

## MINUTES

### BOARD OF FIRE COMMISSIONERS

#### DOUGLAS COUNTY FIRE DISTRICT NO. 2

January 15, 2020  
East Wenatchee, WA

The meeting was called to order at 5:00 p.m. by Chairman Rick McBride with Commissioners Dawn Collings and Dave Fennell present.

District personnel in attendance were Fire Chief Dave Baker, Assistant Chiefs Cam Phillips, John Glenn and Kurt Blanchard, Captain Scott White, Lieutenant Cody Shelton, and Executive Assistant Terri Woods.

#### ORGANIZE BOARD

1. Dave Fennell was sworn into the office of Fire Commissioner, Position 3. His wife Heather and daughter Lexi were present.

**2. Commissioner Collings moved to appoint Commissioner Fennell to serve on the Local Board of Volunteer Firefighters. The motion was seconded by Chairman McBride. Motion unanimously passed.**

#### ADDITIONS/DELETIONS TO THE AGENDA

- Minutes of November 13, 2019 submitted for approval added by the Secretary
- Surplus Resolution No. 01-15-2020 added to New Business by the Secretary
- Executive Session added by Chief Baker and Chairman McBride

#### APPROVAL OF MINUTES

**Commissioner Collings moved to approve the Minutes of November 13 and December 11, 2019 as presented. The motion was seconded by Commissioner Fennell. Motion unanimously passed.**

#### FINANCIAL REPORT

1. The Treasurer's Financial Statement indicated a balance of \$14,137,982.67.
2. Revenues received:
  - \$7,725.73, interest income.
  - \$5.00, LexisNexis, payment for copy of incident report (Check No. 884556011)

**MINUTES**  
**JANUARY 15, 2020**  
**PAGE 2**

- \$420.16, Board for Volunteer Firefighters, reimbursement for medical claim. (Check No. 923498N)
- \$172.48, Pangborn Memorial Airport, reimbursement for temporary resident housing due to flooding. (Check No. 24415)
- \$75.68, Federal Trade Commission, refund mandated in A1 Janitorial Supply Corp. lawsuit. (Check No. 030147)
- \$50.00, Echo Health, Inc., reimbursement for two flu vaccines. (Check No. 191589925)
- \$180.00, James Workman, resident tuition reimbursement (Check No. 1077)
- \$210.00, Michael Lundgren, resident tuition reimbursement (Check No. 107)
- \$17,000.00, PUD #1 of Douglas County, 2020 fire protection services agreement. (Check No. 41195)
- \$7,500.00, Douglas County Transportation and Land Services, base fee for 2019 code enforcement agreement. (Check No. 333313)
- \$175.00, Jason Koster, resident tuition reimbursement (Cash)
- \$3,609.25, PUD #1 of Chelan County, fire protection services agreement 7/1/19 – 6/30/20. (Check No. 810589)
- \$200.00, Board for Volunteer Firefighters, reimbursement for two volunteer physicals. (Warrant No. 967704N)
- \$5,268.66, City of East Wenatchee, code enforcement agreement for fourth quarter, 2019. (Check No.53114)

**CORRESPONDENCE (None)**

**STAFF REPORTS**

**Chief:**

- Chief Baker had an interview with KPQ Radio scheduled later in the week to discuss recent activities and current projects of the Fire District.
- Personnel
  - The pinning ceremony had a good turnout.
  - Resident Firefighter Tyler Bertram was selected to temporarily fill a vacancy until the sixth firefighter could be hired.
- Facilities

Station 4

  - Douglas County Sewer District and PUD were the only agencies left to sign off on the building permit.
  - Construction bids would be solicited as soon as possible.
  - IAAI contracts had been forwarded to legal counsel for review.

**MINUTES**  
**JANUARY 15, 2020**  
**PAGE 3**

- Apparatus/Equipment
  - Purchasing agreements had been executed with Pierce (Hughes Fire Equipment). An inspection schedule was under development.
  - A resolution to surplus the 1994 Ford brush truck (4-3) would be ready for the next regular meeting.
- Bond Issue
  - Proceeds were received with \$3,457,386.00 deposited as reimbursed expenses in the General Fund and \$6,454,190.65 in the new Special Projects Fund.
- Workshop Items – January 27
  - Master Plan Review (to include property for Station 2)
  - Pangborn Contract
  - Fire Marshal Contracts

**Training:**

- With the additional firefighters brought on, the staffing model would be changed to staff two engines.
- Deputy Chief Andy Davidson of Chelan County Fire District No. 1 had provided notice that the boundaries for EMS responses from them would be reduced.
- The District had submitted a bill for \$3,400 to the Department of Ecology to be included with their citation to Young Bucks Landscaping and Tree Service for their on-going illegal burning and dumping.
- Surplused desks had been recently purchased from the Department of Transportation.
- Commissioners would be participating in the banquet. Their roles would be provided when details were worked out.

**Fire Marshal:**

- Chief Blanchard reported he was caught up after being on vacation for three weeks. He commended Captain Scott White for his assistance, specifically with hydrants and TEGRIS.
- The pre-fire program was still on hold.
- Newly required inspections for day-care were being incorporated into the inspection program.
- Residential and commercial development noted: (2) ethanol extractors, SE 12<sup>th</sup> St. (new), 4<sup>th</sup> St. & Kentucky Ave., Whiskey Ranch, and school remodeling projects.
- Structure fire occurred at 450 NE 6<sup>th</sup> St.; probable cause was electrical. Chief Blanchard would be meeting with an investigator on this incident.

**Recruitment/Retention:**

- The residents would start their EMT course soon through Chelan County Fire District No. 3 and Cascade Medical.
- The regional volunteer recruit academy was scheduled to start January 21. Chelan County Fire District No. 7 had stepped up as lead agency after Washington State Patrol backed out.

**MINUTES**  
**JANUARY 15, 2020**  
**PAGE 4**

- Volunteer responses were reviewed. It was determined that all members had met the number of drills required; three would be placed on probation for not meeting the incident response requirements.
- Trips were planned for Chief Glenn to visit tech centers on the west side of the state as part of the recruitment process for resident firefighters.

**UNFINISHED BUSINESS**

1. The workshop on January 27 was scheduled for 1:00 p.m.

**NEW BUSINESS**

1. **Commissioner Collings moved to adopt Resolution No. 01-15-2020, surplusing miscellaneous audio/video equipment to be discarded having no value. The motion was seconded by Commissioner Fennell. Motion unanimously passed.**

**PAYROLL & VOUCHERS**

December Expenses were submitted, Vouchers No. 200102001 through 200102078 as follows:

**General Expense Fund:** Payroll totaled \$227,316.40. Claims totaled \$157,950.54  
**Special Projects Fund:** Claims totaled \$33,198.69

The following payroll changes were approved:

- New Commissioner David Fennell was added to payroll effective January 1, 2020.
- Robert F. Black was removed from payroll effective January 1, 2020.

**Commissioner Fennell moved to approve December payroll and vouchers in the amount of \$418,465.63. The motion was seconded by Commissioner Collings. Motion unanimously passed.**

**GOOD OF THE ORDER**

1. Commissioner Fennell expressed his appreciation for staff taking the opportunity to share with the public the social media post and photo (which received 17,000 views and was published in the Daily Dispatch) commemorating the initial staffing of two engines.

**MINUTES**  
**JANUARY 15, 2020**  
**PAGE 5**

**EXECUTIVE SESSION**

Chairman McBride closed the meeting at 5:48 p.m. for a thirty-minute executive session as allowed in RCW 42.30.110(1)(g) for 1) to review the performance of a public employee and 2) conduct an annual evaluation of the Fire Chief. All four chiefs remained in the meeting. The session was extended three times for the board to deliberate among themselves, initially for twenty minutes, then twice for ten minutes each. The open meeting reconvened at 6:54 p.m. No action was taken.

**Commissioner Collings moved to adjourn the meeting at 6:55 p.m. The motion was seconded by Commissioner Fennell. Motion unanimously passed.**