

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

September 13, 2017
East Wenatchee, WA

The meeting was called to order at 5:00 p.m. by Chairman Bob Black with Commissioner Dawn Collings present.

District personnel in attendance were Chief Dave Baker, Assistant Chiefs Cam Phillips and Brian Brett, Captain Mike Soltwisch, Firefighter Cody Shelton, Volunteer Resident Cole Clark, and Department Assistant Kris Felty.

Ettore Castellente was also present.

ADDITIONS/DELETIONS TO THE AGENDA

- Property on N.W. Cascade Avenue was added to Old Business by Chief Baker

APPROVAL OF MINUTES

Commissioner Collings moved to approve the Minutes of August 16, 2017 as presented. The motion was seconded by Chairman Black. Motion passed.

FINANCIAL REPORT

1. The Treasurer's Financial Statement indicated a balance of \$3,211,410.59.
2. Revenues received:
 - \$3,173.56, interest income.
 - \$650.00, Gavin Burnett, payment on refund of the 2016 resident program. (Cash)
 - \$416.00, Stettler Supply Company, fire marshal services at Chief Joseph Dam. (Check No. 65178)
 - \$7,089.58, Eastmont School District #206, fire protection services for 2016-2017. (Check No. 7103905)
 - \$300.70, Chelan County Fire District No. 1, fire investigation at 1005 Monroe, St., Wenatchee. (Check No. 807268)
 - \$324.90, Washington State Patrol, reimbursement for equipment on the Rattle Snake Hills mobilization fire. (EFT #254222!)

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- \$100.00, Cashmere Valley Bank, donation for Open House. (Check No. 82291)
- \$373.92, Washington State Patrol, reimbursement for equipment on the Canyon Creek mobilization fire. (EFT #261835!)

CORRESPONDENCE

- Information on the 2017 WFCFA Conference October 26-28 in Spokane was available. Also, the flyer for the Snure Preconference Seminar on October 25. Chief Baker would be attending. The Commissioners were asked to let the Secretary know if they were planning to go so reservations could be cancelled to free up the rooms if they weren't going to be used.

STAFF REPORTS

Chief:

- A revised *Douglas County Fire District #2 Organization Chart* was presented. It would be incorporated into the Department Manual and distributed to the membership.
- A recent meeting was held with Consultant Michelle Mazzola who specializes in grant writing. She provided a checklist for the process of CDBG (Community Development Block Grant) funding planned for the Rock Island Station. The District would be applying for a SAFER (Staffing for Adequate Fire & Emergency Response) Grant for staffing the new stations. This grant would currently fund hiring expenses funding 75% for year one, 50% for year two and 35% for year three, however, the rules were changing every year.
- The District was still in the running for a previously submitted FEMA grant for a ladder truck. Final awards would be made in December.
- A Recruitment and Retention Officer was hired, but it had not been made public yet.

Training:

- Recruits were reported to be doing well at the state fire training academy. One was sent home for a family emergency, but would be returning.
- Firefighter Kyle Bowles had resumed work on the training prop. The Skill Center was still interested in putting on the roof.
- A staff vehicle would be ordered soon; options for purchasing were still being researched.
- An operations meeting was recently conducted. It included shared vision and good discussion. Assistant Chief Phillips expressed his appreciation for the effort toward working better as a team.
- Following a recent class with Lexipol, Assistant Chief Phillips expected to be able to work on updating policies once the new Assistant Chief was on board.

Fire Marshal:

- The Firewise Garden was looking great.

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- The Rock Island Open House on September 16 would be advertised in the newspaper. Following it, plans for the Open House at the Main Station on October 14 would be refined.
- Pre-Applications were averaging four per week. Pending developments included Auto-Zone, data centers and bit-coin operation; several projects between S. Kentucky Ave. and the Airport to the Columbia River.
- Annual marijuana inspections were due to start; a checklist would be developed.
- Firefighter Shane Flatness was developing pre-fire plans.
- The 2017 Fire Prevention Institute would be held next month. Of special interest was a class instructed by Author John Lentini. Firefighters Shane Flatness, Josh Barnes and Assistant Chief Brian Brett plan to attend.
- A train tressel fire in Cashmere and a mobile home fire in Bridgeport were briefly noted.
- Tri-ACE, a multi-agency, mass-casualty training held every three years would be conducted at Pangborn on September 26. Volunteers for the exercise and observers were welcome.

UNFINISHED BUSINESS

1. Consideration of the proposal for EF Recovery Services was tabled.
2. Property at 3540 N.W. Cascade Avenue:
 - A Memorandum from GeoEngineers dated September 7, 2017 was distributed and discussed. The final report on the environmental site assessment was still in progress. Contamination was found as expected for former orchard property. Mitigation was estimated between \$50,000 to \$100,000. It was currently planned to remove and replace soil. Chairman Black commented the costs seemed high and questioned whether it could be researched further.
 - In lieu of short-platting, the current owners suggested the segregation process used for parcels over 20 acres. Boundaries could then be set and road placement could move forward. An exhibit map of the entire hospital property broken out into lots was presented.
 - The ***Purchase and Sale Agreement*** had been extended to September 20. In response to request from Chief Baker for board action needed at this meeting, **Commissioner Collings moved to remove contingencies and proceed with the sale of the property, closing within 60 days, located at 3540 N.W. Cascade Avenue. The motion was seconded by Chairman Black. Motion passed.**

NEW BUSINESS

1. **Commissioner Collings moved to adopt Resolution No. 09-13-2017A, surplusing an old HP Officejet Printer to be discarded having no value. The motion was seconded by Chairman Black. Motion passed.**

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2. Following consultation with the recommended bond attorney, a drafted resolution was presented that would allow expenditures related to the upcoming capital projects to be reimbursed from future bond proceeds. It was placed on hold. No action taken.

PAYROLL & VOUCHERS

August Expenses: Payroll totaled \$197,756.39; it included retroactive pay defined in the labor contract now in effect back to January 2016. Claims totaled \$68,571.61 for Vouchers No. 170902001 through 170902059.

Commissioner Collings moved to approve August payroll and vouchers in the amount of \$266,328.00. The motion was seconded by Chairman Black. Motion unanimously passed.

GOOD OF THE ORDER

- An inquiry would be made to find out if the house across the street was for sale.

Commissioner Collings moved to adjourn the meeting at 6:00 p.m. The motion was seconded by Chairman Black. Motion passed.