

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

November 8, 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, Brian Brett and John Glenn, Captains Mike Soltwisch and Seth Ellis, Firefighters Scott White, Herb King and Kyle Bowles, Volunteer Lieutenant Kyle Dennis, Volunteer Resident Chandler Van Amen, and Department Assistant Kris Felty.

ADDITIONS/DELETIONS TO THE AGENDA

- An executive session was added to the end of the meeting to continue the annual performance review of Chief Baker.

APPROVAL OF MINUTES

Commissioner McBride moved to approve the Minutes of October 11, 2017 as presented. The motion was seconded by Commissioner Collings. Motion unanimously passed.

FINANCIAL REPORT

1. The Treasurer's Financial Statement indicated a balance of \$4,565,526.06.
2. Revenues received:
 - \$2,820.93, interest income.
 - \$5.00, LexisNexis, copy of incident report. (Check No. 673887821)
 - \$4,942.22, City of East Wenatchee, code enforcement agreement for 3rd qtr. 2017. (Check No. 48840)
 - \$2,358.50, WSP, reimbursement for personnel on the Rattlesnake Hills Mobilization Fire. (EFT #398147!)
 - \$783.90, WSP, reimbursement for personnel on the Coyote Creek Mobilization Fire. (EFT #398148!)
 - \$3,163.50, WSP, reimbursement for personnel on the Canyon Creek Mobilization Fire. (EFT #398149!)
 - \$2,108.25, WSP, reimbursement for personnel on the Hwy 12-MP 188 Mobilization Fire. (EFT #400441!)

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- \$240.56, Chelan County Fire District No. 1, fire investigation services for 401 Pearl St., Wenatchee. (Check No. 810843)

CORRESPONDENCE

- Chief Baker relayed a thank-you from his wife, Darlene for a donated birthday party (funded through the Volunteer Association) to a fund-raising event put on by the local realtors.

STAFF REPORTS

Chief:

- New Assistant Chief and Volunteer Recruitment and Retention Officer John Glenn was introduced to the Board.
- Captain Mike Soltwisch was scheduled to be off on medical leave for four to six months following shoulder surgery later this month. A firefighter will be hired for coverage on his shift while he is gone.
- Regarding the property at 3540 N.W. Cascade Avenue:
 - Chairman Black had signed an addendum to the purchase and sale agreement setting the price of a two-acre parcel at \$2.85/sq. ft. totaling \$248,292.
 - Anticipated closing would be December 29, 2017.
 - An agreement may be possible with Douglas County for fill dirt in exchange for right-of-way needed for the new road.
- A 4.99-acre parcel had become available for sale in Rock Island: It would likely be used as a comparable for determining the purchase price on the property belonging to the P.U.D. still under consideration for building a fire station. It was preferred to purchase property that was already tax exempt.

Training:

- The District had three residents graduate from the fire training academy. After a two-day orientation, they will be assigned to a shift starting November 16.
- Firefighter Kyle Bowles is lead on the training prop project with assistance from the rest of the crew on C-Shift.
- Members of the volunteer association were asked to submit a letter of interest this week for the upcoming temporary position on B-Shift. Interviews will follow.

Fire Marshal:

- The tally for fire investigations was 101 for Assistant Chief Brett since becoming Fire Marshal in July 2014.
- Captain Seth Ellis and his crew were commended for a job well done on the fire earlier today at Alvin Ct. and N. Baker Ave. Assistant Chief Brett shared a picture of the owner and her

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dog. A mobile home fire on NW 27th St. was briefly discussed in which a grandmother went back for her purse and was pulled out by her son.

- The success of the Open House this year was directly attributed to advertising, specifically with KPQ, and adequate staff on hand.
- Code requirements for the marijuana grow farms were expected to be completed by the end of the year.
- Assistant Chief Brett had finished taking a series of classes from Annie Schmidt, Director of the Chumstick Wildfire Stewardship Coalition on fire adapted communities. He would be coordinating with Douglas County Code Enforcement Officer Hugh Tyler to enforce the existing interface code.

Volunteer Coordinator:

(No report; Assistant Chief Glenn had left the meeting to deliver furnishings to one of the modular homes at the airport that would be used for housing participants in the volunteer resident program.)

- It was noted that Assistant Chief Glenn was distributing recruitment information to selected skill centers around the State.

UNFINISHED BUSINESS (None)

NEW BUSINESS

1. The annual application to the Washington Fire Commissioners Association Health Care Program was submitted for approval. The purpose of the agreement was explained to outline the eligible members covered under the plans, the specific medical and dental plans offered, the option not to cover domestic partnerships unless registered with the State, and set the limit of coverage to eligible employees for Life/AD&D insurance. In addition, eligibility for benefits was set for employees who work 30 hours per week as defined by the Affordable Care Act and set the employer contribution rates for medical and dental plans for employees and their dependents.

Commissioner Collings moved to approve the *WFCA Health Care Program 2018 Employer Application and Eligibility/Contribution Forms* The motion was seconded by Commissioner McBride. Motion unanimously passed.

2. 2018 Budget

Drafts of the 2018 preliminary budget and budget detail worksheet had been distributed to board members prior to the meeting. Chief Baker provided an overview. Discussion including the following:

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EXPENSE FUND

- Revenues
The tax rate would increase to \$1.20 as set by the levy lid lift passed in 2015. There were three years left. It was noted that the District is in good financial position.
- Salaries and Wages/Personnel Benefits
\$116,003, Chiefs and Assistants. An additional position for Firefighter III was included for the possibility of having to hire a mechanic.
\$83,400, Overtime. Chief Baker agreed with Commissioner McBride over concerns that the budgeted amount for overtime may not be enough and would add to it.
- Supplies
Other Services and Charges
\$3,300 Building Repairs and Maintenance. Heater elements would be replaced in the shop. It was reported that it was needed for about half the elements every other year.
- Capital Outlays
\$150,000, Land. Property for future station in Rock Island.
\$30,000, Buildings. Paint, carpet and roofing the modular homes at Pangborn. One had been completed this year.
\$30,000, Buildings. Replacement of 20-year-old HVAC units. One was replaced last year.
\$40,000, Improvements. Digital sign was requested by Assistant Chief Brett for fire prevention. It was yet to be determined if it would meet city codes.
\$41,000, Bunker Gear. It was clarified that all career firefighters had two sets. Facilities were available to the volunteers to wash and dry their gear within four to six hours.
\$40,000, Trucks and Equipment. A commuter vehicle was requested for business travel. It was explained that staff was currently using personal vehicles and the District paid a lot for mileage. An option was a small pickup with a canopy that would avoid contamination from fire gear.
\$330,000, Trucks and Equipment. Equipment would be purchased in anticipation for future rescue truck, engine, ladder and brush trucks to have ready to put them into service.
- Carry-Over
Ending balance was expected to be just over \$2.6 million or 55.02% of the operating budget. Chief Baker explained another \$1.26 million was anticipated in expenses for a future bond payment, three additional firefighters and new residents along with the usual 25% for first quarter expenses.

RESERVE FUND

Reserves would increase through transfers totaling \$385,000 for future apparatus and fire stations.

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Other Discussion:

- Chief Baker advised that the district would try to acquire another military truck through a grant.
- A staff vehicle had been ordered for Assistant Chief Phillips and should arrive any day. The existing vehicle would rotate to Assistant Chief Glenn.
- To help clear up some confusion expressed by Chairman Black, it was explained that the two documents were not balanced to each other as the worksheet did not include the sub-totals for Salaries and Benefits. It was advised that support for those accounts were available.

A special meeting to conduct a budget workshop was scheduled for Thursday, November 16, 2017 at 4:00 p.m.

PAYROLL & VOUCHERS

October Expenses: Payroll totaled \$166,361.72. Claims totaled \$101,439.49 for Vouchers No. 171102001 through 171102075.

A payroll change was approved to hire Assistant Chief John Glenn effective October 16, 2017.

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)

EXECUTIVE SESSION

Chairman Black closed the meeting at 6:00 p.m. for a twenty-minute executive session to continue the evaluation of Chief Baker as allowed in RCW 42.30.110(1)(g). Chief Baker remained in the meeting. The session was extended twice for fifteen minutes each. The open meeting reconvened at 6:50 p.m.

A letter would be prepared for Chief Baker indicating a positive evaluation.

Commissioner Collings moved to adjourn the meeting at 6:55 p.m. The motion was seconded by Commissioner McBride. Motion unanimously passed.