

## **MINUTES**

### **BOARD OF FIRE COMMISSIONERS**

#### **DOUGLAS COUNTY FIRE DISTRICT NO. 2**

February 13, 2019  
East Wenatchee, WA

The meeting was called to order at 5:00 p.m. by Chairman Bob Black with Commissioner Dawn Collings present.

District personnel in attendance were Fire Chief Dave Baker, Assistant Chiefs Cam Phillips and Kurt Blanchard, Captain Seth Ellis, Volunteer Lieutenants Kyle Dennis and Mitchell Williams, Firefighters Herb King, Kyle Bowles. Cody Shelton, Jordan Givens, Resident Firefighters Colton Sackman and Jason Koster.

#### **ADDITIONS/DELETIONS TO THE AGENDA**

- District Policies were added to Unfinished Business.
- IAFF Local 4197 President Herb King was added to speak regarding the proposed new position of Lieutenant.

#### **APPROVAL OF MINUTES**

**Commissioner Collings moved to approve the Minutes of January 9, 2019 as presented. The motion was seconded by Chairman Black. Motion passed.**

#### **FINANCIAL REPORT**

1. The Treasurer's Financial Statement indicated a balance of \$4,994,891.68.
2. Revenues received:
  - \$10,893.77, interest income.
  - \$17,000.00, PUD #1 of Douglas County, 2019 fire protection services agreement. (Check No. 38491)
  - \$7,500.00, Douglas County TLS, 2018 fire marshal agreement base fee. (Warrant No. 322567)
  - \$5,090.49, City of East Wenatchee, 2018 fire marshal agreement. 4<sup>th</sup> Qtr. (Check No. 51287)
  - \$3,573.51, PUD#1 of Chelan County, fire protection agreement July 1, 2018 – June 30, 2019. (Warrant No. 803442)
  - \$29,034.00, Douglas County TLS, 2018 fire marshal agreement code fees. (Warrant No. 323049)

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- \$4,373.00, WSP, payment for personnel on the Crystal Fire. (EFT #550516!)
- \$10,853.46, BNSF, payment for fire suppression of the Trinidad Fire on July 24, 2017. (Check No. 0016065601)

**CORRESPONDENCE**

- Washington Department of Transportation had sent a toll bill in error for a trailer that had not been used for several years. The charge was removed.
- The Pest Control Board sent notice on controlling fruit-bearing trees on the N.W. Cascade property as it had been formerly orchard. The property was sprayed last fall and would be again in the spring.

**STAFF REPORTS**

**Chief:**

In addition to the *Report to Commissioners* prepared by Chief Baker, attached as part of this record, the following was added in discussion:

- Personnel
  - Teresa retired; her last day was February 8. Administrative Assistant Kris Felty was commended for an outstanding job with taking on additional duties.
- SAFER Grant
  - The application period would close March 22. The additional firefighters were expected to be hired in October.
- Property
  - Rock Island: An interlocal agreement would be finalized for the March meeting that would address revisions to the short plat and improvements.
- Apparatus
  - The Apparatus Committee comprised of Firefighter Scott White and Mechanic Jay O'Connell would be developing specifications for a ladder truck.
  - The chassis ordered for the brush truck to be built in-house was no longer available. Options were being researched.

**Recruitment/Retention:** (No report; Chief Glenn was absent due to illness.)

**Training:**

- Feedback on the recruit academy coordinated with Chelan County Fire District No. 1 and the Washington State Patrol was positive, though described as intense. Two weeks had been completed in the 12-week program.
- The annual recognition banquet was scheduled for Saturday, March 2.
- Two residents at the airport had sustained off-the-job injuries with relatively short-term leaves.

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**Fire Marshal:**

- The event coordinated with the Red Cross for smoke detector installations was cancelled due to weather.
- Commercial construction had slowed.
- Chief Blanchard would be meeting with the East Wenatchee Building Official and City Attorney the next week to discuss businesses out of compliance with the fire codes.
- Douglas County had adopted wildland interface codes that would now need implementation.
- Software for a pre-fire program had been downloaded.
- A Firewise workshop would be conducted on February 23 at Pybus Market.
- Suggestions for the spring newsletter were requested.
- A meeting was planned with the website designer regarding community outreach for fire prevention.
- Tier II Reporting would be discussed on February 19.
- A presentation by the state crime lab on evidence collection was planned for late February.
- Chief Blanchard planned to travel to NFPA Inspector II training and certification beginning March 18 in Massachusetts.

**UNFINISHED BUSINESS**

1. District Policies: Completing their review, **Commissioner Collings moved to approve the policies in Chapters 7, 8 and 9. The motion was seconded by Chairman Black. Motion passed.** Staff review was anticipated to take several months.
2. Master Plan: The final version of the master plan document would be formatted and presented for approval at the April meeting.
3. Lieutenant Job Description: In discussion, President King expressed concerns over the lack of communication with union members, questioned what the benefit would be, and considered the proposed pay to be too low. Board members were reluctant to approve and directed the matter be brought back to them when it was worked out between administration and union.

**NEW BUSINESS (None)**

**PAYROLL & VOUCHERS**

January Expenses: Payroll totaled \$213,937.66. Claims totaled \$84,917.18 for Vouchers No. 190202001 through 190202074, and 190203001.

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The following payroll changes were approved effective January 1, 2019:

- Statutory increase for daily commissioner compensation to \$128.00.
- Salary increase of 3.2% for administrative employees.
- Per the 2016-2021 collective bargaining agreement:
  - Salary increase of 3.2% for represented employees.
  - The maximum deferred compensation match increased to \$168.00.
- Promotion of Firefighters Kyle Bowles and Cody Shelton to Firefighter II.
- Base rate for part-time firefighters set to the new minimum wage for Washington State of \$12.00 per hour and all hourly rates increased based on rank per the adopted wage schedule.

**Commissioner Collings moved to approve January payroll and vouchers in the amount of \$298,854.84. The motion was seconded by Chairman Black. Motion passed.**

**GOOD OF THE ORDER (None)**

**Commissioner Collings moved to adjourn the meeting at 5:40 p.m. The motion was seconded by Chairman Black. Motion passed.**