

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

February 14, 2018
East Wenatchee, WA

The meeting was called to order at 5:00 p.m. by Chair Dawn Collings with Commissioners Rick McBride and Bob Black present.

District personnel in attendance were Chief Dave Baker, Assistant Chiefs Cam Phillips, John Glenn, Kurt Blanchard, Volunteer Lieutenants Kyle Dennis, Dave Burdett, and Firefighter JP Sokolowski.

ADDITIONS/DELETIONS TO THE AGENDA

- Memorial wall criteria was added to New Business by Assistant Chief Cam Phillips.

APPROVAL OF MINUTES

Commissioner McBride moved to approve the minutes of January 10, 2018 as presented. The motion was seconded by Commissioner McBride. Motion unanimously passed.

FINANCIAL REPORT

1. The Treasurer's Financial Statement indicated a balance of \$3,817,882.65.
2. Revenues received:
 - \$4,381.67, interest income.
 - \$5.00, LexisNexis, copy of incident report. (Check No. 687145832)
 - \$500.00, Board for Volunteer Firefighters, reimbursement for five volunteer medical exams. (Warrant No. 587858M)
 - \$2,119.74, Michael Soltwisch/Washington State Treasurer, time loss compensation 12/2/2017–12/15/2017. (Warrant No. 231278L)
 - \$2,119.74, Michael Soltwisch/Washington State Treasurer, time loss compensation 12/16/2017–12/29/2017. (Warrant No. 243662L)
 - \$13,700.00, Douglas County, 2017 code enforcement agreement. (Warrant No. 310762)
 - \$19,000.00, PUD #1 of Douglas County, 2018 fire protection services agreement. (Check No. 35566)
 - \$650.00, Gavin Burnett, payment on refund of the 2016 resident program. (Cash)

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- \$2,119.74, Michael Soltwisch/Washington State Treasurer, time loss compensation 12/30/2017–1/12/2018. (Warrant No. 255224L)
- \$3,678.55, Pangborn Memorial Airport, interlocal agreement for 2017. (Check No. 23155)
- \$3,538.13, PUD #1 of Chelan County, fire protection services agreement, July1, 2017 through June 30, 2018. (Warrant No. 731447)

CORRESPONDENCE (None)

STAFF REPORTS

Chief:

- The property purchase for the north-end station was moving forward, however, the hearing for a boundary line adjustment would not happen until sometime in March. An extension on the purchase agreement to April 30 was requested. Closing by the end of March was desirable.
- John Brown, representing Douglas County PUD, had indicated they were still interested in selling the substation property to the Fire District. Since there were no recent land sales, value would be based on older sales in Rock Island with estimated adjustment for inflation. An appraisal was expected to cost \$2,800. Commissioners Black and McBride wanted an agreement in place that the appraised value would be accepted.

Training:

- Chief Phillips advised that training typically picks up this time of year:
 - New recruits would be participating in live fire training at North Bend the upcoming weekend.
 - The Training Officers Conference in Yakima will be attended by 6-7 participants from the District the following week.
 - Chelan County Fire District No. 1 will be hosting ITAC.

Volunteer Coordinator:

- The new volunteers were participating in the recruit academy currently underway. There were four lateral members that were expected to be ready to respond to calls in a month.
- Advertising for the resident program had generated great response, both through the schools and on the Western Fire Chief's website. Testing was planned for mid-April.
- Drill nights were being well attended.

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Fire Marshal:

- Recent wind events resulted in several complaints over tumbleweeds in an area under development between SE 4th and SE 6th Street. With the use of the SMARTGov system, a local ombudsman, and cooperation from the contractor, the issue was handled extremely well.
- Fire hazard complaints were received regarding the heavy brush and vegetation in Sand Canyon. It was reported that the area had been designated as protected salmon habitat further complicating the matter. The City of East Wenatchee would be working to resolve.
- Another issue to be addressed by code enforcement was landscaping impinging on public roads or emergency access routes.
- The Firewise Program would be featured at Pybus on March 10, 2018, 9 am-2 pm.
- Chief Blanchard discussed the Community Risk Reduction Program through Vision 20/20 funded through federal grants to assist rural departments with fire prevention outreach. Manson received the first round of grants for 1,000 smoke detectors which may be renewed annually. A regional effort would be made this year focusing on smoke detectors and home inspections.
- It was planned to distribute inspection books to the shifts the following day. iPads would be ordered for the Captains to enter data directly.
- To improve pre-fire planning, Firefighter Herb King would be working on the program along with mapping by Firefighter Shane Flatness.
- Firefighter Flatness and Firefighter Cody Shelton would be developing a section for the Fire Marshal on the District's website that would have a contractor's tab. It was intended to alleviate a problem with people just leaving plans.
- Chief Blanchard planned to simplify the burning regulations.

UNFINISHED BUSINESS

1. Strategic Planning Workshop Recap

- Two sets of financial projections for the year 2018-2024 were prepared and distributed by Chief Baker. One was based on hiring eight recruit firefighters in 2019 and the other was based on hiring 3 experienced firefighters at the rank of Firefighter II in 2018 and 5 recruit firefighters in 2019.
- In his overview, based on conservative increases in revenues and expenses for staffing, facilities and apparatus using the "worst case scenario", projections reflected working capital over what would be required.
- It was noted that after the levy lid lift ends in 2021, property tax revenue was expected to start dropping at a levy rate of about five cents per year due to the 101% limitation. Refreshing the lid lift would be considered in future planning.
- In discussion, Commissioner Black and Commissioner McBride indicated they would like to pursue future plans further and suggested having some priorities established for the next meeting.

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2. Chief Baker briefly clarified that he would not be retiring any time soon and that previous discussion was causing some distraction. He stressed that he wanted staff to concentrate on helping map out the future of the District and focus on that.

NEW BUSINESS

1. Rock Island Project

- Discussion on PUD property in Rock Island took place earlier in the Fire Chief's Report.

2. Resident Sleeping Quarters

- The resident programs and options for resident housing were discussed at length. Until the new stations were built, plans to bring on more residents were hindered by where to put them. It was advised that the Rylee Ann Apartment was leased through August this year; the District was currently paying \$1,550 per month. Commissioner Black expressed his preference to own rather than rent housing. Currently all three stations were experiencing resident vacancies. Assistant Chief Phillips provided a handout to the board and urged them board to "stay the course". Chair Collings tabled the subject; staff would provide more information for future consideration.

3. Credit Cards

- **Commissioner Black moved to approve the Addendum dated 2-14-2018 to the amended Business Credit Card Resolution with Cashmere Valley Bank authorizing one (1) additional credit card with a credit limit of \$2,500 to be issued individually to Assistant Chief Kurt Blanchard and removing former Assistant Chief Brian Brett from the account. The motion was seconded by Commissioner McBride. Motion unanimously passed.**
- **Commissioner McBride moved to adopt Resolution No. 02-14-2018 incorporating new guidelines for the use of credit cards into policy, superseding Resolution No. 06-14-2006A. The motion was seconded by Commissioner Black. Motion unanimously passed.**

4. Memorial Wall Criteria

- The need to establish minimum service time requirements for inclusion on the memorial was discussed. The Volunteer Association would be asked for their input to be brought back to the Board.

PAYROLL & VOUCHERS

January Expenses: Payroll totaled \$169,828.47. Claims totaled \$179,654.66 for Vouchers No. 180202001 through 180202079.

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Payroll changes were approved as follows:

- Firefighter Shane Flatness was promoted to rank of Firefighter III effective January 15, 2018.
- Resident Firefighter Chandler Van Amen resigned effective January 15, 2018.
- Volunteer Firefighter Kevin L. Mitchell opted into part-time status effective February 1, 2018.
- Assistant Chief/Fire Marshal Kurt Blanchard change in status from temporary part-time to full-time permanent effective February 1, 2018.

Commissioner Black moved to approve January payroll and vouchers in the amount of \$263,484.22. The motion was seconded by Commissioner McBride. Motion unanimously passed.

GOOD OF THE ORDER (None)

Commissioner Black moved to adjourn the meeting at 7:12 p.m. The motion was seconded by Commissioner McBride. Motion unanimously passed.

ATTEST: _____
Suanne Robbins, District Secretary

APPROVED: _____
Robert F. Black, Acting Chair