

## **MINUTES**

### **BOARD OF FIRE COMMISSIONERS**

#### **DOUGLAS COUNTY FIRE DISTRICT NO. 2**

December 11, 2019  
East Wenatchee, WA

The meeting was called to order at 5:00 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, Captain Seth Ellis, Firefighters Herb King, Jordan Givens, Kyle Bowles, Cody Shelton, and Executive Assistant Terri Woods. Dave Fennell was also present.

#### **CHAIRMAN OF THE BOARD**

**Commissioner Collings move to appoint Commissioner Rick McBride as Chairman of the Board through 2020. The motion was seconded by Acting-Chairman McBride. Motion passed.**

#### **ADDITIONS/DELETIONS TO THE AGENDA**

- Appointment of Chair added at the request of Bond Counsel
- Purchase agreement for sale of fire truck to Douglas County Fire District No. 5 added by Chief Baker
- Signature certificates for bonds added by Bond Counsel
- 2019 budget amendment for purchase of apparatus and receipt of bond proceeds added by the Secretary
- Request to move the meeting in January to a later date from the Secretary

#### **APPROVAL OF MINUTES (None)**

#### **FINANCIAL REPORT**

1. The Treasurer's Financial Statement indicated a balance of \$7,504,703.77.
2. Revenues received:
  - \$9,492.44, interest income.
  - \$275.00 Echo Health Inc., reimbursement for flu vaccines. (Check No. 190071113)
  - \$5.00, LexisNexis, payment for copy of incident report. (Check No. 875794311)
  - \$5.00, LexisNexis, payment for copy of incident report. (Check No. 875749462)
  - \$5.00, LexisNexis, payment for copy of incident report. (Check No. 871652362)

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- 13.95, Mark Crowley, payment for USB drive of incident photos. (Money Order No. 26046317621)
- \$75.00, Carter Welch, final payment for resident tuition (Cash)
- \$5.00, LexisNexis, payment for copy of incident report. (Check No. 884556011)
- \$420.16, BVFF, reimbursement for ER visit FF Dotson

**CORRESPONDENCE (None)**

**STAFF REPORTS**

**Chief:**

- Personnel
  - Pinning ceremony will be held on Saturday, January 4, 2020 at 3:00 pm for newly hired firefighters and promotions.
- Facilities  
Station 4
  - Chief Baker expected the building permit to be issued soon.
  - The call for construction bids was planned to be advertised in January.
  - IAAI contracts would be used. Legal counsel would still be asked to review.
- Apparatus/Equipment
  - Invoices for the two new engines and ladder truck were included in payments to be authorized at this meeting.
- Bond Issue
  - Bonds were sold by 11 am on December 9, 2019. The interest rate was 2.455%, a historic low.
  - Cost estimates and schedule of payments were being finalized.
  - Rather than wait, reimbursed expenses would be paid back to the general fund at the time of closing. Funds would be unrestricted.
  - Proceeds amounting to \$9.846 million would be deposited on December 27, 2019.

**Training:**

- The 1994 Ford brush truck (4-3) would be decommissioned and surplused next month. It had an interested buyer.
- The new brush truck being built in-house by Mechanic Jay O'Connell was near completion.
- Effective January 1, 2020, Firefighters Jordan Givens, Shane Flatness, Mark Zielinski, and Cody Shelton would be promoted to the rank of Lieutenant; Firefighter Scott White was promoted to Captain.
- Chief Phillips was gathering data on probation for the new position of Lieutenant.
- The medical evaluations for the new firefighters were more in-depth to meet requirements stipulated in the SAFER grant using NFPA 1582. It would establish a medical base line for future reference.

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- Flooding had occurred three times at Station 2 and apartments due to grease blocking the septic system; once after new carpet had already been installed. The airport would pay for the repairs and related reimbursement to the Fire District for room charges of one resident who stayed in a local hotel.
- It was reported that Young Bucks Landscaping and Tree Service at 2845 Sunset Highway had a history of illegal burning back to 2015 to as recent as the night before this meeting. Photos had been taken of the burning and dumping. The Fire District would recommend the maximum penalty. They had been fined once already from the Department of Ecology.
- Sleeping quarters were being set up in the meeting room.

**Recruitment/Retention:**

- The newly hired residents had received their shift assignments for next year.
- Three new residents recently graduated from the regional training academy would start on shift December 13. They were scheduled to take an EMT course starting in January through April and spring quarter at Wenatchee Valley College.
- The Washington State Patrol recently advised they would not be sponsoring the volunteer recruit academy this year. Chief Glenn would be meeting to coordinate a regional course with CCFD#7 to include participation from CCFD #1 and CCFD#3.
- Recruitment for residents was on-going. The recent school inquiries were being taken as a good sign.

**Fire Marshal:**

- Firefighter Jordan Givens was commended by Chief Blanchard for his outstanding work while assisting him in Fire Prevention. Newly promoted Captain Scott White would be his new assistant.
- The shifts were continuing to do well with the inspection program. Feedback was good.
- Several fire code compliance issues were expected to be resolved using the services of TEGRIS
- Weather was prohibiting the hydrant program.
- The pre-fire program would likely move forward with a new CEO starting this week at the hospital in Chelan.
- Residential and commercial development was reportedly slowing down.
- Plans were being made to partner with the Red Cross again to install smoke detectors for 100 units in March 2020.

**UNFINISHED BUSINESS**

1. To follow-up with the surplus of Tender 2, **Commissioner Collings moved to authorize the sale of the 1986 American General cargo truck for \$25,000 and Chief Dave Baker to execute the *Vehicle Purchase Agreement* with Douglas County Fire District No. 5 for a five-year term. The motion was seconded by Chairman McBride. Motion passed.**

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2. At the request of bond counsel for the upcoming issue, *Certificates of Signatures* were signed by the attending Commissioners and Secretary, and notarized.

**NEW BUSINESS**

1. Two purchase agreements drafted by legal counsel were submitted:
  - DW496 for two new engines would be prepaid with 100% payment due within 30 days. Applicable discounts totaled \$46,877. Delivery was set at 11.5 months.
  - DW527 for one new ladder truck would be prepaid with 100% payment due within 30 days. Applicable discounts totaled \$63,714. Delivery was set at 13.5 months.

**Commissioner Collings moved to authorize Chief Dave Baker to execute *Purchase Agreement DW496* for two (2) Pierce Impel Pumpers in the amount of \$1,324,098.19 and *Purchase Agreement DW527* for one (1) Pierce Velocity 100' Tower in the amount of \$1,375,113.81 as presented. The motion was seconded by Chairman McBride. Motion passed.**

**2. Commissioner Collings moved to approve the *Memorandum of Understanding with IAFF Local 453 Douglas County Bargaining Unit* recognizing the permanent day position of Fire Prevention Officer at the rank of Captain. The motion was seconded by Chairman McBride. Motion passed.**

**3. Commissioner Collings moved to approve as presented the listed *Policy Updates* in the memorandum dated December 6, 2019 from Chief Dave Baker. The motion was seconded by Chairman McBride. Motion passed.**

**4. *The 2020 Employer Application and Eligibility/Contribution Forms* were authorized for continued participation in the WFCAs benefit program.**

**5. Commissioner Collings moved to approve Resolution No. 12-11-2019A, surplusizing listed computer equipment to be discarded having no value. The motion was seconded by Chairman McBride. Motion passed.**

**6. Commissioner Collings moved to adopt Resolution No. 12-11-2019B, amending the 2019 expense and reserve Fund budgets with a transfer of \$2,699,212 from invested reserves to purchase apparatus, and to provide a revenue account in the expense fund for receiving \$3,457,386 in bond proceeds to reimburse authorized expenses related to capital projects. The motion was seconded by Chairman McBride. Motion passed.**

**7. The regular meeting in January was changed to Wednesday, January 15, 2020 at 5:00 p.m. to allow staff more time to prepare.**

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8. Chairman McBride requested a workshop to review and familiarize incoming Commissioner Dave Fennell with the Master Plan in January; day and time to be determined.

**PAYROLL & VOUCHERS**

November Expenses: Payroll totaled \$283,925.37. Claims totaled \$2,775,830.43 for Vouchers No. 191202001 through 191202057.

The following payroll changes were approved:

- Status for Loren Baltrusch from Part-time Firefighter to Support Volunteer effective June 1, 2019.
- Part-time Firefighter Jason Wilson was removed from payroll effective September 25, 2019.
- Part-time Firefighter Donald M. Collins was removed from payroll effective October 1, 2019.
- Part-time Firefighter Alexander Bull was placed on a 13-month leave of absence and removed from payroll effective October 31, 2019
- Part-time Firefighter Kevin Mitchell was removed from payroll effective November 20, 2019.
- Status for Colton Sackman from Volunteer Resident to Part-time Firefighter II effective December 1, 2019.
- Cash-out of sixty (60) hours accrued vacation in the December 5, 2019 payroll to Executive Assistant Suanne Robbins as authorized by Chief Baker and approved during the regular meeting in November.

**Commissioner Collings moved to approve November payroll and vouchers in the amount of \$3,059,755.80. The motion was seconded by Chairman McBride. Motion passed.**

**GOOD OF THE ORDER**

1. Chief Phillips announced that the funeral service for Eric Skansgaard would be held the upcoming Saturday. He was the director of community integration for Catholic Charities and for the fire district, he oversaw the stress management team.

2. Commissioner Collings expressed her appreciation to staff for their hard work and accomplishments this year.

3. Upcoming Events:

- Christmas Party – December 15, 2019
- Awards Banquet – February 15, 2020

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**Commissioner Collings moved to adjourn the meeting at 5:55 p.m. The motion was seconded by Chairman McBride. Motion passed.**

ATTEST: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
Suanne Robbins, District Secretary Richard W. McBride, Chairman