

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

March 16, 2017
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 Fire Chief Dave Baker, Assistant Chiefs Cam Phillips and Brian Brett, Volunteer Division Chief Ron Roy, Firefighter Seth Ellis, Volunteer Lieutenant Kyle Dennis, and Volunteer Firefighter Chris Morales.

ADDITIONS/DELETIONS TO THE AGENDA

- Minutes of March 9, 2017 was submitted for approval by the District Secretary.
- A short executive session to discuss acquisition of property was added by the Chairman.

APPROVAL OF MINUTES

Commissioner McBride moved to approve the Minutes of February 8, 2017 as corrected. The motion was seconded by Commissioner Collings. Motion unanimously passed.

Commissioner Collings moved to approve the Minutes of March 9, 2017 as presented. The motion was seconded by Commissioner McBride. Motion unanimously passed.

FINANCIAL REPORT

1. The Treasurer's Financial Statement indicated a balance of \$2,245,561.45.
2. Revenues received:
 - \$1,256.22, interest income.
 - \$300.00, Board for Volunteer Firefighters, reimbursement for volunteer physicals. (Warrant No. 927289J)
 - \$5.00, LexisNexis, payment for copy of fire report (Check No. 624073411)
 - \$204.00, Echo Health, Inc., reimbursement for immunizations and TB test. (Check No. 148540033)
 - \$180.42, Chelan County Fire District No. 1, fire investigation services at 34 ½ N. Wenatchee Ave. (Check No. 796535)
 - \$3,023.75, Washington State Apportionment Leasehold, distributed leasehold tax.

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- \$400.00, Board for Volunteer Firefighters, reimbursement for volunteer physicals. (Warrant No. 960207J)
- \$1,909.50, Douglas County TLS, partial payment for 2016 code enforcement services. (Check No. 300794)
- \$2,475.68, Herb King, refund time-loss compensation for 1/24/2017-2/8/2017. (Washington State Treasurer Warrant No. 942036I)
- \$2,166.22, Herb King, refund time-loss compensation for 2/9/2017-2/22/2017. (Washington State Treasurer Warrant No. 956118I)

CORRESPONDENCE

- WFOA 2016 Annual Report, a yearly recap of the association's finance, activities and programs was sent to member districts.
- Joy and Ettore Castellente sent a thank-you note to the District for hosting a great banquet.
- The District received a Presidential Service Award which included a letter from President Obama along with a pin and certificate.

STAFF REPORTS

Chief:

- Chief Baker met with staff from Douglas County TLS to discuss the code enforcement agreement. After brief review, it was agreed they would pay a balance due of \$6,633.00.
- An advertisement requesting bids for a rescue vehicle would be published on March 19, bid opening on April 5 and possible award at the regular meeting on April 12, 2017.
- Purchase of a brush truck was included in the budget. An option under consideration was to buy a chassis and build the truck. It would bring the cost down several thousand dollars.
- Workload analysis and policy rewrite projects were scheduled to start the third week in April.
- Chief Baker advised he was scheduled for knee surgery on March 20.

Training:

- Assistant Chief Phillips discussed the Joint Apprenticeship Training Committee (JATC) program. The three-year program reimburses \$5,000 per firefighter for attending the fire academy as well as some other educational costs. They also had a two-year program for Officers. The program was currently used by forty fire departments around the state.
- As the weather improves, roof work would start on the training prop.
- The two recruits at the fire academy were doing well and earning good reports. It was noted that Recruit Firefighter Kyle Bowles recently had a new baby.
- The vacant modular home at the airport was expected to incur expenditures for new paint and carpet in preparation for housing new residents.

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- Recruitment of future Resident Firefighters would likely be advertised through the Washington Fire Chiefs and flyers sent out to other fire departments.

Fire Marshal:

- Assistant Chiefs Brett and Phillips were recently certified and obtained their blue cards. Upcoming training included Heavy Equipment Operator and Wildland Crew Boss.
- Commercial inspections were underway. Annual inspections of commercial marijuana operations would include pre-fire planning. H-Occupancies were required to be inspected quarterly. Safety violations at Super China Buffett had been inspected and found in compliance.
- Commercial development of note, Northwest Wholesale was moving out to Baker Flats.
- Assistant Chief Brett was asked to speak at a meeting in regards to hiring a Fire Marshal for Chelan County.
- The Fire Marshal's Office was going paperless.

Volunteers:

- Division Chief Roy handed out million-dollar bills as a new way of promoting fire prevention. Also under consideration for the future, was putting up fire department information using the five street lights in the immediate area of Station 1.
- Upcoming community events include the Easter Egg Hunt, Classy Chassis, and Touch-A-Truck.
- Research had been completed on the effects of diesel exhaust on firefighters. The district had participated in the project.
- Report on national and state activities included:
 - Federal tax exemption proposal for volunteers was being re-introduced.
 - Funding for fire assistance grants would likely model 2016, still a reduction from previous years.
 - Opposition was anticipated from other grant-funded programs on fuel modification proposed through the Department of Natural Resources.
 - Washington would be getting a new State Fire Marshal.
 - Division Chief Roy had applied and was asking for votes to an open position on the Volunteer & Combination Officers Section of the International Association of Fire Chiefs.

UNFINISHED BUSINESS (None)

NEW BUSINESS

- 1. Commissioner McBride moved to adopt Resolution No. 03-16-2017, surplusizing listed radio equipment to be discarded having no value. The motion was seconded by Commissioner Collings. Motion passed unanimously.**

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PAYROLL & VOUCHERS

February Expenses: Payroll totaled \$153,033.25. Claims totaled \$56,151.01 for Vouchers No. 170302001 through 170302064.

Payroll changes were approved as follows:

- Part-time firefighter rates were increased based on the minimum wage effective January 1, 2017. The base rate for Firefighter was set at \$11.00 and other ranks adjusted accordingly with the adopted wage schedule.
- Part-time Lieutenant Jake Simmons resigned effective January 1, 2017.
- Part-time Firefighter Ted Martin was promoted to Lieutenant effective March 1, 2017,

Commissioner Collings moved to approve February payroll and vouchers in the amount of \$210,184.26 as presented. The motion was seconded by Commissioner McBride. Motion unanimously passed.

GOOD OF THE ORDER

1. Donna Gills had advised that Don (former Assistant Chief) would be having cancer surgery the following week.
2. Reminder: Filing deadline with the Public Disclosure Commission is April 15.

EXECUTIVE SESSION

Chairman Bob Black closed the meeting at 5:41 p.m. for a fifteen-minute executive session to discuss the acquisition of real property as allowed under RCW 42.30.110(1)(b). Chief Baker, Assistant Chief Phillips and the Secretary remained in the meeting. The open meeting reconvened at 5:56 p.m.

(Captain Scott White entered the meeting.)

Purchase of property described as a portion of 3540 NW Cascade Avenue had been negotiated with the hospital at a price of \$2.85 sq./ft. to construct a fire station. The property came with a domestic water LID for which the District would assume responsibility for \$8,452.

Commissioner McBride moved to accept the *Counter Offer Addendum* from Central Washington Health Services dated February 24, 2017, authorize Chairman Black to sign the *Vacant Land Purchase and Sale Agreement* and related documents on behalf of the board effective on the day of execution, and authorize Chief Baker to proceed with the

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feasibility study of the site. The motion was seconded by Commissioner Collings. Motion unanimously passed.

Chief Baker advised he had a conference call scheduled the next day with McKenzie Architect and Design. He also planned to attend a fire station design conference in Fort Worth, Texas in May.

Commissioner McBride moved to adjourn the meeting at 6:16 p.m. The motion was seconded by Commissioner Collings. Motion unanimously passed.