

## **MINUTES**

### **BOARD OF FIRE COMMISSIONERS**

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

May 8, 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 Chief John Glenn, Captain Seth Ellis, Volunteer Lieutenant Kyle Dennis, Firefighters Herb King, J.P. Sokolowski, Kyle Bowles, Jordan Givens, Jake Toevs, and Resident Firefighters Colton Sackman and Tyler Bertram.

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

- Overview of the SEPA process was added to New Business by Chief Baker.
- Executive Session to discuss acquisition of real estate was requested by Commissioner McBride.

#### **APPROVAL OF MINUTES**

**Commissioner McBride moved to approve the Minutes of April 10, 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 \$6,436,218.89.
2. Revenues received:
  - \$9,908.97, interest income.
  - \$1,200.00, Loren & Pamela Baltrusch, April rent. (Check No. 17951)
  - \$100.00, Annie M. Sackman, Tony Sackman memorial donation. (Check No. 5229)
  - \$5,789.89, Greg Swezey/Cascade Mechanical, purchased surplused Brush Truck 4-2. (Check No. 20323)

**CORRESPONDENCE (None)**

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**STAFF REPORTS**

**Chief:**

- Personnel
  - A proposed job description for Executive Assistant was distributed for board members to review. A resolution would be ready for adopting into district policy at the June meeting.
- Property
  - SEPA: Information was distributed to board members which included a draft resolution, environmental checklists for Stations 3 and 4, Notice of Determination of Non-significance (DNS) and associated legal advertisement for both properties, and list of agencies to determine those having jurisdiction to contact for comment during a 14-day review period. The resolution would be ready for adoption at the June meeting.
  - Rock Island: It was advised that an underground mat with rebar for capping irrigation was located directly under the power lines. It was expected to have no effect.
- Apparatus
  - The surplused brush truck sold for \$5,789.89.
- Housing
  - Modular Homes: A price between \$85,000 and \$155,000 was provided in response to a request from Commissioner McBride.

**Recruitment/Retention:**

- Several inquiries had been received regarding the upcoming resident recruitment. Testing would be conducted June-July. It was planned to participate in Chelan County Fire District No. 1's academy in the fall.
- More volunteer applications had been received.
- The vacated fire station in Rock Island was being set up for volunteer firefighters to man on a trial basis.
- Volunteer Firefighter Chris Martinez had completed Aircraft Rescue and Firefighting (ARFF) Training.
- Chief Glenn was assisting Chief Phillips with a test scheduled the following week to establish an eligibility list for promotions.

**Training:** (No report, Chief Phillips went home sick.)

**Fire Marshal:** (No report, Chief Blanchard was attending a conference in Leavenworth.)

**UNFINISHED BUSINESS** (None)

**NEW BUSINESS**

1. Executive Assistant Job Description: Previously discussed in the Chief's Report. See above.

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2. SEPA Process Overview: Previously discussed in the Chief's Report. See above.

**PAYROLL & VOUCHERS**

April Expenses: Payroll totaled \$205,069.21. Claims totaled \$106,172.67 for Vouchers No. 190502001 through 190502063.

**Commissioner Collings moved to approve April payroll and vouchers in the amount of \$311,241.88. The motion was seconded by Commissioner McBride. Motion unanimously passed.**

**GOOD OF THE ORDER**

1. Captain Ellis reported on live-fire training for a 10-acre burn conducted at the Gun Club on April 27. There were 31 participants with seven receiving their certification. A second part would be conducted on a drill night in the future.

2. NCW Life interviewed A-Shift crew members about the rescue of a child from a Rock Island pond in February as part of a one-hour special. It was to include people from all the agencies involved. District personnel would be able to preview before it was released to the public.

3. A retirement social would be held on Friday, May 17 for retired Administrative Assistant Teresa Olson.

4. Assistant Chief Don Gills had passed away on April 30, 2019. His services would be held on Saturday, May 18.

**EXECUTIVE SESSION**

Chairman Bob Black closed the meeting at 5:23 p.m. for a ten-minute executive session to continue discussion on the possible acquisition of real estate as allowed in RCW 42.30.110(1)(b). Chief Baker and Assistant Chief Glenn remained in the meeting. The executive session was extended for another ten minutes. The open meeting reconvened at 5:43 p.m.

**Commissioner Collings moved to adjourn the meeting at 5:45 p.m. The motion was seconded by Commissioner Collings. Motion unanimously passed.**