

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

October 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 Chief Brian Brett, Firefighter Herb King, and Department Assistant Kris Felty.

ADDITIONS/DELETIONS TO THE AGENDA

- Request from Chief Baker to schedule his annual evaluation was added to New Business.

APPROVAL OF MINUTES

Commissioner Collings moved to approve the Minutes of September 13, 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 \$3,431,187.75.
2. Revenues received:
 - \$3,097.54, interest income.
 - \$600.00, Gavin Burnett, payment on refund of the 2016 resident program.
(Cash)
 - \$157.04, United States Treasury, refund federal tax on disability compensation.
(Check No. 20287184)
 - \$400.00, Board for Volunteer Firefighters, reimbursement for four volunteer physical exams. (Warrant No. 360608M)
 - \$192.22, Washington State Patrol, reimbursement for equipment on the Sutherland mobilization fire. (EFT #313480!)
 - \$650.00, Gavin Burnett, payment on refund of the 2016 resident program.
(Cash)

CORRESPONDENCE (None)

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STAFF REPORTS

Chief:

- Regarding the property at 3540 N.W. Cascade Avenue:
 - A Memorandum from GeoEngineers dated October 10, 2017 summarizing the completed environmental site assessment and analytical results was distributed and discussed. The full report was available; contact the District Secretary.
 - It clarified for Commissioner McBride that full mitigation of contaminants was estimated between \$50,000 to \$100,000. Anticipated cost was less as a lot of the soil will be covered up with only small areas to be mitigated.
 - The architect was working on programs to determine square footage. The station was just short of 11,000 sq. ft. He would then develop a bird's-eye view and shape to conform to the property.
- Budget requests were coming in. The Douglas County Assessor's Office advised that preliminary assessed values would be sent out in the next week.
- Updates to policies were underway. Chief Baker expected a bundle to go to Lexipol in the next week for formatting.
- Jim Nelson, Senior Vice President of D.A. Davidson had provided draft financial management policies for the District to develop. The adopted policies would be beneficial when seeking a bond rating.

Training: (Assistant Chief Phillips was unable to attend.)

Chief Baker reported on the following:

- The state fire training academy would hold their graduation ceremony on November 3.
- Trusses for the training prop would be coming the following week. The roof would likely be up by the next commissioner meeting.
- Official notice was received that the grant application to acquire a ladder truck had been declined.
- Interviews of ten (10) volunteer firefighter applicants were scheduled over the next few weeks.

Fire Marshal:

- Firewise landscaping would be suggested for code compliance for new development.
- Inspections should be near completion by November 1.
- Production of hydrant maps would be taken over in-house from staff at Douglas County Transportation and Land Services.
- In his report on recent fires, Assistant Chief Brett advised a video was available of the fire at Dolco Packaging. It was noted that although all the product in the fire location exterior to the building was destroyed, the value of the loss was still below their deductible.

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- Assisting with the mini-pumper at the Wings and Wheels Festival the previous weekend along with Assistant Chief Brett were Volunteer Firefighters Shane Milner, Alex Bull and Jason Wilson, Assistants Kris Felty and Suanne Robbins.
- Preparations were underway for the Open House at the Main Station on October 14.
- Two recent incidents involving small children were briefly discussed. Incident stress debriefing had been offered to personnel on those calls.
- Captain Mike Soltwisch, Firefighters Billy Turner, Cody Shelton, and Resident Cole Clark were credited with rescuing a woman who was trapped while moving in when a table fell blocking a door.
- Assistant Chief Brett would be leaving on vacation the following week.

UNFINISHED BUSINESS

1. The proposal for EF Recovery Services would be considered as part of the budget process.
- 2. Commissioner McBride moved to adopt Resolution No. 10-11-2017, authorizing the reimbursement of expenditures related to construction of a future fire station incurred prior to the issuance of the bonds with bond proceeds. The motion was seconded by Commissioner Collings. Motion unanimously passed.**

NEW BUSINESS

- 1. Commissioner Collings moved to approve the Addendum dated 10-11-2017 to the amended Business Credit Card Resolution with Cashmere Valley Bank authorizing five (5) additional credit cards each with a credit limit of \$2,500 to be issued individually to the Chief Officers and Mechanic of the Fire District. The motion was seconded by Commissioner McBride. Motion unanimously passed.**

It was advised the credit card guidelines would be updated to reflect the authorized changes.

2. Meetings were scheduled for Wednesday, November 8, 2017 as follows:
 - **A special meeting was scheduled at 4:00 p.m. for annual evaluation of Chief Baker. Much of the review was expected to be held in executive session.**
 - The Local Board for Volunteer Firefighters would meet at 4:45 p.m. One item of business was on the agenda to certify service time for Retired Volunteer Firefighter Dan Logsdon.
 - The regular meeting in November would start at its normal 5:00 p.m. time. The 2018 Budget would be on the agenda; information would be sent to board members in advance.

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PAYROLL & VOUCHERS

September Expenses: Payroll totaled \$155,918.23. Claims totaled \$92,523.87 for Vouchers No. 171002001 through 171002063.

Commissioner Collings moved to approve September payroll and vouchers in the amount of \$248,442.10. The motion was seconded by Commissioner McBride. Motion unanimously passed.

GOOD OF THE ORDER (None)

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