

## MINUTES

### BOARD OF FIRE COMMISSIONERS

#### DOUGLAS COUNTY FIRE DISTRICT NO. 2

January 11, 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 Chief Dave Baker, Assistant Chiefs Cam Phillips and Brian Brett, Administrative Assistant Kurt Blanchard, Captain Mike Soltwisch, Firefighters Seth Ellis and Herb King.

Recently retired Volunteer Firefighter and former Fire Marshal Doug Miller was also in attendance.

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

A meeting to discuss negotiations with the Board after the regular meeting was requested by Chief Baker.

#### **APPROVAL OF MINUTES**

**Commissioner McBride moved to approve the Minutes of December 14, 2016 as presented. The motion was seconded by Commissioner Collings. Motion unanimously passed.**

#### **FINANCIAL REPORT**

1. The Treasurer's Financial Statement indicated a balance of \$2,671,655.31.
2. Revenues received:
  - \$727.78, interest income.
  - \$54.00, Echo Health, reimbursement for flu vaccines. (Check No. 146959664)
  - \$1,000.00, Wenatchee School District No. 246, lease agreement for 2016-2017. (Check No. 587995)
  - \$3,503.10, PUD #1 of Chelan County, fire protection agreement. (Warrant No. 722918)
  - \$16,800.00, PUD #1 of Douglas County, fire protection agreement. (Check No. 33122)
  - \$974.64, Washington State Department of L&I, industrial insurance refund. (Warrant No. 804463J)

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3. The Washington State Auditor's Office completed the 2013-2015 audits and released the reports on December 29, 2016. They were forwarded to board members prior to the meeting.

**CORRESPONDENCE**

- Notice of Snure 2017 Saturday Seminar Series on bid laws and fire service consolidations.
- Notice of WFCM 2017 Saturday Seminar Series on conducting special meetings, strategic planning and their health care program.

**STAFF REPORTS**

**Chief:**

- A proposal was just received earlier in the day for an Employee Assistance Program. Estimated annual cost was \$1,800.
- A representative from the Department of Ecology was invited to the next staff meeting to explain their regulations for outside burning and imposed bans. There was recent confusion caused by misstatements on the agricultural permit applications.
- Report on future station sites included:
  - Nothing new had recently transpired on either property.
  - A notice would be published for architect/engineering services to initially short-plot the property in Rock Island.
  - The property would remain in the jurisdiction of Douglas County as there had been no movement on annexation by Rock Island.
  - Before planned expenditures were incurred towards development of the property for a future station in Rock Island, Chairman Black requested written assurance that the District could take ownership from the Douglas County P.U.D.
  - In discussion, Assistant Chief Phillips added the window of opportunity was closing for obtaining a block grant due to surrounding development.
- Chief Baker advised he would not be at the next commissioner meeting; he would be on vacation.

**Training:**

- The volunteer recruit academy started this week with eight new members from this District.
- A volunteer resident test was planned for June. There were four candidates so far.
- Former Volunteer Resident Gavin Burnett was expected to reimburse about \$8,400 back through a payment plan over twelve months. Details were being worked out.
- The District volunteered to host a hydraulics class for the fire science course through Wenatchee Valley College at their request. Details were still being worked out for paying instructors, probably something similar to what the hospital had arranged for the nursing program.

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- Data entry was underway for a new training program. Cost was \$6,000, about \$80 per firefighter per year. The program allowed resources and tests to be shared with other departments.
- With the recent incidents with fatalities, Assistant Chief Phillips emphasized the importance of looking out for those providing emergency services and how they could be affected. The new Employee Assistance Program was expected to be beneficial. Critical Incident Stress Management Training would be offered again this year in February to four participants from this District.

**Fire Marshal:**

- Assistant Chief Brett reported he was busy with fire investigations; there had been fourteen structure fires since Thanksgiving. Three were deliberately set. He commended:
  - Acting Captain Josh Barnes on the house fire in Rock Island
  - Acting Captain Herb King on the house fire on Linda Ct.
  - Firefighter Shane Flatness, in charge of the building fire on Alvin Ct.
- The database for inspections was completed.
- First on the list this year with the school programs was Grant School. Firefighter Shane Flatness had been contacted.
- Report on commercial developments included:
  - Grocery Outlet would be moving into the old Food Pavilion
  - New five-story Springhill-Marriott Hotel to be built above China Buffett
  - Acore expansion on Port District property
  - T-Mobile expansion at Sabey
- Two fire fatalities were reported to the Washington State Patrol for 2016.

**UNFINISHED BUSINESS (None)**

**NEW BUSINESS**

1. The proposed *Interlocal Agreement for Fire Investigation Services* with Chelan County Fire District No. 1 was forwarded to board members for review prior to the meeting. Chief Baker explained the agreement had been scaled down from a previous version to limit the scope of services to fire investigations. It would grant authority to the Fire Marshal of Douglas County Fire District No. 2 to represent Chelan County Fire District No.1 in court if necessary. Chief Baker was authorized to sign the agreement.

In related discussion, Doug Miller advised that the City of Wenatchee would be meeting on their contract for fire marshal services provided by Chelan County Fire District No. 1 as well. Their current annual contract was \$50,000 annually. He noted that the City may not be aware of how the arrangement between the two fire districts could impact them; for example, the lack of any required credentials. He was planning to attend.

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**PAYROLL & VOUCHERS**

December Expenses: Payroll totaled \$148,502.44. Claims totaled \$94,707.96 for Vouchers No. 170102001 through 170102073.

Payroll changes were approved effective January 1, 2017 as follows:

- Gavin M. Burnett resigned from the resident program.
- New full-time recruit firefighters Kyle Bowles and Cody Shelton were hired.
- Salary increase of 2% for non-represented administrative employees.

**Commissioner Collings moved to approve December payroll and vouchers in the amount of \$243,210.40 as presented. The motion was seconded by Commissioner McBride. Motion unanimously passed.**

**GOOD OF THE ORDER**

1. Chairman Black was thanked for providing the contact information for the Grace House to receive toys. Chief Baker, Assistant Chief Phillips and Department Assistant Kris Felty shopped and wrapped gifts which were delivered to eighteen children. Both kids and moms were excited. It was planned to participate in the toy drive organized by the Awaken Church again next year.

**Commissioner McBride moved to adjourn the meeting at 5:50 p.m. The motion was seconded by Commissioner Collings. Motion unanimously passed.**