

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

October 9, 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 Assistant Chiefs Cam Phillips, John Glenn, and Kurt Blanchard, Firefighter Herb King, and Executive Assistant Terri Woods.

ADDITIONS/DELETIONS TO THE AGENDA

- Bond Issue was added to Unfinished Business by the District Secretary.
- Budget Workshop was added to New Business by the District Secretary.
- Sale of Tender 2 was added to New Business by Chief Phillips.
- Executive Session regarding Acquisition of Real Estate was added by Chief Phillips.

APPROVAL OF MINUTES

Commissioner Collings moved to approve the Minutes of September 11, 2019 as presented. The motion was seconded by Commissioner McBride. Motion passed.

FINANCIAL REPORT

1. The Treasurer's Financial Statement indicated a balance of \$5,866,653.69.
2. Revenues received:
 - \$11,723.55, interest income.
 - \$5,268.66, City of East Wenatchee, code enforcement agreement for 3rd qtr. 2019. (Check No. 52705)
 - \$175.00, Carter Welch, reimbursement for resident training. (Cash)

CORRESPONDENCE

- A letter dated September 19, 2019 was received from House Representative Dan Newhouse congratulating Chief Baker and the Fire District on the award of the SAFER Grant.

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STAFF REPORTS

Chief:

Chief Baker was out on medical leave. Assistant Chief Cam Phillips reported on the following:

- Funerals were scheduled for Dick Gordon, retired volunteer firefighter for this department, Tim Lemon, former Fire Chief of Chelan Fire & Rescue, and Christian Johnson who was an Assistant Chief for Okanogan County Fire District No. 3.
- Personnel
 - The temporary Administrative Assistant position held by Kay McKellar would end October 31.
 - Chief Baker was elected to serve as President of the NCW Fire Chiefs Association for 2020.
 - Lieutenant interviews would be conducted later this month, no specifics yet.
 - Applications were under review in the joint testing process for hiring Firefighters with Chelan County Fire District No. 1. A total of 121 applications had been submitted. A panel interview, physical agility test, swimming test (DCFD#2), and Chief's interview would follow.
- Property

Main Station

 - The Open House would be held on Saturday, October 12. Clean up of apparatus, station and grounds were underway in preparation.
 - The hole in the fence had been sealed up, although not a permanent fix until the drug house in the neighborhood was gone. The power had been turned off.
 - The training building had been painted, still some touch up and trim to complete.
 - Cracks in the asphalt were sealed. Sometime in the future, the material underneath would need to be torn up and replaced. The problem with the base could be a design not intended for big trucks, but that was uncertain.
 - A power meter could not be attached to the training building. Wiring would be installed to stand alone.

Station 4

 - The engineers submitted an alternative plan for the sidewalk placement.
- Apparatus/Equipment
 - The Call for Bid for new apparatus would be advertised with a schedule to open a week before the next commissioner meeting to allow time to review. Award would be considered at the November meeting.
 - The Ram 5500 (4-8) that was ordered a year ago had been delivered. The pump/tank was already on it. It would replace the Ford F-350 brush truck (4-3) to be surplus in the spring. It was currently in use in Rock Island.
 - Cost was estimated to be \$4,000 to repair the transmission in the 2001 Ford (8-6). It was planned to surplus and advertise for sale.

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Training:

- Upcoming training included a multi-agency mass casualty, full-scale haz-mat incident at McDougall's next spring, a mass casualty tabletop in March, and another mass casualty incident involving a school bus with emphasis on tracking students.

Fire Marshal:

- Residential and commercial building was moving at a feverish pace to beat the winter weather. Projects included 4th St. off Kentucky, 8th St., 2100 blk Cascade (Cooper) Maryhill Phases 6, 7 and 8. Commercial development included C.A.'s for Pine Canyon Growers and McDougall's, the Law & Justice Building, APL Data Center, marijuana extraction operations, a hydrogen plant, Airport Industrial Way, and a daycare on 2nd St. for students.
- Administrative Assistants Kris Felty and Kay McKellar, and Firefighter Shane Flatness were thanked for their work on the Open House.
- The District would be partnering with the Red Cross on "Make a Difference Day", October 26 to install smoke detectors. The project was expected to impact about 60 residences.
- Although not in this District, it was noted that Rocky Pond Vineyards was in the response area having the largest water delivery system outside of a UGA. Water credit was given by their insurance company.
- Chief Blanchard expressed concern over exemptions from the Douglas County Commissioners to road grade and turnarounds requirements on primitive roads for safety reasons. Basic standards would be drafted.
- Firefighters Jordan Givens and Scott White were working hard to solidify data for the hydrant program.
- Noted incidents included an arson fire on Westview Drive, a fire of unknown cause in Rock Island that displaced a family, and a fire on Kent Place started by a cigarette on the porch. There was also a suicide that occurred over the last weekend that Chief Phillips and Resident Firefighter Jason Koster did some clean up at the scene intended to lessen the impact to the family.

Recruitment/Retention:

- The resident program had been in progress for the last couple weeks. Firefighter Cody Shelton was commended for his instruction. Participants from this department were down to three members and were reported to be doing well.
- The Washington State Patrol will again sponsor the volunteer training. They would pay for instructors and training materials.
- Four interviews of volunteer firefighter applicants were conducted the previous night. Five more are anticipated.
- Chief Glenn would be traveling to the National Fire Academy to participate in the Executive Chief Officer Program, October 19–26.

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- A three-month trial using volunteer firefighters to staff the Rock Island Station concluded with the decision made to end the program due to lack of participation. The station was currently vacant. Response time to the Rock Island area was estimated to take at least fifteen minutes.

UNFINISHED BUSINESS

1. **Commissioner Collings moved to approve Resolution No. 10-09-2019A, authorizing the reimbursement of expenditures related to construction of two future fire stations and purchase of apparatus incurred prior to the issuance of the bonds in the anticipated maximum principal amount of \$13,000,000 with bond proceeds. The motion was seconded by Commissioner McBride. Motion unanimously passed.**

Savings with staying under \$10 million in the bank qualified range was estimated to be about \$128,000. To take full advantage of the discount:

Commissioner Collings moved to approve the LTGO Bonds 2019 in the amount of \$9,870,000. The motion was seconded by Commissioner McBride. Motion unanimously passed.

NEW BUSINESS

1. **Commissioner McBride moved to approve Resolution No. 10-09-2019B, surplusing the 2001 Ford 4x4 Crew Cab pickup to be advertised and sold to the highest bidder “as is”. The motion was seconded by Commissioner Collings. Motion unanimously passed.**
2. **Chairman Black moved to authorize Terri Woods as a signer for the Advance Travel and Revolving Fund bank accounts and as a manager of the credit card accounts. The motion was seconded by Commissioner Collings. Motion unanimously passed.**
3. A proposal was submitted from Tyler Caille, Fire Chief of Douglas County Fire District No. 5 offering to purchase the 1986 American General Cargo Truck (T2) and mutually agreed upon equipment for \$25,000 via an interlocal agreement to be purchased over a period of five years. The board agreed and asked that a resolution be prepared to surplus the vehicle. Rules for charging interest would be researched at the request of Chairman Black. Legal counsel would be directed to draft the contract.
4. **A budget workshop was scheduled for Monday, October 28, 2019 at 3:00 p.m.** Requests from staff were to be submitted by October 15. Chief Phillips advised he would not be attending.

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5. Commissioner McBride asked staff to discuss options for the Rock Island Station for the next meeting. A possible option would be to house two firefighters there as a partial solution to the housing shortage at the main station and remedy the long response time to the area. Chief Phillips appreciated the time given to work it out and research any limitation in the SAFER grant requirements.

PAYROLL & VOUCHERS

September Expenses: Payroll totaled \$230,454.90. Claims totaled \$175,704.91 for Vouchers No. 191002001 through 191002064.

The following payroll changes were approved:

- Terri Woods was hired into a new full-time position of Executive Assistant starting September 16, 2019.

Commissioner McBride moved to approve September payroll and vouchers in the amount of \$406,159.81. The motion was seconded by Commissioner Collings. Motion unanimously passed.

GOOD OF THE ORDER

1. Executive Assistants Terri Woods and Suanne Robbins were planning to attend the pre-conference health care workshop and annual legal update presented by Brian Snure, and first day of the WFCMA Conference in Marysville later this month.
2. Chief Blanchard advised the 2019 fall newsletter was ready to be mailed out.
3. In follow-up on discussion regarding requirements on public building projects for accommodating electric cars, Executive Assistant Terri Woods advised that Tesla had installed charging stations or installed the infrastructure for businesses.
4. Chief Phillips explained the effects to the 2020 budget related to hiring new firefighters were unknown. As an example, the training budget could see a reduction if the selected firefighters had already attended the fire training academy.

EXECUTIVE SESSION

Chairman Black closed the meeting at 6:35 p.m. for fifteen minutes to discuss the acquisition of real property as allowed under RCW 42.30.110(1)(g). Chief Phillips remained in the meeting. The open meeting reconvened at 6:50 p.m.

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Commissioner Collings moved to adjourn the meeting at 6:50 p.m. The motion was seconded by Commissioner McBride. Motion unanimously passed.