

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

July 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 Chief John Glenn, Volunteer Division Chief Ron Roy, Captain Seth Ellis, and Firefighters J.P. Sokolowski and Jordan Givens.

ADDITIONS/DELETIONS TO THE AGENDA

- Resolution to surplus furniture was added by Chief Baker.
- Agreement for Douglas County Fire District No. 5 (Mansfield) to use the 5-ton brush truck was added by Chief Baker.
- Pangborn Memorial Airport/Port Consolidation was removed. Representatives were unable to attend.

APPROVAL OF MINUTES

Commissioner McBride advised that meeting minutes should indicate whether an absence was excused or unexcused. Commissioner Collings was excused from the June meeting.

Commissioner McBride moved to approve the Minutes of June 12, 2019 with the change above. The motion was seconded by Commissioner Collings. Motion passed.

FINANCIAL REPORT

1. The Treasurer's Financial Statement indicated a balance of \$6,652,425.46.
2. Revenues received:
 - \$12,134.17, interest income.
 - \$250.00, City of East Wenatchee, 50% fireworks stand permit fees for 2017. (Check No. 52207)
 - \$400.00, Cole Clark, June rent for 3781 Airport Way. (Cash)
 - \$175.00, Don/April Welch, resident training reimbursement payment. (Check No. 162)
 - \$5.00, LexisNexis, payment for fire report. (Check No. 795966362)

MINUTES
JULY 10, 2019
PAGE 2

- \$500.00, City of East Wenatchee, 50% fireworks stand permit fees for 2018-2019. (Check No. 52273)
- \$632.50, North Central Emergency Care Council, 50% reimbursement for cost of EMS Online. (Check No. 1630)

CORRESPONDENCE

- Thank-you letter dated May 22, 2019 from the Chiefs at Chelan County Fire District No. 1 for the assistance they received from this department on the Dolco Fire that occurred on May 8, 2019.

STAFF REPORTS

Chief:

- Personnel
 - Chief Baker had discussed the open position for Executive Assistant with three interested individuals; there were no plans to advertise. Interviews to follow.
 - The District would be participating in National Night Out on August 6 at Eastmont Park.
 - Chief Baker was invited to participate in a panel discussion regarding unprotected lands in Cle Elum on July 18.
- Property
 - RiverCom would like to put up a radio repeater in the hose tower.
 - Firefighter Kyle Bowles was working on concrete projects around the station including a dumpster pad and repairing the front sidewalk.
 - Windows would be installed in the training building.
 - Station 4:
 - Following reviews by the District's attorney and consultant of the comments made on the SEPA information received from Douglas County Planning and Douglas County Transportation, response would not be necessary nor would they impact the Determination of Non-Significance. It was noted there would be a transportation mitigation fee of \$12,576 to help pay for road improvements. The project would be moving forward.
 - Staff and Commissioner Black met with Architect Peter Carletti to look over drawings. Color schemes were selected. AIA contractor contracts were recommended; legal would customize for us.
 - Chief Baker had received one resume from a Project Manager without having done any advertising yet.
 - Financing: Having met again with Jim Nelson, the District would be moving forward with a bond issue. Information had been requested for preparing the Preliminary Official

MINUTES
JULY 10, 2019
PAGE 3

Statement. Suggested financial documents were posted on the website to enhance the bonding process with financial transparency.

- Apparatus/Equipment

- Purchase of an engine to replace the Western States was in this year's budget and would be carried over into the 2020 budget. Specifications were completed.
- Commissioner McBride favored purchasing new apparatus as soon as possible. Cost was anticipated to go up 4-6% in the next year, an estimated savings of \$140,000-\$200,000 for two engines and a Quint if purchased this year. A discount on purchasing multiple apparatus would be researched. Commissioner McBride also suggested researching a lease option. Chief Baker assured a solution on where to put them would be found if necessary.
- Commissioner McBride objected to purchasing used Quints as previously discussed, due to the likelihood of issues and limited service life for credit.
- Assistant Chief Glenn suggested considering a single source supplier for the benefit of setting up a payment plan. Continuity and reduced training time were advantageous as well.
- Chairman Black questioned the feasibility of purchasing multiple apparatus along with other large purchases also susceptible to inflation, such as land. It was suggested to have a workshop to consider updated financial projections. Division Chief Roy added the impact of the 101% levy limit in the future needed to be included.
- To follow-up on the status of the HVAC at Station 1, Chief Baker reported it was able to be repaired.

- Contracts

- The *Local Cooperative Fire Protection Agreement with the USDA, Forest Service Okanogan-Wenatchee National Forest* would be renewed to the end of the year. Chief Baker would sign on behalf of the District.
- It was advised the District would use Chelan County Fire District No. 1 for helicopter services when needed.
- Mediation was scheduled for the following Monday at 9:00am

Training: (No report, Assistant Chief Phillips was on vacation.)

Fire Marshal: (No report, Assistant Chief Blanchard was on vacation.)

Recruitment/Retention:

- All five members who had completed EMT training were successfully certified through the National Registry and were in the process of state certification.
- Four new resident firefighters were selected and will participate in the twelve-week recruit academy starting September 9, followed by EMT training in January.

MINUTES
JULY 10, 2019
PAGE 4

Volunteer Division:

- Volunteer Division Chief Ron Roy reported he was working the National Wildland Committee. They are tasked with setting wildland firefighter training requirements.

UNFINISHED BUSINESS (None)

NEW BUSINESS

1. Chief Baker would contact representatives from the Airport and Port District to set up another time to meet.
2. **Commissioner Collings moved to authorize Chief Baker to execute a *Bulldozer Response Agreement* with Chelan County Fire District No. 3. The motion was seconded by Commissioner McBride. Motion unanimously passed.**
3. **Commissioner McBride moved to adopt Resolution No. 07-10-2019A, adopting the *Washington State Wage & Equipment Rate Guide 2019*. The motion was seconded by Commissioner Collings. Motion unanimously passed.**
4. **Commissioner Collings moved to adopt Resolution No. 07-10-2019B, surplusing two old recliners and a couch to be discarded having no value. The motion was seconded by Chairman Black. Motion passed.**
5. Legal Counsel had drawn up an agreement to allow Douglas County Fire District No. 5 temporary, emergency use of T-2 for \$1.00 per day.

Commissioner Collings moved to authorize Chief Baker to execute the *Interlocal Agreement for Temporary Emergency Use of District Fire Apparatus* with Douglas County Fire District No. 5. The motion was seconded by Commissioner McBride. Motion unanimously passed.

6. A special meeting was scheduled Wednesday, August 7, 2019 at 3:30pm to revisit the seven-year financial model to be updated by Chief Baker.

PAYROLL & VOUCHERS

June Expenses: Payroll totaled \$207,195.00. Claims totaled \$108,155.81 for Vouchers No. 190702001 through 190702061.

MINUTES
JULY 10, 2019
PAGE 5

The following payroll changes were approved:

- Firefighter Josh Barnes returned to work on shift schedule from day position. He was assigned to C-Shift effective July 1, 2019.
- Firefighter Jordan Givens and Cody Shelton were assigned to day positions effective July 1, 2019.

Commissioner McBride moved to approve June payroll and vouchers in the amount of \$315,350.81. The motion was seconded by Commissioner Collings. Motion unanimously passed.

GOOD OF THE ORDER

1. Captain Ellis reported the District had been on multiple water rescues including a woman trapped on the Wenatchee River. It was clarified that personnel were also on the call where a man drowned while trying to save a pet pig. Although it was reported that the incident was handled by law enforcement, it was DCFD#2 crew members that retrieved the man and performed CPR. It was considered a valuable program that continued to do a lot of good.

2. Chief Baker reported that Chelan County Fire District No. 1 had received four bids for building their new fire station. The lowest bid equated to \$359/sq. ft. from a company out of Spokane for \$3.5 million not including tax.

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