardize future command vehicles by purchasing gas-powered, three-quarter ton vehicles.

Sourcewell will be used to purchase a Type-1 Pierce Engine. Commissioner Johnson cautioned the Commissioners on limiting the department to Pierce. Commissioner Fennell explained the department is trying to standardize apparatus.

Commissioner de Mestre made a motion to update the Apparatus Replacement Plan with the purchase of two Rescue vehicles and a Pierce Type-1 Engine, and to standardize future command vehicles. There was a second from Commissioner Evenhus. The motion was approved.

3. Aviation: Tours of the ARFF facilities in Pasco and Yakima are planned for April 17th. Commissioners de Mestre, Fennell, Johnson, and Zimmerman plan to attend.

The proposed helicopter budget includes increasing the insured value of 1MR and 1PR to \$2.5 million each.

Next week Jordan Kunz and Jesse Stone will meet with DNR and Northwest Helicopter to determine the remaining costs to bring 1PR up to DNR specifications.

Personnel: Two personnel are on light duty.

The Microsoft representative recommends the department pursue their assistance hiring personnel to staff FS17.

4. Policy Review: The Commissioners discussed the process for reviewing and updating policies. The process will be documented in a policy for review at the March meeting.

Commissioner Johnson made a motion to approve the February policy revisions as presented. There was a second from Commissioner Zimmerman. The policy revisions were approved.

5. Finance: The Fire Benefit Charge (FBC) database is complete and can be used to compare the current 2023 levy to the proposed levy rate and FBC by parcel.

Chief Brett met with Tekni-Plex to discuss the proposed Fire Benefit Charge; they understood the change and supported the department moving in that direction. The FBC is determined by the Fire Commissioners each year. The FBC relies upon accurate Assessor records and has an appeal process available to property owners.

Chief Brett presented to the Downtown Kiwanis last week; he will present to the Chamber and Downtown Association next.

If the Commissioners decide to move forward with an FBC ballot measure, interlocal agreements will be required with the Chelan and Douglas County Assessors.

IX. New Business

1. Interlocal Agreements – East Wenatchee Water District Fire Protection Agreement and Chelan County Fire Code Support

Commissioner de Mestre made a motion to approve both agreements. There was a second from Commissioner Johnson. The agreements were approved.

2. 2024 Helicopter Operating Budget and Revenue Sources

The estimated flight hours were increased to 150 total. The budget projects a small gain of revenue over expenses. It reflects higher insurance values for both helicopters. The budget includes participation in two local events; both will serve as the monthly startup and training for the helicopter.

Commissioner Johnson made a motion to approve the 2024 Helicopter Operating budget and revenue sources. There was a second from Commissioner Zimmerman. The budget was approved.

3. Strategic Plan Development

The first step in the accreditation process is developing a strategic plan. Chief Brett recommends hiring a consultant to help develop the plan.

Commissioner de Mestre made a motion to authorize \$18,750 for Strategic Plan Development. There was a second from Commission Evenhus. The motion was approved.

4. LOSAP Award

Two volunteer members met the LOSAP award criteria in 2023. Chief Brett recommends the two members share the \$10,000 budgeted.

Commissioner Evenhus made a motion to award the two volunteer members who met the LOSAP criteria \$5,000 each. There was a second from Commissioner de Mestre. The 2023 LOSAP award was approved.

5. Executive Session: At 4:30 the Board adjourned to an Executive Session to evaluate personnel performance (per RCW 42.30.110(1)(g)) and to consider site selection for purchase (RCW 42.30.110(1)(b)). Forty-five minutes was estimated for the executive session; the public meeting reconvened at 5:15.

6. Appraisal Authorization

Commissioner Johnson made a motion authorizing Chief Brett to order an appraisal of a parcel of land for potential future use. There was a second from Commissioner Fennell. The motion was approved.

X. Adjourn – 5:20 pm

Respectfully submitted, Cindy Blaufuss