

## **MINUTES**

### **BOARD OF FIRE COMMISSIONERS**

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

April 10, 2019  
East Wenatchee, WA

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

District personnel in attendance were Fire Chief Dave Baker, Assistant Chiefs Cam Phillips, John Glenn, and Kurt Blanchard, Volunteer Division Chief Ron Roy, Captains Sean Clarke and Shane Flatness, Volunteer Lieutenant Kyle Dennis, Firefighters Herb King, Billy Turner, J.P. Sokolowski, Cody Shelton, Mark Zielinski, Jordan Givens, Jake Toevs, Volunteer Firefighter Jeff Linterman, and Resident Firefighter Carter Welch.

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

The following items had been added by Chief Baker after the agenda was posted and distributed:

- Resolution to surplus Brush Truck 4-2 was added to New Business
- Acquisition of real estate to be considered in Executive Session

#### **APPROVAL OF MINUTES**

**Commissioner McBride moved to approve the Minutes of March 13, 2019 as presented. The motion was seconded by Commissioner Collings. Motion unanimously passed.**

#### **FINANCIAL REPORT**

1. The Treasurer's Financial Statement indicated a balance of \$4,995,885.93.
2. Revenues received:
  - \$9,328.80, interest income.
  - \$110.00, NCW Fire Chiefs, reimbursement for dinners, hosted meeting on March 27. (Cash)
  - \$3,684.60, Chelan/Douglas Community Action Council, 2019 fire protection agreement for Sunset Ridge. (Check No. 89372)
  - \$5,268.66, City of East Wenatchee, code enforcement agreement 1<sup>st</sup> Qtr. 2019. (Check No. 51791)

#### **CORRESPONDENCE**

- Chief Baker received a thank-you letter from Fire Chief Mike Asher, Chelan County Fire District No. 8. for assistance on a recent house fire.

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- Chief Baker sent a letter for RiverCom in support of future funding.
- Assistant Chief Phillips received a thank-you letter from Misty Viebrock, Director at RiverCom for assistance with their selection process in hiring new Operations Manager Molly Elliott.

**STAFF REPORTS**

**Chief:**

- Personnel
  - A job description for the vacant administrative position was currently being drafted.
- Grants
  - The application for a SAFER grant was submitted.
- Property
  - Station 4: The project would be moving forward; the decision requiring 50' setbacks had been rescinded. A SEPA review was now required. The District would be coordinating with Douglas County Sewer District as they had received funding for expansion in the area.
  - Rock Island: The short plat was completed. A SEPA review was currently being conducted by the engineers. The payment of \$132,366.19 for closing on the property was included in the claims to be approved today.
- Apparatus
  - The vehicle that was ordered a year ago to replace a brush truck was unable to be built due to the plant closing in Mexico; alternatives were under consideration.
- Contracts
  - Included in the claims submitted today were almost \$300 in roaming charges incurred by Assistant Chief Glenn. Chief Baker would be meeting with a rep from Verizon in the next few weeks to update the plan.
  - Chief Baker would execute the renewal of the *Fire District Assistance Agreement (Agreement No. 93-098282)* with the Department of Natural Resources on behalf of the Fire District.

**Training:**

- The 2019 Washington Fire Symposium presented by the WFC Training Officers Section was to be held in Wenatchee next week.
- Upgrades were being phased in to radio systems regionally with an emergency button that notifies RiverCom with the capability to identify who transmitted it.

**Recruitment/Retention:**

- The new resident firefighters were currently attending EMT Class; and Wildland Firefighting at Wenatchee Valley College. Other fire science programs were being looked at in opposition to how class scheduling was dragging out the program.

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- Alternatives to the Fire Training Academy in North Bend which would close after the current program were being researched. Some were already determined to be too expensive.
- It was reported that housing was currently not available for bringing on more residents.
- The regional recruit academy would wrap up this week with graduation this weekend. Feedback had been positive. Assistant Chief Glenn was impressed with this group of participants.
- Future training for Assistant Chief Glenn included a leadership class at the upcoming conference and a class at the National Fire Academy.

**Fire Marshal:**

- The smoke detector installation event in conjunction with the Red Cross was considered a success. 108 alarms were installed in 36 homes at 401 S. Kentucky Ave. More events targeting mobile home parks would be held in the future.
- There were two recent house fires noted:
  - Mobile home in Sun Cove was under investigation; possible cause was a heater. There were no injuries.
  - Mobile home near Hydro-Park was under investigation; smoking material on the back porch was suspected. One fatality.
- Sweeping changes were coming to the website. It would include information in Spanish.
- Residential development included Maryhill Phases 5 & 6, Stimac project on 4<sup>th</sup> Street, (2) 100 homes near Rock Island Pond, Rock Island Road and S. Nile Ave.
- Commercial development included Lone Pine, Sabey and Black Rock Data, Douglas County Law & Justice Building, Chamberlain, (5) elementary school remodels, sprinkler system at Costco, Marson, and Marriott.
- The district would be participating in the “Chief for a Day” event for the first time.
- Assistant Chief Blanchard would proctor the Wildland Firefighting exam at Wenatchee Valley College.
- The spring newsletter would be published in May.
- Captain Sean Clarke gave a brief presentation on the developing pre-fire plan program using ESRI software and coordinated with RiverCom. He used Wenatchee Valley Mall as an example.

**Volunteer Division Chief:**

- Chief Roy reported that after visiting the burn facility in Moses Lake, there appeared to be opportunity for a future facility for this district.

**UNFINISHED BUSINESS (None)**

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**NEW BUSINESS**

- 1. Commissioner Collings moved to approve the *Professional Architectural Services Agreement for Rock Island Station* as presented. The motion was seconded by Commissioner McBride. Motion unanimously passed.**
- 2. Commissioner Collings moved to adopt Resolution No. 04-10-2019, surplusng the 1994 Ford 4x4 brush truck having set a minimum value of \$2,500 to be sold for the best price received via sealed bids. The motion was seconded by Commissioner McBride. Motion unanimously passed.**
3. The recommendation by the State Auditor's Office to change how volunteer drills were paid was discussed. It was agreed that time was needed to research options at the request of Division Chief Roy. Payment would continue as had been previously practiced and authorized by the SAO in the meantime.

**EXECUTIVE SESSION**

Chairman Bob Black closed the meeting at 5:45 p.m. for a twenty-minute executive session to consider the acquisition of real estate as allowed in RCW 42.30.110(1)(b). Chief Baker, Assistant Chiefs Phillips and Blanchard remained in the meeting. The executive session was extended for another five minutes. The open meeting reconvened at 6:10 p.m.

**PAYROLL & VOUCHERS**

March Expenses: Payroll totaled \$211,762.85. Claims totaled \$224,411.03 for Vouchers No. 190402001 through 190402070, 190403001.

The following payroll changes were approved:

- Teresa Olson was removed from payroll; retired effective March 1, 2019. Her last day was February 8, 2019.

**Commissioner Collings moved to approve March payroll and vouchers in the amount of \$436,173.88. The motion was seconded by Commissioner McBride. Motion unanimously passed.**

**GOOD OF THE ORDER**

1. Chief Baker announced that retired Fire Chief Ron Combs had passed away. There would be no services.

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2. Chief Glenn advised a sign would be posted at the future Rock Island Fire Station site.

**Commissioner McBride moved to adjourn the meeting at 6:15 p.m. The motion was seconded by Commissioner Collings. Motion unanimously passed.**