

## MINUTES

### BOARD OF FIRE COMMISSIONERS

### DOUGLAS COUNTY FIRE DISTRICT NO. 2

June 13, 2018  
East Wenatchee, WA

The meeting was called to order at 5:00 p.m. by Chair Dawn Collings with Commissioners Rick McBride and Bob Black present.

District personnel in attendance were Fire Chief Dave Baker, Assistant Chiefs Cam Phillips, Kurt Blanchard and John Glenn, Captain Seth Ellis, and Firefighter Herb King.

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

- Presentation by Michelle Mazzola, Resource Solutions, LLC (grant writer)

#### **GRANT WRITER**

Ms. Mazzola introduced herself, having ten (10) years of experience specializing in public grants. She discussed some of her successful grant applications and how the process works with FEMA. She reported on recently assisting Chief Baker with a supplemental packet to the SAFER grant application for a hardship waiver of \$600,000 in matching funds.

(Ms. Mazzola left the meeting.)

#### **APPROVAL OF MINUTES**

**Commissioner Black moved to approve the minutes of May 14, 2018 as presented. The motion was seconded by Commissioner McBride. Motion unanimously passed.**

#### **FINANCIAL REPORT**

1. The Treasurer's Financial Statement indicated a balance of \$5,151,174.76. It was noted that the authorized budgeted transfers to the Reserve Fund totaling \$350,000 for apparatus, fire stations and SCBA were carried out in May.
2. Revenues received:
  - \$4,351.34, interest income.
  - \$162.60, Housing Authority of Chelan Co. & City of Wenatchee, fire protection agreement for Heritage Glen, May 1, 2018 – April 30, 2019. (Check No. 60460)
  - \$156.25, Sangster Motors, license refunded for 2018 GMC Sierra (8-16). (Check No. 65473)

**MINUTES**  
**JUNE 13, 2018**  
**PAGE 2**

- \$370.00, Chandler Van Amen, repayment of resident tuition. (Cash)
  - \$200.00, Ivan Wood, donation. (Cash)
  - \$2,119.74, Michael Soltwisch/Washington State Labor & Industries, time loss compensation 4/7/2018-4/20/2018. (Warrant No. 342774L)
3. The Annual Report for 2017 was submitted to the State Auditor's Office as required. Copies were distributed to board members prior to the meeting.

**CORRESPONDENCE**

- Notice from the Washington State Boundary Review Board for Douglas County soliciting nominations for their board position representing special purpose districts.
- Chief Baker was thanked for the auction birthday party donated to St. Joseph Catholic School.

**STAFF REPORTS**

**Chief:**

- Personnel: Captain Mike Soltwisch had returned to work. Firefighter Scott White was on medical leave. Captain Sean Clarke was on medical leave and was expected to be unable to work for five (5) months. Firefighter Shane Flatness would be assigned to A-Shift as Captain during that time. New lateral firefighters Jordan Givens, Mark Zielinski and Jake Toevs had started working on their assigned shifts.
- Station 4: The property purchase was completed. The pay-off of the ULID would be budgeted next year. A meeting had been conducted with the architect and the addition of a second-story proposed. A tentative time-line was established with the station ready for occupancy in the spring of 2020.
- Project Manager: It was proposed to hire an independent project manager who would work on behalf of the fire district on the three (3) station projects. Cost was expected to be \$75,000/yr. with no benefits. Resumes would be requested. Applicants would need a civil engineering background. The proposed position would likely not be needed for a year or so.
- Station 3: Chief Baker met with Douglas County PUD representatives and would proceed with purchasing the property. The district's attorney would be asked to draft the agreement.
- Apparatus: There was nothing new to report. The sales representative for Rosenbauer had been contacted but did not follow through on sending a picture of the rescue truck. Payment was currently on hold.
- New and updated policies were under administrative review. The final product would then be presented to staff. Chief Baker advised the Board would need to approve.
- In collaboration with the Superintendent of Eastmont Schools, annual training was being planned in January-February that would be opened to all boards on the roles and responsibilities of their officials.

**MINUTES**  
**JUNE 13, 2018**  
**PAGE 3**

**Training:** (No report. Chief Phillips was away on a state mobilization.)

**Volunteer Coordinator:**

- Four (4) new residents would be headed to the fire training academy in August along with one volunteer. Letters of interest were currently being accepted.
- New residents at Pangborn and Rock Island were in training.
- It was announced that Lieutenant Mitchell Williams had been voted in by his peers as “Volunteer EMT of the Year.”

**Fire Marshal:**

- Chief Blanchard announced that newly selected Resident Firefighter Tyler Bertram would be participating in a national skills center competition.
- The formal tie-in of Tier II with RiverCom was expected to be up and running soon.
- Pre-fire Planning: There were concerns that uploading the maps would slow down the server. A possible remedy would be to use an older server exclusively for that purpose. User-friendly software that interfaces with Spillman and I-Spy was readily available. The users-group would have to share in the costs.
- Chief Blanchard noted a recent EMS call at Hydro Park where CPR was performed on the softball field and the patient was revived. Captain Seth Ellis was commended for doing an outstanding job along with his crew, Firefighters Billy Turner, JP Sokolowski and Josh Bollinger.
- During response to an illegal burn on S Tyee Pl, it was observed that lubrication from an irrigation pump was going into the Columbia River. Clean-up was coordinated with the Department of Ecology.
- Public education information regarding fire prevention for multi-housing occupancies along with a checklist would soon be distributed to managers and available on-line.
- Report on commercial developments included the nearly completed Auto Zone, plan review of sprinkler and alarm systems for new data centers, the new Marriott as the first in the fire district to meet requirements of NFPA 13, and school remodels over the summer.

**UNFINISHED BUSINESS** (None)

**NEW BUSINESS**

**1. A proposed Contract for Professional Services - Erlandson and Associates was approved for an estimated base fee of \$20,781.** It had been distributed to members prior to the meeting. It included a proposal letter dated June 1, 2018 describing the scope of work on the short plat and civil detail design. Addition charges for extra scope or changes could be incurred. As this was not a budgeted item, the 2018 budget may need to be amended.

**MINUTES  
JUNE 13, 2018  
PAGE 4**

**2. The regular meeting in July was changed to Monday, July 16, 2018 at the request of Chair Dawn Collings.**

**PAYROLL & VOUCHERS**

May Expenses: Payroll totaled \$178,276.09. Claims totaled \$59,353.62 for Vouchers No. 180601001 through 180601041.

Payroll changes were approved as follows:

- Jordan Givens, Jacob Toevs and Mark Zielinski were hired effective June 1, 2018 at the rank of Firefighter II at the monthly base salary of \$6,198.00.

**Commissioner McBride moved to approve May payroll and vouchers in the amount of \$237,629.71. The motion was seconded by Commissioner Black. Motion unanimously passed.**

**GOOD OF THE ORDER**

- A sign would be put up at the future site of Station 4.

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