

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

June 12, 2019
East Wenatchee, WA

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

District personnel in attendance were Fire Chief Dave Baker, Assistant Chiefs Cam Phillips, Kurt Blanchard and John Glenn, Captain Mike Soltwisch, and Firefighters Mark Zielinski and Cody Shelton.

ADDITIONS/DELETIONS TO THE AGENDA (None)

APPROVAL OF MINUTES

Commissioner McBride moved to approve the Minutes of May 8, 2019 as presented. The motion was seconded by Chairman Black. Motion passed.

FINANCIAL REPORT

1. The Treasurer's Financial Statement indicated a balance of \$6,972,733.13.
2. Revenues received:
 - \$9,593.16, interest income.
 - \$1,200.00, Loren & Pamela Baltrusch, May rent. (Check No. 17957)
 - \$162.50, Housing Authority of Chelan County & City of Wenatchee, fire protection agreement for Heritage Glen, May 1, 2019-April 30, 2020. (Check No. 62069)
 - \$4,677.65, Labor & Industries, Stay at Work Reimbursement for Josh Barnes. (Warrant No. 908258M)
 - \$5.00, Lexis-Nexis, payment for requested incident report. (Check No. 789208492)
 - \$115.25, Cascade Auto Center, refunded license fee. (Check No. 41417)
 - \$1,200.00, Loren & Pamela Baltrusch, June rent. (Check No. 17965)
3. The Annual Report for 2018 was submitted to the State Auditor's Office as required. Copies were distributed to board members prior to the meeting.

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CORRESPONDENCE

- Letter from the Douglas County Sewer District Board of Commissioners and District Manager dated May 14, 2019 thanking Chief Baker and the Board of Fire Commissioners for sending a letter of support for the Wenatchi Landing Sewer Extension Project. It was successful in receiving \$4 million in grant funds.

STAFF REPORTS

Chief:

- Policies
 - A policy regarding benefits for non-represented employees was currently being revised for inclusion in the new manual.
- Property
 - Station 4: Having met with Jim Nelson, Senior Vice President at D.A. Davidson & Co. at the WFC Conference, it had been suggested to seriously move forward with financing if the Fire District was planning to obtain a building permit in early July. It would take six weeks to obtain the permit. A tentative schedule for issuing the bonds on October 17 was distributed. It was reported that interest rates were trending down this year, .75% so far. Chairman Black expressed concern with the limited time to expend the bond funds based on the lack of bidders for the school district's project. It was explained that their project was not a good comparison as it involved several projects at various schools. The issues were complexity and size as opposed to availability of contractors. More of interest, Chelan County Fire District No. 1 was to have their bids in for station construction the end of June.
- Apparatus
 - The military truck will be offered to other Douglas County Fire Districts to use. Confirmation of insurance and qualified drivers would be necessary.
 - Acquisition of new apparatus was on hold due to lack of space but would move forward with groundbreaking of the new stations. Specifications were being developed for an engine. Used quints were also discussed.
- Water Rescue
 - A preliminary viewing of a one-hour special on the water rescue that occurred in Rock Island in February would be held at Pybus on Wednesday, June 19 at 7:00 p.m. for emergency responders. The special would air the next night.

Training:

- The HVAC at Station 1 had quit working a few times in the last week. It was to be tested in the next week to help determine when to replace it. It was a budgeted item for \$33,000 but the estimate was \$44,000. Another consideration was the current system had more longevity

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than a new one if it was working. Another factor was the coolant in the present system would become unavailable next year. Parts were also unavailable. The estimated time to fix it was three days.

- One firefighter sustained an injury to his ear during recent rescue swimmer training. All intended staff had been trained in swift water rescue except three, and five in rescue swimmer training. It was planned to purchase dive belts in the future, used for getting victims off the bottom. The district had been deployed four times this year. All shifts have had exposure to water rescue.
- Updated EVIP training was being conducted.
- Starting July 1, the following firefighters would be changing between shift and day schedules. Firefighter Cody Shelton would assist with training on days; Firefighter Jordan Givens would assist with fire prevention; Firefighter Josh Barnes would return to a 48/96 shift schedule.

Recruitment/Retention:

- Five members had completed EMT training. Their instructor had advised they were the leaders in the class. Three had taken the national test; the others were waiting to schedule. All would be seeking state certification. In addition, residents were attending college classes and wildland training. Resident Firefighter Michael Lundgren was recognized for completing EMT certification and Resident Firefighter Josh Bollinger for earning his Associates Degree.
- Testing would be conducted June 22-23 to select three resident firefighters out of fifteen to be interviewed. There were originally fifty-nine applicants. They would start out attending a regional training academy.
- Furnishings had been purchased for the Rock Island Station. Shift sign-ups by volunteer firefighters were underway on a trial basis for three months. As an alternative, there was also interest in moving into the station.
- Housing was available for residents at Rylee Ann, second-year residents at Pangborn.

Fire Marshal:

- Development was overwhelming with new housing, apartments, hotel and massive subdivisions.
- The public newsletter would be mailed out in the next few weeks. It had a new developer.
- Firefighter Cody Shelton was credited for posting a video on the District's website social media regarding the burn ban. It had received 5000 hits and 15 shares; comments were positive.
- Recruitment and advertising smoke detectors were being emphasized in Rock Island.
- The pre-fire program was in development. It was a coordinated process including Douglas County, I-Spy, RiverCom and Chelan CTC.
- Inspections were providing opportunity for positive interaction with the public.
- The hydrant program was well organized and moving forward.

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- Businesses out of compliance with code requirements were being held accountable with the help of TEGRIS. Leverage was coming from Labor and Industries; business licenses were at stake.
- Changes in licensing for alarm systems had current companies scrambling. A good system would be established.

UNFINISHED BUSINESS

1. SEPA documents were ready to distribute to the affected agencies and the required notice would be published, beginning a 14-day review period. The Director of Douglas County Transportation and Land Services and the District's legal counsel had confirmed the lead agency was Douglas County Fire District No. 2. Once the process was concluded, a building permit could be obtained.

Commissioner McBride moved to adopt Resolution No. 06-12-2019A, guidelines for compliance with the provisions and requirements of the State Environmental Policy Act (SEPA) and designating the Fire Chief as the District's SEPA Responsible Official. The motion was seconded by Chairman Black. Motion passed.

2. Commissioner McBride moved to adopt Resolution No. 06-12-2019B, incorporating the job description of Executive Assistant into the District Policies. The motion was seconded by Chairman Black. Motion passed.

NEW BUSINESS (None)

PAYROLL & VOUCHERS

May Expenses: Payroll totaled \$206,486.60. Claims totaled \$142,975.22 for Vouchers No. 190602001 through 190602070.

The following payroll changes were approved:

- Christopher Martinez opted into part-time Firefighter status effective May 1, 2019.
- Carter Welch resigned effective May 15, 2019.
- Theodore Martin was removed from payroll effective June 1, 2019. His leave of absence had expired.
- Captain Sean Clarke was released to full duty, returned to shift schedule effective June 1, 2019.
- Shane Flatness returned to permanent rank of Firefighter III effective June 1, 2019.
- Jordan Givens, Jacob Toevs, and Mark Zielinski were promoted to Firefighter III effective June 1, 2019.

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Commissioner McBride moved to approve May payroll and vouchers in the amount of \$349,461.82. The motion was seconded by Chairman Black. Motion unanimously passed.

GOOD OF THE ORDER

1. Architect Peter Carletti would be here to meet on June 26.
2. Commissioner McBride recently attended a Training Officers Conference in Arizona where he purchased copies of a recommended book "Leading is Art" by Terry Gurno. The books were distributed to the Chiefs and Commissioners.

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