

## MINUTES

### BOARD OF FIRE COMMISSIONERS

#### DOUGLAS COUNTY FIRE DISTRICT NO. 2

February 12, 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 Seth Ellis, Lieutenants Jordan Givens, and Mark Zielinski, Firefighters Herb King, Billy Turner and Cole Clark, and Executive Assistant Terri Woods.

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

- Local 453 was added to Staff Reports by Commissioner Fennell. It would be a regular agenda item in the future.

#### **APPROVAL OF MINUTES**

**Commissioner Fennell moved to approve the Minutes of January 15, 2020 as presented. The motion was seconded by Commissioner Collings. Motion unanimously passed.**

#### **EXECUTIVE SESSION**

Chairman McBride closed the meeting at 5:05 p.m. for a thirty-minute executive session as allowed in RCW 42.30.110(1)(g) for the annual evaluation of the Fire Chief and to review the job performance of another employee. The Commissioners met alone for the first five minutes, then the Fire Chief was invited in. The session was extended three times for fifteen, ten, and five minutes concurrently. The open meeting reconvened at 6:05 p.m. No action was taken.

#### **FINANCIAL REPORT**

1. The Treasurer's Financial Statement indicated a balance of \$13,974,837.96.
2. Revenues received:
  - \$6,211.99, interest income.
  - \$2,291.05, Michael Lundgren, resident tuition reimbursement, paid in full. (Check No. 153)
  - \$175.00, Jason Koster, resident training reimbursement. (Cash)
  - \$16,950.00, Douglas County TLS, final payment of fire marshal fees, 2020 code enforcement agreement. (Warrant No. 334444)

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**CORRESPONDENCE (None)**

**STAFF REPORTS**

**Chief:**

- Submitted for review:
  - **2019 Breakdown of 2019 Major Incident Types** totaling 1,539. The number reported was over 200 more than the previous year.
  - **2019 Incident Count for Zone** and indicating runs in the response areas of Station 3 (131) and Station 4 (210).
  - **2015-2019 Incident Count for Zone** totaling 7,119. The number of runs in the response areas of Station 3 (662) and Station 4 (918).
- The Fire Chief would report routine business on behalf of all the Chief Officers in the future. The Assistant Chiefs were advised they were not required to attend meetings of the board.
- The regular meeting time for board meetings would remain at 5:00 p.m. for the convenience of the public to attend.
- Personnel:
  - Recruit Firefighter James Workman resigned. He was hired by the Everett Fire Department. Josh Bollinger was hired in the open position.
  - Resident Firefighter Tyler Bertram was hired temporarily until future Recruit Firefighter Don Etherington III had completed his training.

**Fire Marshal:**

- Big projects were expected in the Spring; an example was a 5,218-acre solar farm.
- Inspections were going well. L&I, also TEGRIS were assisting with compliance issues.
- Hazard mapping was in progress for the Wildland Interface Code; completion was expected in July 2020.
- Chief Blanchard met with the CEO of the Chelan Hospital who had given full support of GIS mapping for pre-fire planning.
- Eighth Grader Alexa Kind was selected as the District's Chief-for-A-Day, a featured event during Apple Blossom.

**Training:**

- Chief Phillips was working with L&I on a denied medical claim. The on-the-job injury was sustained on August 8, 2019. The case manager suggested the District be more involved.
- Captain Ellis and Lieutenant Givens were commended for their participation in an ICS 300 class from the instructor with the PUD.

**Recruitment/Retention:**

- The regional volunteer recruit academy was in progress.

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- The application period for residents would remain open up until a week before the test. Currently, there were 42 applicants; the expectation was sixty out of which six would be selected.

**Local 453:**

- Captain Ellis reported a benevolent fund had been created and committee members were nominated the previous night.
- In conjunction with the merger of the IAFF Locals, new by-laws were being drafted.

**UNFINISHED BUSINESS**

1. Master Plan Workshop Recap

*The Douglas County Fire District 2 Master Plan* was distributed to board members with revisions prior to the meeting. Chief Baker would prepare a clean copy. Review included the following:

- Objective – Increased Staffing: *NFPA Standard 1720* was available.
- Objective – Healthy Reserves: Adopted *Financial Management Policies* referenced goal of 25% to 30% in reserves to support operations. Sections from the referenced policies were inserted into the Master Plan document. Commissioner McBride reiterated healthy reserves would be useful when talking to the public.
- Objective – Facilities:  
**Station 4:** Submitted documents for construction included:
  - Draft Notice of Call for Bids
  - Performance and Payment Bond
  - Bonds and Certificates
  - General Proposal Form (to be submitted by Contractor)
- The building permit would be issued to the contractor awarded the bid. The cost was expected to be between \$10,000 and \$11,000.
- The plans included the main building roughly estimated to cost \$5 million and a separate alternate (Admin Building) estimated at \$747,000. Without the alternate, it would be necessary to change the entrance. Conduit would be installed for the future.
- In discussion, Chairman McBride indicated he was leaning towards just building the main building to keep costs at \$10 million for both Stations 3 and 4. Commissioner Fennell agreed, adding that the Admin Building could be reconsidered after both stations were built. Commissioner Collings questioned where administrative staff would go without the Admin Building. The option to change the interior from a training facility to administrative offices was considered fairly easy to do.

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**Commissioner Collings moved to approve the bidding process for construction of Station 4 as proposed. The motion was seconded by Commissioner Fennell. Motion unanimously passed.**

- A project manager was yet to be hired; option would be to hire a general manager.
- Standard contracts had been reviewed by legal counsel.

**Station 3:** Chairman McBride had concerns over pending inflation and the time limit for spending bond proceeds and wanted to speed up the process. Chief Baker would direct the architect to work on a conceptual drawing. Once that reached 80%, a cost estimate could be obtained. The target budget of \$10 million for both projects would be relayed.

**NEW BUSINESS**

**1. Commissioner Fennell moved to adopt Resolution No. 02-12-2020, surplusing the 1994 Ford F350 to be advertised and sold to the highest bidder. The motion was seconded by Commissioner Collings. Motion unanimously passed.**

2. Command duty was tabled.

**PAYROLL & VOUCHERS**

January Expenses were submitted as follows:

**General Expense Fund:**

Claims totaled \$53,846.39 for Vouchers No. 200202001 through 200202061.

Payroll totaled \$227,316.40. The following payroll changes were approved:

- Salary increase of 2% for administrative employees effective January 1, 2020.
- Per the 2016-2021 collective bargaining agreement effective January 1, 2020:
  - Salary increase of 2% minimum for represented employees.
  - The maximum deferred compensation match increased to \$171.00.
- Promotions effective January 1, 2020:
  - Firefighter Scott White to rank of Captain.
  - Firefighters Shane Flatness, Jordan Givens, Cody Shelton and Mark Zielinski to Lieutenant.
  - Firefighter Kyle Bowles to Firefighter III.
- Resident Firefighters Cole Clark, Jason Koster, Michael Lundgren, Colton Sackman and James Workman hired full-time Firefighter Recruits effective January 1, 2020.
- Base rate for part-time firefighters set to the new minimum wage for Washington State of \$13.50 per hour and all hourly rates increased based on rank per the adopted wage schedule effective January 1, 2020.

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- Resident Firefighter Tyler Bertram was hired into a temporary Firefighter Recruit position, effective February 1-July 31, 2020.
- Firefighter Recruit James Workman was removed from payroll. He resigned his position with his last shift worked on February 5, 2020.

**Special Projects Fund:**

Claims totaled \$27,690.39 for Vouchers No. 200203001 through 200203002.

**Commissioner Collings moved to approve January payroll and vouchers in the amount of \$344,905.94. The motion was seconded by Commissioner Fennell. Motion unanimously passed.**

**GOOD OF THE ORDER**

1. Douglas County P.U.D. rate increases were briefly discussed. Assistant Chief Phillips would be meeting with the general manager at the Sabey Data Center to discuss as well the next day.

**Commissioner Fennell moved to adjourn the meeting at 7:15 p.m. The motion was seconded by Commissioner Collings. Motion unanimously passed.**