

## MINUTES

### BOARD OF FIRE COMMISSIONERS

#### DOUGLAS COUNTY FIRE DISTRICT NO. 2

April 11, 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 Fire Chief Dave Baker, Assistant Chiefs John Glenn and Kurt Blanchard, Volunteer Division Chief Ron Roy, Captains Seth Ellis and Mike Soltwisch, Volunteer Lieutenants Kyle Dennis and Mitchell Williams, Firefighters Anthony Stone and Cole Clark.

**ADDITIONS/DELETIONS TO THE AGENDA** (None)

#### APPROVAL OF MINUTES

**Commissioner Black moved to approve the minutes of March 14 and 20, 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 \$3,814,972.53.
2. Revenues received:
  - \$4,088.10, interest income.
  - \$2,119.74, Michael Soltwisch/Washington State Labor & Industries, time loss compensation 1/27/2018-2/9/2018. (Warrant No. 281304L)
  - \$2,119.74, Michael Soltwisch/Washington State Labor & Industries, time loss compensation 2/10/2018-2/23/2018. (Warrant No. 293343L)
  - \$400.00, Board for Volunteer Firefighters, reimbursement for four (4) volunteer medical exams. (Warrant No. 717468M)
  - \$370.00, Chandler Van Amen, payment on refund of the 2016 resident program. (Cash)
  - \$5,090.49, City of East Wenatchee, code enforcement agreement for first quarter, 2018. (Check No 49810)
  - \$370.00, Chandler Van Amen, payment on refund of the 2016 resident program. (Cash)
  - \$130.00, NCW Fire Chiefs Association, reimbursement for dinner meeting. (\$100 Cash/\$10 Check No. 2332/\$20 Check No. 1570)

**MINUTES**  
**APRIL 11, 2018**  
**PAGE 2**

- \$48.64, Donna Gills, returned overpayment for lenses after insurance for Don. (Check No. 20452)
- \$2,119.74, Michael Soltwisch/Washington State Labor & Industries, time loss compensation 2/24/2018-3/9/2018. (Warrant No. 305955L)
- \$2,119.74, Michael Soltwisch/Washington State Labor & Industries, time loss compensation 3/10/2018-3/23/2018. (Warrant No. 318358L)
- \$318.86, TD Ameritrade/FTJ Fund Choice, returned deferred comp funds of Kyle Bowles for December 2017. (Check No. 0221161374)
- \$325.26, TD Ameritrade/FTJ Fund Choice, returned deferred comp funds for Kyle Bowles for January 2018. (Check No. 0221167448)

**CORRESPONDENCE (None)**

**STAFF REPORTS**

**Chief:**

- Chief Baker was working with Michelle Mazzola (grant writer) to complete the SAFER grant application by the middle of the following week.
- The segregation of assessments for a ULID that included the north-end property was approved by the East Wenatchee Water District. Once the resolution was signed, it would be routed to the Douglas County Treasurer for implementation.
- Appraisal of the proposed site for the Rock Island Station was expected later this month.
- Report on status of new vehicles:
  - Delivery of the rescue truck was expected the end of May.
  - Staff vehicle for Chief Glenn was delayed, but had been delivered.
  - Tank for the new military truck had been ordered.
- Representatives from Pangborn Airport had agreed to meet, probably in May. The chosen format was to include the opportunity to ask questions. Board members would be provided with a copy of the current agreement.
- Commissioner McBride initiated discussion with questions regarding a future bond issue, expressing concerns over rising interest rates and construction costs. Chief Baker explained that costs were currently unknown and there was some reluctance to proceed without having acquired the property. Also, specific to Rock Island, the short plat process would take a year.
- A good, “solid” pool of six applicants would be testing later in the month for the three open lateral firefighter positions.

**Training:** (No report. Chief Phillips was in Baltimore MD reviewing federal grant applications.)

**MINUTES**  
**APRIL 11, 2018**  
**PAGE 3**

**Volunteer Coordinator:**

- With the help of Firefighter Cody Shelton, a map was produced and distributed that indicated where the applicants for Resident Firefighter were from. Forty-two applications were received. Testing and interviews would be conducted the coming weekend.
- There were two prospective residents for Pangborn. One would not be available until the end of summer. The other was in the process of a background check. ARFF training will follow.
- Volunteer applications were still coming in. Some applicants were attending drills nights, awaiting an in-house recruit class.
- Recruitment methods using the website, on-site visits and advertising on the Daily Dispatch were reported to be effective.

**Fire Marshal:**

- Due to significant growth within the District, Assistant Chief Blanchard had been working long days and spending a lot of time at Douglas County Transportation and Land Services. Pre-application hearings were scheduled three weeks out.
- Firefighter Cody Shelton was commended for his work on the district's website and helping with the development of auto-answers. A contractor's section may be added.
- A large development proposed in Rock Island was seeking an environmental review.
- Fire inspections were now conducted directly on I-pads.
- The schools had opened dialogue to help with the threat of shooting incidents.
- Chief Blanchard explained he was an ombudsman for promoting defensible space. The District was found to be deficient in the last ISO review with adult education programs. He is working with residents in Fancher Heights, 19<sup>th</sup> Street and Sun Cove.
- Pre-fire planning was underway with the assistance of Firefighter Herb King.
- Training was continuing towards Fire Inspector Certifications.
- To improve the presence of the District with hazardous materials incidents, Chief Blanchard plans to meet on the status of tying Tier II Reporting in with RiverCom. He wanted command involvement with standby for law enforcement.
- He is currently instructor for the college hydraulics class at Wenatchee Valley College.

**UNFINISHED BUSINESS**

1. Drafted Financial Management Policies were distributed to members prior to the last meeting. They were proposed for adoption as recommended by Jim Nelson, Senior Vice President of D.A. Davidson & Co.

**Commissioner Black moved to adopt Resolution No. 04-11-2018A, Financial Management Policies, as presented. The motion was seconded by Commissioner McBride. Motion unanimously passed**

**MINUTES**  
**APRIL 11, 2018**  
**PAGE 4**

2. Chair Dawn Collings signed the extension for closing the purchase of property at 3540 NW Cascade Avenue to occur on or before May 31, 2018.

**3. Commissioner McBride moved to adopt Resolution No. 04-11-2018B, supporting the SAFER grant application for hiring additional firefighters. The motion was seconded by Commissioner Black. Motion unanimously passed.**

This resolution and a letter of support signed by Chair Dawn Collings would be submitted as part of the grant application.

**NEW BUSINESS**

**1. The regular meeting in May was changed to Monday, May 14, 2018 to allow support staff to attend their annual conference.**

**PAYROLL & VOUCHERS**

March Expenses: Payroll totaled \$182,837.15. Claims totaled \$106,006.13 for Vouchers No. 180402001 through 180402063.

**Commissioner Black moved to approve March payroll and vouchers in the amount of \$288,843.28. The motion was seconded by Commissioner McBride. Motion unanimously passed.**

**GOOD OF THE ORDER**

- Volunteer Division Chief Ron Roy reported on the following:
  - On the federal level, the USFS had a new director. Appropriations were recently approved towards grant programs for the fire service.
  - The Board for Volunteer Firefighters will be conducting open meetings to improve their system, possibly changing from an age-based system to service. An information sheet was distributed regarding WAC 491-03-030 with their training and response participation requirements effective since 2009. It was noted that the requirement minimums were less than what the Fire District based their pension requirements. A review of denied pensions was suggested.
  - The question was relayed, "What's the future of the volunteers for 1.5 and 10 years in Douglas County?". In response, board members agreed the subject should be discussed with the administration.

**MINUTES**  
**APRIL 11, 2018**  
**PAGE 5**

- Assistant Chief Glenn and Captain Seth Ellis assisted with the testing process for Chelan County Fire District No. 3 to hire new career and seasonal firefighters. Chief Glenn relayed appreciation expressed by Fire Chief Kelly O'Brien.

**Commissioner McBride moved to adjourn the meeting at 6.00 p.m. The motion was seconded by Commissioner Black. Motion unanimously passed.**