

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

August 14, 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 and Kurt Blanchard, Captain Seth Ellis, and Firefighter Jordon Givens, Resident Firefighters Colton Sackman and James Workman.

ADDITIONS/DELETIONS TO THE AGENDA

- Pangborn Memorial Airport/Port Consolidation was added to agenda immediately following to accommodate representatives from both agencies.
- Bond Counsel Engagement Letter was added to Unfinished Business

PANGBORN MEMORIAL AIRPORT/PORT CONSOLIDATION

Representatives were Trent Moyers, Pangborn Airport Director and Jim Kuntz, Executive Director of Chelan County Port District. In their update, it was reported that the Chelan and Douglas Port Districts would consolidate into one port authority on January 1, 2020. One impact to DCFD#2 would be to change the agency authorized in our current interlocal agreement from Pangborn Airport. It was agreed, at the request of Chairman Black, to update the agreement at the same time. Also referenced from their master plan was the proposed future relocation of the fire station.

(Mr. Moyers and Mr. Kuntz left the meeting.)

APPROVAL OF MINUTES

Commissioner Collings moved to approve the Minutes of July 10, 2019 as presented. The motion was seconded by Commissioner McBride. Motion passed.

FINANCIAL REPORT

1. The Treasurer's Financial Statement indicated a balance of \$6,168,186.34.

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2. Revenues received:

- \$12,891.79, interest income.
- \$690.00, Board for Volunteer Firefighters, refund of 2018 pension fees. (Warrant No. 647564N)
- \$5,268.66, City of East Wenatchee, code enforcement agreement payment for 1st quarter, 2019. (Check No. 52356)
- \$100.00, Board for Volunteer Firefighters, reimbursement for volunteer medical exam. (Warrant 690285N)
- \$175.00, Carter Welch, resident tuition reimbursement, (Cash)
- \$926.65, Firefighter Bookstore, Inc., refund for books returned and duplicate payment. (Check 9115)
- \$2,380.00, WSP, reimbursement for equipment used on the Powerline mobilization fire. (EFT #09153!)

CORRESPONDENCE

- Chief Baker received a thank-you letter from the Cetto Family in appreciation for his presence during a medical call for their 82-year old father.

STAFF REPORTS

Chief:

- Personnel
 - Four candidates were interviewed for the position of Executive Assistant. A final selection would be made in the next day or two. A background check was pending. Chairman Black would review the qualifications.
- Property
 - The building permit application for Station 4 was in process.
 - Chief Baker met earlier in the day to discuss moving a pole from the Station 4 property. The cost would be between \$50,000-\$100,000. Frontier and Douglas County were blaming the other for not putting the service underground when the new road was put in.
- Financing
 - Interest rates were trending down and would most likely continue until a trade agreement was reached with China. Decisions were yet to be made on the options of one or two bond issues, and for how much. It was agreed to bring together all the consultants on the station projects together to assist in making those determinations.
- Apparatus/Equipment
 - The Dodge Ram 5500 that was ordered last year was scheduled to be delivered in the next few months. It would be a 2019 model at 2018 price.

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Training:

- Firefighter Scott White was injured on the job; he is off on medical leave.
- Call volume was up over 60 per week. That computed out to more than 3,000 calls in a year.
- A known drug house was reported to be located a few doors down from Station 1 and steps had been taken to help prevent drug deals from taking place in the parking lot (i.e. fence repaired, camera installed). Law enforcement was aware. A future request for a security system was anticipated.
- The training building would be painted before Open House.
- A ventilation prop had been borrowed for training out back of Station 1 for a week.
- The state fire training academy had announced they would be operating in January. Timing appeared good with the planned hiring of new firefighters.
- District responses to water rescues continued to be a good regional resource.
- Firefighter Cody Shelton was commended in his role as Training Officer.
- In response to an inquiry about the future firefighter test from Commissioner McBride, it was advised that Chief Glenn would be in charge. It could be a joint test with Chelan County Fire District No. 1; no specifics had been made yet.
- The SAFER grant application had received a favorable review, but not yet awarded. FEMA released grant information on Fridays.

Fire Marshal:

- Firefighter Jordan Givens was commended for his fire prevention activities including assistance with inspections, alarm systems, and contacting non-compliant businesses. Hydrants would be next.
- Firefighter Cody Shelton was also recognized for his work on putting up social media videos. One was on the website, with more to follow. He had also purchased cloud storage.
- Homeowners in the Sand Canyon area were able to move arborvitaes with the assistance of a fuel modification grant.
- Pre-fire plans were temporarily on hold. It was hopeful they could be coordinated with the Chelan Hospital in the future.
- Current commercial developments included Intergate, Fairfield Inn, Norco, Chamberlain, and the Law and Justice Building. Residential projects included Maryhill, Jessup Subdivision, Batterman Road, new homes planned on NW Cascade, and 4th St.
- Chief Blanchard announced he would be leaving the following week to attend a challenging investigation class at the National Fire Academy.

Recruitment/Retention: (No report, Chief Glenn was on vacation.)

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UNFINISHED BUSINESS

1. In discussion on purchasing apparatus, it was estimated that an engine would cost \$600,000 and the tower ladder truck \$1.5 million. Purchasing two engines and a ladder truck by the end of January 2020 was expected to save \$100,000. Specifications had been drafted for the engines. Chief Baker reported purchasing all of them at once would drop operating and reserve funds, but the District was able to cover the expense. In response to concern expressed by Chairman Black on the impact, he was assured that the District was stable financially as had been presented at the workshop earlier in the month.

Commissioner McBride authorized the purchase of multiple apparatus up to \$2.7 million as presented. The motion was seconded by Commissioner Collings. The motion unanimously passed.

2. *A Bond Counsel Engagement Letter for the Issuance of Limited Tax General Obligation Bonds* was distributed. Chief Baker explained it authorized Foster Pepper PLLC to be the agent for the Fire District. At the request of Chairman Black, the addition of a termination clause would be researched. The Commissioners were asked to review and consider action at the next meeting.

NEW BUSINESS

1. A special meeting was scheduled Thursday, September 26, 2019 at 3:30pm to meet with all the professionals working on the future fire station projects.
2. Chairman Black noted it would be desirable to start drafting the 2020 Budget soon.

PAYROLL & VOUCHERS

July Expenses: Payroll totaled \$204,816.33. Claims totaled \$109,621.93 for Vouchers No. 190802001 through 190802069.

The following payroll changes were approved:

- Volunteer Firefighter Tanner Riley opted into part-time status effective June 1, 2019.
- Resident Firefighter Colton Sackman was authorized to receive an added stipend for unscheduled shifts as a third-year resident in the amount of \$275 per shift effective August 1, 2019.
- Resident Firefighter Josh Bollinger opted into part-time status at the rank of Firefighter II with EMT certification effective August 1, 2019.

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Commissioner McBride moved to approve July payroll and vouchers in the amount of \$314,438.16. The motion was seconded by Commissioner Collings. Motion unanimously passed.

GOOD OF THE ORDER (None)

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