

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

November 13, 2019
East Wenatchee, WA

The meeting was called to order at 3:40 p.m. by Acting-Chairman Rick McBride with Commissioner Dawn Collings present. Commissioner Black was excused.

District personnel in attendance were Fire Chief Dave Baker, Assistant Chiefs Cam Phillips, John Glenn, and Kurt Blanchard, Firefighter Scott White, Jay O'Connell, J.P. Sokolowski, Billy Turner, Volunteer Lieutenant Dave Burdett, Resident Firefighter James Workman and Executive Assistant Terri Woods. Dave Fennell was also present.

ADDITIONS/DELETIONS TO THE AGENDA (None)

APPROVAL OF MINUTES

Commissioner Collings moved to approve the Minutes of October 9, 2019 as presented. The motion was seconded by Acting-Chairman McBride. Motion passed.

FINANCIAL REPORT

1. The Treasurer's Financial Statement indicated a balance of \$7,273,505.74.
2. Revenues received:
 - \$10,413.54, interest income.
 - \$883.52, Douglas County Fire District No. 3, fee for pump/hydraulics class. (Check No. 9401481724)
 - \$2,036.30, Scott White/L&I, time loss compensation 8/30/2019–9/12/2019. (Warrant No. 747773L)
 - \$3,908.48, Dept. of Natural Resources, payment for personnel and equipment on mobilized Pipeline Fire. (EFT #229019!)
 - \$175.00, Carter Welch, resident tuition reimbursement. (Cash)
 - \$250.00, Barrie Salmonson, sale of surplus 2001 Ford F250. (Cash)
 - \$100.00 Board of Volunteer Firefighters, reimbursement for one volunteer medical exam. (Warrant No. 861078N)
 - \$10.00, Lexis Nexis, payment for incident reports #2019-1303 and #2019-1277. (Check Nos. 848124361 and 848296862)

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CORRESPONDENCE

Thank-you cards were received from the Serrato Family for response to their house fire on September 1, 2019 and Jackie Stwege for smoke detectors.

STAFF REPORTS

Chief:

- Personnel
 - Kay McKellar received a card and flowers from the District in appreciation for her service as temporary Administrative Assistant.
 - Chief Baker acknowledged Executive Assistant Terri Woods for her job performance and appreciation in relieving some of the duties of Executive Assistant Suanne Robbins.
 - Volunteer Residents Jason Koster, James Workman, Michael Lundgren, Cole Clark and Colton Sackman were selected to fill full-time firefighter positions. They were expected to fit in seamlessly. Six new residents would be selected in the fall.
- Property
Station 4
 - In a telephone conversation with Chief Baker, Douglas County Commissioner Dan Sutton acknowledged the hurdles the District had been experiencing and claimed to be a proponent. The submitted deviation to the sidewalk placement incorporating a grassy area for pole placement was awaiting approval.
- Apparatus/Equipment
 - The surplused 2001 Ford (8-6) sold for \$250.
 - The Western States was out of service.

Training:

- The testing process was completed for hiring new firefighters. Offers were sent.
- An occupational medical program was under development per NFPA 1582 as required in the SAFER Grant.
- Lieutenant interviews would be conducted the following week. Offers would be made for three positions.
- A 2-day Unified Command Class through the National Fire Academy would be offered next February or March. Notice had been sent to local agencies including law enforcement.

Recruitment/Retention:

- Following conclusion of the firefighter testing process, an after-action process would be conducted to reflect on lessons learned. There were eighteen final candidates; all good.
- Two new volunteer firefighters were selected out of a field of twenty-five applicants.

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- DCFD#2 residents were representing the district well in the recruit academy. Graduation was scheduled December 5.
- Chief Glenn reported the Bureau of Land Management picked up the cost of a 2,000-acre fire in the Stuhmiller area on October 29. It included the use of a helicopter.

Fire Marshal:

- The District partnered with the Red Cross on “Make a Difference Day”, October 26 to install smoke detectors for 60 residences. An instructor and six students from the Skill Center participated. An interpreter helped with communications.
- Chief Blanchard commended the shifts for outstanding work on inspections.
- Firefighters Jordan Givens and Scott White were continuing to update the hydrant program.
- The pre-fire program was on hold.
- Residential and commercial development noted: ESD Day Care, funeral home across the street, Maryhill, Jessup, 8th St., Whiskey Ranch below 4th St. and Spanish Castle.

UNFINISHED BUSINESS

1. Information for housing career firefighters at the Rock Island Station was not yet available. Chief Baker was not a proponent, citing the low call volume of 6% or 155 calls as opposed to 2500 to the north. Discussion would continue at a later time.
2. 2020 Budget: Chief Baker gave an overview of the updated budget and advised it was still under development, but he expected it to be complete for the workshop on November 20. Noted changes included:
 - Proposal to add a permanent day-position at the rank of Captain that would be assigned to Fire Prevention. Also, a rotating day-position at the rank of Lieutenant assigned to Training.
 - Expenses were moved around to more appropriate accounts. Training allocation, for example, had decreased due to associated fuel, meals and lodging expenses placed into Travel.
 - Land/Land Improvement expenses were not allocated. Funds were in reserves.
 - Most of the capital expense account for Trucks and Equipment included equipment for new apparatus.
 - Carry-over was 41.16% in the expense fund. Chief Baker explained it would drop with the hiring of another firefighter expected to cost around \$111,000 next year.
3. **Commissioner Collings moved to adopt Resolution No. 11-13-2019A, authorizing terms and setting parameters of a general obligation bond issue not to exceed \$10,000,000 and appointing Chief Dave Baker to be the designated representative for the District. The motion was seconded by Acting-Chairman McBride. Motion passed.**

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4. One bid was received from Hughes Fire Equipment, Inc. for acquiring two (2) structure engines and one (1) aerial quint. Total price was \$2,819,203.24 without discounts; \$2,676,214.10 with all discounts applied. Three vendors submitted letters stating they would not submit a bid due to time constraints. Firefighter/Mechanic Jay O'Connell and Firefighters J.P. Sokolowski and Scott White went through the bid documents by line item and were confident specifications were met. There was no objection to having the apparatus delivered but would only be as far as Idaho in compliance with Washington State DOT regulations; staff would drive the rest of the way home. Bid documents provided for only one bid bond for the engines; a change was made for two. It was noted that the apparatus expenses would be reimbursed with bond proceeds.

Commissioner Collings moved to award the bid for furnishing two (2) Pierce Pumpers and one (1) Pierce Velocity 100' Tower to Hughes Fire Equipment, Inc. as presented, not to exceed \$2,819,203.24. The motion was seconded by Acting-Chairman McBride. Motion passed.

5. Commissioner Collings moved to adopt Resolution No. 11-13-2019B, surplusing the 1986 American General Cargo Truck, VIN #W91MFS71410579A, to be offered for sale to Douglas County Fire District No. 5 "as is". The motion was seconded by Acting-Chairman McBride. Motion passed.

NEW BUSINESS (None)

PAYROLL & VOUCHERS

October Expenses: Payroll totaled \$230,428.72. Claims totaled \$109,812.98 for Vouchers No. 191102001 through 191102073.

Commissioner Collings moved to approve October payroll and vouchers in the amount of \$340,241.70. The motion was seconded by Acting-Chairman McBride. Motion passed.

Vacation Buy-out: There was no objection to a one-time cash out of seven days (56 hours) of unused vacation to Executive Assistant Suanne Robbins as proposed by Chief Dave Baker.

GOOD OF THE ORDER

1. Dave Fennell was recognized having won the race for Fire Commissioner in the general election. Election results would be validated on November 26.

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EXECUTIVE SESSION

Chairman McBride closed the meeting at 5:15 p.m. for ten minutes to discuss the acquisition of real property as allowed under RCW 42.30.110(1)(g). Chiefs Baker, Phillips, Blanchard and Glenn, Executive Assistant Terri Woods and Dave Fennell remained in the meeting. The session was extended for another fifteen minutes. The open meeting reconvened at 5:40 p.m.

Commissioner Collings moved to adjourn the meeting at 5:42 p.m. The motion was seconded by Acting-Chairman McBride. Motion unanimously passed.