

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

March 14, 2018
East Wenatchee, WA

The meeting was called to order at 5:00 p.m. by Acting-Chairman Bob Black with Commissioner Rick McBride present.

District personnel in attendance were Assistant Chiefs Cam Phillips and John Glenn, Captain Seth Ellis, Volunteer Lieutenants Kyle Dennis and Mitchell Williams, Firefighters Herb King, Billy Turner, JP Sokolowski, Kyle Bowles, Carter Welch and Colby Holaday.

ADDITIONS/DELETIONS TO THE AGENDA (None)

APPROVAL OF MINUTES

Commissioner McBride moved to approve the minutes of February 14, 2018 as presented. The motion was seconded by Acting-Chairman Bob Black. Motion passed.

FINANCIAL REPORT

1. The Treasurer's Financial Statement indicated a balance of \$3,516,407.13.
2. Revenues received:
 - \$4,710.03, interest income.
 - \$650.00, Douglas County, balance remaining on the 2017 code enforcement agreement. (Warrant No. 311296)
 - \$2,119.74, Michael Soltwisch/Washington State Labor & Industries, time loss compensation 1/13/2018-1/26/2018. (Warrant No. 268632L)
 - \$450.00, Gavin Burnett, final payment on refund of the 2016 resident program. (Cash)
 - \$1,222.00, Department of Health, 2018 Trauma-Prehospital Participation Grant (EFT #729029!)

CORRESPONDENCE (None)

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STAFF REPORTS

Chief:

In the absence of Chief Baker, Assistant Chief Phillips reported on the following:

- The segregation and boundary line adjustment were completed on the N.W. Cascade property. The hospital would be transferring right-of-way and granting easement. As the property was currently being staked, the actual square footage could possibly be affected, requiring the price to be adjusted. Closing was expected after the regular meeting in April.
- A preliminary conceptual drawing of a north-end station was drafted that was intended to show the layout on the property. The interior was still a work in progress. Decisions were still to be made on whether it would be a one or two-story building. Where resident housing and administrative offices were located would have an impact.
- A draft *Master Plan* document was sent to the board members prior to the meeting with the notation that it was a work in progress. A survey on the mission statement, vision, goals and values was recently conducted, but results were yet to be reviewed with co-producer and Volunteer Firefighter Mark Collins. Goals would need to be set before scheduling the next planning workshop.
- Another military truck was acquired, purchased through the Washington State Department of Enterprise Services for \$4,500. It was attempted to get it through a grant like the previous one, but the district was turned down. It would be converted to a brush truck for \$50,000-\$60,000 built in-house. One estimate for \$87,000 was received to have it out-sourced to be built. Budget was \$150,000.
- A scissor-style man-lift was also purchased from Washington DES for \$1,600. One had been budgeted for \$9,500.
- A Type-6 engine was ordered on a state contract for \$54,566. It was estimated to cost \$90,000 to build.
- The rescue vehicle was expected to be delivered by the end of May.

Training:

- New logos were under development. They would be phased in over a year.
- More information was provided on a training prop discussed at the last meeting. Cost for a standard building with the capabilities of burning propane was estimated between \$720,000 and \$850,000.
- Advertising for the three lateral firefighters would be posted on Friday for applications accepted for two weeks through March 30. Testing and interviews were planned for April 19 and 20. Hire date was set for June 1.
- The Labor/Management Committee was restored and working together to develop the criteria for hiring lateral firefighters. Their next meeting was planned for the following week to consider light duty.

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- A future policy was likely forthcoming for inclusion on the memorial that would establish a minimum service time for volunteer members of ten (10) years, or less if it were a line-of-duty death or death while in service. Commissioners having served a full term and staff would also be eligible.
- Live fire training was anticipated, likely to occur sometime this spring and fall; McDougall & Sons offered the buildings to burn.

Volunteer Coordinator:

- Applications were being accepted through March for resident firefighters; forty have been received so far. Testing and interviews were scheduled for April 15 & 16. Four slots were reserved at the Fire Training Academy in North Bend starting in August.
- Interviews were underway for two residents at Pangborn. There was no interest in the open resident position in Rock Island.
- Eight new volunteer recruits were still on board. They recently attended Fire Control 1 (formerly Burn to Learn) at North Bend and completed the structure portion of the recruit academy. Next will be wildfire training.

Fire Marshal: (No report. Chief Blanchard was attending fire marshal training in Spokane.)

UNFINISHED BUSINESS

1. The appraisal of the Rapids Substation property requested by the Douglas County PUD would cost \$2,800; Pacific Appraisal Associates was recommended. Following the purchase, it would take a year for the short plat process. Commissioners Black and McBride reiterated they wanted a written agreement in place that the appraised value would be accepted.

NEW BUSINESS

1. A proposal and agreement to hire Michelle Mazzola, Resource Solutions, LLC to write a SAFER grant application was previously submitted to members. The fee was \$6,500. She was highly recommended and was known for contributing to successful grant awards, referencing Grant County Fire District No. 3 having received more than one with her assistance. The application period would be open for approximately 30 days with a deadline in mid-April. Members indicated they needed more time and information to review before taking action. A special meeting would likely be scheduled in the next week with a full board present.
2. Drafted financial management policies were submitted prior to the meeting for consideration of adoption. Acting-Chairman Black tabled the subject for the next meeting to allow more time for review.

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3. Commissioner McBride moved to adopt Resolution No. 03-14-2018B, amending the 2018 Expense Fund Budget with a transfer of \$82,849 from the expense reserves to hire three (3) lateral firefighters at the rank of Firefighter II effective June 1, 2018. The motion was seconded by Acting-Chairman Black. Motion passed.

PAYROLL & VOUCHERS

February Expenses: Payroll totaled \$179,185.40. Claims totaled \$56,237.82 for Vouchers No. 180302001 through 180302059.

Payroll changes were approved as follows:

- Part-time Lieutenants Triston Brender, Joe Cox and Firefighter Joe Simpson were removed from payroll having had their leaves of absence end effective January 1, 2018.

Commissioner McBride moved to approve February payroll and vouchers in the amount of \$235,423.22. The motion was seconded by Acting-Chairman Black. Motion passed.

GOOD OF THE ORDER

- IAFF Local #4197 President Herb King expressed his appreciation for the collaboration with Chiefs Glenn and Phillips on labor interests. He credited A-shift, comprised of Captain Sean Clarke, Firefighters JP Sokolowski, Billy Turner and Josh Bollinger for their creative work in crafting a new mission statement and values part of the developing master plan. He clarified that the Local supported the resident program whole-heartedly as long as it wasn't replacing the labor force's work.

Commissioner McBride moved to adjourn the meeting at 5:55 p.m. The motion was seconded by Acting-Chairman Black. Motion passed.