

Regular Meeting 12-13-2021 1

DOUGLAS OKANOGAN COUNTY FIRE DISTRICT 15  
APPROVED MINUTES

Ambulance Hall

Brewster, WA

A regular meeting of the Board of Commissioners of Douglas Okanogan County Fire District 15 was called to order by Chairman Lonnie Fenton at 7:01 p.m. at the Ambulance Hall.

IN ATTENDANCE: Commissioners Lonnie Fenton, Secretary Kaylee Jensen, EMS Director Tonya Vallance, District Chief Bill Vallance, Pateros Station Chief Kerry Heen and Brewster Station Chief Victor Vargas

REMOTE ATTENDANCE BY PHONE OR COMPUTER: Commissioner Chris Bailey, Tim Baird, F. Eric Zahn, Kris Erlandsen and Rocky Butte Station Captain Sal Rodriguez

***Consent Agenda***

**Board Consent Agenda**

Minutes 11/08/2021 regular meeting, 11/22/2021 special meeting

Vouchers 11-22-2021, 12-13-2021

Fire District

November 22, 2021 Financials amounting to \$3850.11

November 22, 2021 Payroll amounting to \$5,068.02

December 13, 2021 Financials amounting to \$9,746.81

December 13, 2021 Payroll amounting to \$8,727.76

Ambulance

November 22, 2021 Financials amounting to \$2,774.12

November 22, 2021 Payroll amounting to \$13,679.46

December 13, 2021 Financials amounting to \$6,521.29

December 13, 2021 Payroll amounting to \$24,329.28

Lonnie/Tim moved and seconded to approve all items on the Board Consent Agenda. Motion carried unanimously.

SECRETARY REPORT: The November Secretary report was studied by the Commissioners. A check was cancelled and reissued in December at the Auditors office due to an error with processing a payment to two vendors from November 22, 2021 voucher.

DISTRICT FIRE CHIEF REPORT: Chief Vallance reported 514 calls have been received in 2021 to date which is 40 calls higher than last year. Discussion held.

SOP/SOG COMMITTEE REPORT: Nothing to report. Chief Vallance asked Commissioners if they had any questions about the draft COVID19 vaccination and verifications policy provided last month. Commissioners stated they didn't have any questions.

PATEROS REPORT: Chief Kerry Heen reported firefighters responded to 2 MVA incidents, 1 EMS assist, an assist to Okanogan County Sheriffs Department and a structure fire alarm call. Firefighters completed structure response training and maintenance night. Firefighters held 2022-2024 officer elections.

**BREWSTER REPORT:** Chief Victor Vargas reported firefighters responded to 5 MVA, 2 vehicle fires and a pole fire.

Firefighters completed radio communication training and truck maintenance.

Firefighters attended Tana Zahn's memorial service at Methow.

**ROCKY BUTTE REPORT:** Captain Sal Rodriguez reported firefighters responded to an activated fire alarm call.

Firefighters completed R&M on E1541 to fix a water leak during scheduled training nights. A special thank you was cited to firefighter Dave McNamara for his contribution in completing the R&M.

Firefighters continue to train with Brewster firefighters.

**METHOW REPORT:** Chief Joe Kitzman was absent.

**EMS DIRECTOR REPORT:** Tonya reported cost analysis and preparation for 2022 GEMT had been completed. The District will receive approximately \$44,000 GEMT funds in 2022.

Section 218 Social Security consultations were provided to employees December 07, 2021 and a vote will be held December 29, 2021 to allow employees to participate if the vote is favorable.

USDA grant update was given.

An EMR class will begin January 08, 2022 through February 12, 2022. Discussion held. Cafeteria Plan (POP only)

Cafeteria Plan documents have been provided by Aflac to begin offering employees pretax options for their 2022 benefits. The District needs to execute the documents and sign the agreement to begin offering the pretax option for 2022.

An email was sent to the District attorney to check to see the document and the District would be in compliance with Cafeteria plan rules, but the attorney wasn't qualified to provide a formal opinion on compliance with IRS regulation. The District could contact a CPA or send an inquiry to MRSC if we want an opinion other than the AFLAC comments that the plan is in compliance. Discussion held. An attempt would be made to check with MRSC.

Kris/Eric moved and seconded to give Tonya authority to execute the Cafeteria Plan documents after checking to see compliance is met. Motion carried.

Annual Leave Cash out

Due to the ongoing COVID19 combined with reduced staffing employees were unable to use their annual leave balance and a request for annual leave cash out was discussed.

Tim/Chris moved and seconded to approve cash out of all available leave balance or employee's choice to carry over some of the balance to 2022. Motion carried unanimously.

**NEW/UNFINISHED BUSINESS:** District Chief Vallance reported the memorial plaque for Commissioner Ivan Vallance was received and a ceremony will be held in the future.

MEETING ADJOURNED AT 7:30 PM.