

**WENATCHEE VALLEY FIRE DEPARTMENT,
CHELAN COUNTY FIRE DISTRICT 1 & DOUGLAS COUNTY FIRE DISTRICT 2
MEETING MINUTES
DECEMBER 14, 2022**

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

Excused Absence: Commissioner Johnson

Staff: Fire Chief Brian Brett, Pete Rigelman, Dennis Wheeler, Hillary Heard, Cindy Blaufuss

- I. Called to Order: 2:00 pm
- II. Additions and Deletions to Agenda: There were no changes to the agenda.
- III. Public Comments: No public comments.
- IV. Public Hearing: A public hearing was opened to allow public comment before the Board considered the Annexation of Parcel 212011110051. There were no public comments. The hearing was closed.
- V. Consent Agenda: Commissioner Castellente made a motion to approve the consent agenda items. There was a second from Commissioner de Mestre; the consent agenda items were approved.
- VI. Correspondence: The department received several thank-you cards and positive feedback on customer service provided by the Local and Volunteers. Captain Scott White was also complimented on his work with the smoke detector program.
- VII. Staff Reports:

Administration: Hillary Heard reported on the Wildfire Liaison activities for the year. The department coordinated chipping events with the Conservation District. More projects and out-reach are being focused on Douglas County, including a grant application to update the County's CWPP.

Timely progress is being made on the Roof Replacement Grant in the Wenatchee Wildland-Urban Interface; 13 homes have committed to roof replacement. Participating homeowners are eligible for roof rebate of up to \$10,000. Hillary explained a defensible space plan is prepared for the home. The homeowner is responsible for completing the defensible space plan and for replacing the shake roof. Homeowner time and the roof replacement cost over \$10,000 serve as match for the grant.

Chief Brett reported that personnel have been cross trained on SCBA and equipment and are now staffing both sides of the river. Cross-staffing is helping to reduce overtime. New station and shift assignments will begin in January. There have been ten structure fires over the past month, and everyone is doing an outstanding job.

IAFF: Peter Rigelman reported the Local participated in two Christmas charity events and has been supplying all apparatus with \$50 gift cards. Local members give out the cards when they see a need in the community.

Volunteers: Lieutenant Dennis Wheeler reported the Volunteers elected new officers. Some reorganization is needed, but the transition is going smoothly. The Volunteers are assisting four families with Christmas dinners; the families were suggested by the Eastmont and Wenatchee School Districts.

VIII. Unfinished Business

1. Facilities: The transaction for the Berdan parcel is complete. Commissioner Zimmerman suggested a sign to acknowledge the Berdan donation.

Chief Brett will attend an upcoming Wenatchee Heights Reclamation District meeting to discuss the department's parcel on Bohart Road. Both the Reclamation District and Bohart family are interested in the parcel.

The doors at Fire Station 2 have been replaced and the insurance claim work is almost complete. Additional Fire Station 2 renovations are included in the 2023 budget. Commissioner de Mestre suggested the department provide temporary housing if adequate housing is not available for Volunteers at the station.

Station 3 is nearing completion and has been paved. The Engineer estimates the grounding will last 30-40 years, but it will require inspection every five years. The asphalt is warranted and is two-inches thick throughout with a four-inch depth in the driving lanes. The contractor is waiting on an electrical panel but is researching temporary options. The punch list work should start soon under the supervision of the Architect. Staffing is planned for May 1. The improvements required by the City of Rock Island have cost the department \$248,000.

The Architect has requested warranty work to repair the damaged concrete at Fire Station 4. Retainage will be paid to the contractor once the Completion of Public Works documentation is approved by the Departments of Labor and Industries, Revenue, and Employment Security.

Chief Lindemann plans to install security cameras at all fire stations.

2. Apparatus: Bill Kinsey is transitioning to the lead mechanic role in the Station 17 Shop; Jerem Anger will move to shift in February. The second Type-5 brush truck should be in-service by the end of February. The department received the new Ford Interceptor for the Volunteer Coordinator.
3. Aviation: Chief Brett discussed the potential lawsuit against the Helicopter Institute with Northwest Helicopter. Personnel with Northwest Helicopter explained 1MR was almost due for an inspection at the time of the hot start. Chief Brett recommends the department stop pursuing the lawsuit but leave the case as unresolved. The Commissioners agree and support using DNR for future training.
4. Personnel: Riley May started in the Shop mid-November. John Shimek will join the department as a Recruit Firefighter in January.

There are not any updates on the Douglas County Fire Marshal Contract; it expires December 31. Chief Brett will follow up with Bob Siderius.

IX. New Business

1. Petition for Annexation – Mathews:
 - CCFD1 Resolution 2022-012: Commissioner de Mestre made a motion to approve the Resolution, there was a second from Commissioner Zimmerman. The Resolution was approved.
 - WVFD Resolution 2022-014: Commissioner Castellente made a motion to approve the Resolution; Commissioner de Mestre seconded the motion. The Resolution was approved.
2. Election of 2023 Officers

- Chelan County Fire District 1: Commissioner Dormaier was nominated to serve as Chair; nominations were closed. Commissioner Dormaier was elected Chair for 2023.
 - Douglas County Fire District 2: Commissioner Fennell was nominated to serve as Chair; nominations were closed. Commissioner Fennell was elected Chair for 2023.
3. Financial Reporting: Commissioner Dormaier proposed a discussion regarding the need for additional, formal financial statements to track the financial health of the department. Formal financial reports could be helpful for pursuing larger grants. He suggested the department contact a local CPA firm to help prepare and audit the financial statements. Financial statements could help document future financial needs. The discussion was tabled until the January meeting.
4. Policy Review and Adoption
- Policy Adoption: The Commissioners are responsible for policy review; there are approximately 135 current policies. Commissioner Fennell recommends the Commissioners complete a review of all policies over the next three years. The review can be scheduled a month in advance to allow the Commissioners adequate time for the review. Staff will be tasked with prioritizing the policies for review each month.

Formal adoption of the existing Chelan County Fire District 1 policies would allow personnel to move forward with planning and training.

Commissioner de Mestre made a motion to adopt the current Chelan County Fire District 1 policies. Commissioner Zimmerman seconded the motion. The Chelan County Fire District 1 policies were adopted.
 - Revision – Non-Represented Personnel Benefits: This policy revision would authorize the Fire Chief to negotiate vacation accrual rates to help recruit and retain personnel.

Commissioner Castellente made a motion to approve the revised Non-Represented Personnel Benefits Policy with the following addition, “Subject to review by the Board Chair.” There was a second from Commissioner de Mestre. The revised policy was adopted, as amended.
5. Executive Session – The Board adjourned to Executive Session at 4:15 pm to review the performance of a public employee (per RCW 42.30.110(1)(g)). The Executive Session was scheduled for 15 minutes; at 4:30 the session was extended an additional ten minutes. The Regular Meeting was called back to order at 4:40. No action was taken in the Executive Session.

X. Other Business and Good of the Order

Commissioner de Mestre thanked Chief Brett, Terri Woods and Cindy Blaufuss for their work over the past year.

XI. Adjourn – 4:47 pm

Respectfully submitted, Cindy Blaufuss