

**WENATCHEE VALLEY FIRE DEPARTMENT,  
CHELAN COUNTY FIRE DISTRICT 1 & DOUGLAS COUNTY FIRE DISTRICT 2  
MEETING MINUTES  
JANUARY 11, 2023**

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

Staff: Fire Chief Brian Brett, Kurt Blanchard, Pete Rigelman, Rick Dueman, Cindy Blaufuss

- I. Called to Order: 2:00 pm
- II. Additions and Deletions to Agenda: The Pangborn Contract was added to the agenda as Unfinished Business, item 7.
- III. Public Comments: No public comments.
- IV. Consent Agenda: Commissioner de Mestre made a motion to approve the consent agenda items. There was a second from Commissioner Zimmerman. The consent agenda items were approved.
- V. Correspondence: The Chelan County Fire District 1 Financial and Compliance Audit Reports from the State Auditor for 2020 and 2021 were distributed. The district received an unmodified opinion for both audits.

Chief Brett attended the funeral service for Hap Richmond. A memorial plaque will be presented to his family.

There will be a retirement party for Phil Mosher this Saturday.

VI. Staff Reports:

Administration: Thirteen applicants have signed up for the upcoming Volunteer Academy. Both Kelly Lindemann and Rick McBride are planning to retire in early 2024.

Chief Blanchard: Microsoft is expected to receive a temporary occupancy permit for the first of three buildings in the coming weeks. The hydrogen plant project is on hold while Douglas County submits their plans for independent review. The East Wenatchee City Shop should be finished in the spring. The East Wenatchee Police Department is moving to a new downtown location. Starting to receive early plans in preparation for spring.

IAFF:

Pete Rigelman: The IAFF elected new officers. Pete Rigelman will continue as President, Clint Webley is Vice President, and Herb King is Secretary/Treasurer. Guns and Hoses is scheduled for March 4.

Volunteers:

Rick Dueman: The Volunteer Associations are in the process of combining to form one organization. Rick Dueman was elected to serve as President.

VII. Unfinished Business

1. Facilities: The Wenatchee Heights Reclamation District is interested in the department's parcel on Bohart Road. Bob Siderius will draft an agreement for the transfer of the parcel back to the Reclamation District.

There are not any updates on the Stemilt parcel; the survey and appraisal are complete. Fire Station 3 passed its sprinkler test, and a temporary occupancy permit is in-progress. There is detail work and the punch list left to complete.

2. Apparatus: The new command vehicle for the Volunteer Coordinator is in-service.

The department qualified for the “Build my Pierce” program for the Ladder 10 on order. The program accelerates production for standard-spec’d apparatus. By participating in the “Build my Pierce” program, the ladder would be delivered one year earlier, but it would cost an additional \$15,000 to offset the prepayment discount the department received. Ladder 4 is in the program and should be finished in 2023.

Commissioner de Mestre moved to participate in the “Build my Pierce” Program. The motion expired.

The Commissioners agreed to forego participation in the program to better stagger the two ladder purchases.

3. Aviation: Based on the attorney’s guidance, the Helicopter Institute has been notified the department will not pursue a lawsuit at this time.

The Spokane Valley Police Department offered to purchase the helicopter hull currently stored in the hangar. The hull had been mounted on the Fire Station 11 hose tower for use as a training prop. There have been two other offers to purchase the hull for \$12,000. The Commissioners agreed to decline the offer and keep the hull.

Chelan County’s helicopters cannot be used for search and rescue. Chief Brett will meet with the new Sheriff to discuss the department’s helicopter program. He will explain the department’s helicopters must be operated and maintained in accordance with IHOG.

To date \$374,831 has been invested in the 1PR build. The costs have been offset by \$110,000 of surplus parts. The estimate to complete the project is \$876,500; estimated value will be \$2.4 million when complete. The 2023 budget includes \$550,000 for the engine and avionics for 1PR. The Commissioners directed Chief Brett to proceed as budgeted.

4. Personnel: The Commissioners reviewed the draft Fire Chief Performance Evaluation. A revised evaluation form will be distributed for completion by February.
5. Financial Reporting: Commissioner Dormaier clarified he is not suggesting a change in the department’s cash basis or SAO audit schedule. He proposes GAAP financials using the existing data; a GAAP-based compilation. This could be a helpful tool for monitoring the performance of the organization. Chief Brett said he could prepare a compilation.
6. Policy Review: Four policies were presented to the Commissioners for review and consideration at the February meeting. The policies were also presented to the IAFF for their 30-day notice.
7. Pangborn Contract: Chief Brett distributed the current agreement and amendments to the Commissioners for review. Chief Brett will coordinate a meeting with the Port and Commissioners Zimmerman and Johnson.

The Commissioners agreed there is also a need for a rental agreement between the department and the tenants (ARFF Firefighters). Chief Brett will work with the attorney to draft an agreement.

VIII. New Business

1. Capital Budgeting and Purchasing: The budget for capital purchases often includes inflation factors, the cost to equip apparatus, and other costs incurred during production. The budgeted amount can be considerably higher than the purchase price approved by the Commissioners. The Commissioners agreed there needs to be clarification on capital purchasing. The Financial Management Policy (Article 1, Policy 06) will be amended to address Capital Purchasing.
2. Douglas County Fire Marshal Contract: On December 19, Douglas County hand delivered a signed and notarized Fire Marshal Agreement. They had previously announced the agreement would be terminated on December 31, 2022. The agreement proposes the department receive 65% of the fees collected. Chief Brett explained the Douglas County Fire Marshal services can account for 50% of the fire marshal's time.  
  
Chief Blanchard said it is important to protect the safety standards of the Fire Code and the interests of the department and community. He is still attending pre-application meetings, and he is tracking his hours.  
  
Chief Brett will collaborate with the attorney to draft an agreement that comes closer to the actual cost of compensation for the services provided.

IX. Other Business and Good of the Order

- Fire Protection Service: The department received a request from an insurance carrier to provide a letter stating a parcel's proximity to a staffed fire station. The parcel in question is in Upper Peavine. It is inside the department's response area, has limited seasonal access, and has not been annexed into the district. Chief Brett explained the County Fire Marshal will impose restrictions if the parcel is not annexed into the district. The attorney will be asked to draft a letter regarding limitations and potential access requirements for the location.
- Memorial Wall Criteria: Keith Wright provided draft requirements for the memorial wall. The Commissioners agreed all line of duty deaths should be memorialized.
- Electronic Devices: Four of the Commissioners are interested in a tablet or similar device for fire department communications and meeting documents.

X. Adjourn – 6:07

Respectfully submitted, Cindy Blaufuss