

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

June 7, 2017
East Wenatchee, WA

Chairman Bob Black called the special meeting to order at 1:00 p.m. with Commissioners Dawn Collings and Rick McBride present.

District personnel in attendance was Chief Dave Baker, Assistant Chiefs Cam Phillips and Brian Brett, Volunteer Division Chief Ron Roy, Captain Mike Soltwisch and Firefighter Seth Ellis.

The purpose of the meeting was to review the Architectural and Engineering Statements of Qualifications (SOQ's) received in response to the District's advertised request followed by determining the schedule for interviewing selected firms.

SOQ's were received from nine architectural firms and were distributed for members to peruse. Chief Baker reported he had reviewed all the SOQ's submitted. All of them appeared to be in order and responsive to the request. Assistant Chief Cam Phillips had reviewed them as well. There was a wide range of experience and fee schedules. References, some known to staff, were included.

Recommendations from the Chief were based on the most experience, all having built multiple fire stations. They were:

- TCA Architecture – Seattle
- Mackenzie - Portland
- Lawhead Architects – Bellevue
- Carletti Architects – Mount Vernon

The DOH Associates and Forte Architects were two local firms, both known to Chief Baker.

SOQ's were also submitted by:

- ZBA Architects – Spokane
- Architects West – Coeur d'Alene
- Design West - Kennewick

In discussion, Assistant Chief Phillips agreed that he also leaned towards the firms that specialized with fire stations and that experience would likely make the process easier. The Commissioners agreed to interview the four firms recommended by Chief Baker and the two local firms.

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A special meeting was scheduled for three interviews on Wednesday, June 28 and continue with three on Thursday, June 29, 2017.

An hour would be allotted; each to start with a 30-minute presentation and 15 minutes for questions and answers.

Commissioner Collings moved to adjourn the meeting at 1:40 p.m. Commissioner McBride seconded the motion. Motion passed.