

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

August 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 Chief Dave Baker, Assistant Chiefs Cam Phillips and Brian Brett, and Department Assistant Kris Felty.

Jordan Givens was also present.

ADDITIONS/DELETIONS TO THE AGENDA (None)

APPROVAL OF MINUTES

Commissioner Collings moved to approve the Minutes of July 12, 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 \$3,591,438.28.
2. Revenues received:
 - \$2,801.69, interest income.
 - \$650.00, Gavin Burnett, payment on refund of the 2016 resident program. (Cash)
 - \$5.00, LexisNexis, copy of fire report. (Check No. 651848482)
 - \$150.35, Chelan County Fire District No. 1, fire investigation at 600 Alaska St., Wenatchee. (Check No. 804630)
 - \$4,942.22, City of East Wenatchee, code enforcement agreement for second quarter, 2017. (Check No. 48299)
 - \$7,210.52, Washington State Patrol, reimbursement for equipment on the Sutherland mobilization fire. (EFT #147361!)
 - \$2,257.60, Washington State Patrol, reimbursement for equipment on the Spartan mobilization fire. (EFT #147374!)
 - \$371.20, Washington State Patrol, reimbursement for personnel on the Spromberg mobilization fire. (EFT #155148!)
 - \$510.00, Board for Volunteer Firefighters, refund 2016 pension payments for members that did not meet participation requirements. (Warrant No. 278625M)

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- \$240.56, Chelan County Fire District No. 1, fire investigation at 616 Lambert St., Wenatchee. (Check No. 805252)
- \$4,339.00, Chelan County Fire District No. 1, reimbursement for PPE of Gavin Burnett and Triston Brender. (Check No. 805010)
- \$200.00, Board for Volunteer Firefighters, reimbursement of two volunteer physicals. (Check No. 288855M)
- \$340.86, Washington State Patrol, reimbursement for equipment on the Highway 12, MP 188 mobilization fire. (EFT #183090!)
- \$610.00, Brian Brett, reimbursement for airfare from the National Fire Academy (Check No. 366)
- \$153.90, Washington State Patrol, reimbursement for equipment on the Sutherland Canyon Mobilization fire. (EFT #190053!)
- \$182.40, Washington State Patrol, reimbursement for equipment on the Coyote Creek Mobilization fire. (EFT #202454!)

CORRESPONDENCE

- A thank-you letter was sent to Manager Troy French, Zirkle Fruit Co. for allowing the use of their water system during the Sutherland Fire.

Chief:

- During the recent Trinidad Fire, Chief Baker requested a helicopter. The railroad would be billed for fire suppression. Also, of note was a house fire earlier this week at the Triston and Katie Brender residence, both former DCFD#2 volunteer firefighters. Triston, who is now a CCFD#1 firefighter, was working at the time of the fire. Katie was awakened by the smoke alarm during the night. She and their son exited the residence without harm.
- Regarding the property on N.W. Cascade Avenue: The *Purchase and Sale Agreement* extended to September 20. Contracts were executed with Erlandsons and Geo Engineering. Phase II of the site assessment was to begin the next day. One challenge had developed in which the current owner was reluctant to sign off on the proposed short-plat without a guaranteed sale. Additionally, placement of the road was yet to be determined. The final drawing was expected later in the week.

Training:

- The state fire training academy started this week with three DCFD#2 recruits participating; two were residents and one went on his own with a guarantee that upon successfully completing the recruit course, he would be accepted as a resident.
- Assistant Chief Phillips reported the assistance with the training program he was receiving from Firefighter Josh Barnes who was recently assigned to a day position was working out well.

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- The need for volunteer firefighters was being advertised on the reader board. The recruit academy would start in mid-October
- In researching options for acquiring the budgeted staff vehicle, it would likely be purchased off the state contract as opposed to leasing or buying used. It was noted that the District was moving towards a red fleet.
- Following up on the staffing and deployment study, improving inefficiencies and how concerns were presented were briefly discussed.

Fire Marshal:

- A third-party company, TEGRIS, was currently tracking all hood systems for code compliance. There had been some confusion in implementing the free service to the District, but was considered a temporary issue.
- The Bureau of Alcohol, Tobacco, Firearms and Explosives were invited by Region Six to report on their investigations of the Phillippi Fruit and Sports Liquidator fires.
- In his report on the Firewise Garden, Assistant Chief Brett advised there would be 49 species of plants; their ignition zone distance would be provided. It was noted that half the plants died due to heat.
- Signs would be posted to keep people from parking in the fire lane at the top of 23rd St.
- Firefighter Shane Flatness was providing a lot of assistance with fire prevention activities.
- Development was being planned in the area of S. Kentucky Avenue and 4th Street.

UNFINISHED BUSINESS

1. ESCI Staffing and Deployment Study Implementation and Plan: Chief Baker distributed a list of the recommendations in the study report with the current and proposed actions the District was taking for each. A new organizational chart under consideration was included.

Two major recommendations would move forward immediately:

- Reorganization would provide a better chain of command. The new structure would alleviate all personnel from reporting directly to the Fire Chief.
- Hire an Assistant Chief for a new position of Recruitment and Retention Officer for the Volunteers. Chief Baker would be sending out a draft job description and plan.

In related discussion:

- Firefighter Shane Flatness was assigned to manage the public newsletter.
- Firefighter Cody Shelton was assigned to manage and revamp the website. Commissioner Collings considered this a priority as it was where most people would seek information regarding the Fire District.

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NEW BUSINESS

1. Information was reviewed regarding proposed services provided by EF Recovery. Chief Baker explained they could file claims to have costs reimbursed back to the Fire District for services and materials that fall outside what would normally be covered by fire protection property taxes. Based on his analysis of motor vehicle accidents between January 1, 2016 and August 2, 2017, recovery at an average rate of 80% ranged from \$26,400 to \$108,240 depending on the criteria set for the minimum time on scene. EFR would apply a fee structure depending on the service level the District selected.

In discussion, Chief Baker had concerns over billing someone involved in a serious car accident. Commissioner McBride liked the program, noting that the insurance companies expect to be billed for services like haz-mat cleanup; costs were built into their auto insurance policies. Assistant Chief Brett disliked the service due to negative public relations, noting several complaints received associated with the billings when the services were used by the City of Wenatchee.

Consideration of EF Recovery Services was to be continued.

2. Attorney Julie Norton had drafted two contracts between the Fire District and Carletti Architects, P.S. Architect Peter Carletti had already signed them without any changes.

During review, the following changes were made to the *Professional Architectural Services Agreement for General Services*:

- Section 8.1, reference to Port would be changed to District.
- Section 8.2, charges would be confirmed for mileage within the Greater Wenatchee Area.
- Exhibit A, legal counsel and architect would be asked what happens if rates go up significantly after the effective date at the end of the year.

and to the *Professional Architectural Services Agreement for North End Station Project*:

- Section 3, term of December 31, 2018 would be added.
- Section 6, were the payments to exceed \$49,255.00, the architect would likely address the Board of Commissioners if significant.

Commissioner McBride moved to execute the *Professional Architectural Services Agreement for General Services* and the *Professional Architectural Services Agreement for North End Station Project*. The motion was seconded by Commissioner Collings. Motion unanimously passed.

3. It was proposed to add additional funds to the Advance Travel Fund to adequately cover expenses for training travel. Following discussion:

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Commissioner Collings moved to adopt Resolution No. 08-16-2017, increasing the authorized amount in the Advance Travel Fund to \$4,000.00. The motion was seconded by Commissioner McBride. Motion unanimously passed.

(Chief Baker left the meeting.)

PAYROLL & VOUCHERS

July Expenses: Payroll totaled \$156,688.74. Claims totaled \$47,499.71 for Vouchers No. 170802001 through 170802064.

Payroll changes were approved as follows:

- Promotion of Seth Ellis to Captain effective July 1, 2017,
- Return Scott White to rank of Firefighter III effective July 1, 2017.
- Hourly rate changes from a 24-hour shift to a 40-hour per week day-position for Firefighter Josh Barnes, Firefighter Shane Flatness, and Firefighter/Mechanic Jay O'Connell effective July 9, 2017.
- Monthly stipend of \$500.00 for new Volunteer Residents Josh Bollinger and Carter Welch effective August 1, 2017.
- Status of Volunteer Nathaniel Betancourt changed to Part-Time Firefighter effective August 1, 2017.
- Promotion of Recruit Firefighter J.P. Sokolowski to Firefighter I effective August 1, 2017.
- Promotion of Firefighter Billy Turner to Firefighter II effective August 14, 2017.
- Separation of Part-Time Firefighter John Bussell effective September 1, 2017.

Commissioner McBride moved to approve July payroll and vouchers in the amount of \$204,188.45. The motion was seconded by Commissioner Collings. Motion unanimously passed.

GOOD OF THE ORDER (None)

Commissioner Collings moved to adjourn the meeting at 6:20 p.m. The motion was seconded by Commissioner McBride. Motion unanimously passed.