

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

December 13, 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, Volunteer Lieutenant Kyle Dennis, Firefighters Cody Shelton and Tanner Brender.

Also in attendance were members of the McBride Family. They were Doug, Kristie, Debbie, Leslie, Jeff, JoAnn, and Scott McBride.

ORGANIZE BOARD

- Rick McBride was sworn into the office of Fire Commissioner, Position 1.
- Dawn Collings was appointed as Chairman of the Board through 2018.
- Commissioner McBride was appointed to serve along with Chairman Collings on the Local Board of Volunteer Firefighters.

(Chairman Black closed the meeting for a five-minute break. Captain Mike Soltwisch entered the meeting. McBride family members left. The meeting reconvened at 5:10 p.m.)

ADDITIONS/DELETIONS TO THE AGENDA

- Retreat added to New Business by Chairman Bob Black.

APPROVAL OF MINUTES

Commissioner McBride moved to approve the Minutes of November 8 and 16, 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 \$4,375,468.82.

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2. Revenues received:

- \$2,847.00, interest income.
- \$650.00, Gavin Burnett, payment on resident tuition. (Cash)
- \$5.00, NexisLexis, payment for records requested, Incident No. 2017-1290. (Check No. 680529471)
- \$1,000.00, Wenatchee School District #246, agreement for educational services, 2017-2018. (Check No. 594964)
- \$2,919.14, RiverCom, use shared funding for radio equipment. (Check No. 309385)
- \$6,601.58, WSP, reimbursement for personnel used on the Sutherland Canyon mobilization fire. (EFT #4583329!)
- \$2,273.69, WSP, reimbursement for personnel used on the Spartan mobilization fire. (EFT #458333!)
- \$5.00, NexisLexis, payment for records requested, Incident No. 2017-1314. (Check No. 680529471)
- \$408.00, Echo Health, Inc., reimbursement for flu vaccines. (Check No. 157057885)

CORRESPONDENCE

- Chief Baker received a thank-you note from Fire Chief Don Fortier for participating in their hiring process for two firefighters.

STAFF REPORTS

Chief:

- Chief Baker announced that Kurt Blanchard was hired as the new Fire Marshal. He would be under a temporary agreement to work part-time in January and begin full-time February 1, 2018.
- Tanner Brender was hired as a temporary full-time firefighter to help provide coverage while Captain Soltwisch was on medical leave. He was one of two interested volunteers interviewed by Chief Phillips. His agreement had a term of five months.
- Regarding the property at 3540 N.W. Cascade Avenue, an issue had developed with the segregation that would require action by the hospital. Another extension on the purchase agreement was needed.
- Required notice had been given to CIAW that the District was comparing insurance products and could potentially switch to another company. It was decided to remain with CIAW next year; they reduced their premiums by \$4,826.

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Training:

- The foam carried on the engine at the airport for crash-fire-rescue was found to be carcinogenic and would likely be banned. It would be replaced with another environmentally-friendly product.
- There was currently no surplus of PPE due to rules put in place in 2014 that required disposal after ten years. New orders would take 90 days to get.
- Disposition of surplus assets was discussed. An alternative to the annual public auction under consideration was an online auction of public surplus.

Volunteer Coordinator:

- Chief Glenn was currently working on developing relationships and learning about the District. His accessibility to the volunteers was working well.
- Interviews for Volunteer Lieutenant would be conducted on December 19. There were two.
- The District would be bringing on thirteen new volunteers with varied experience. He anticipated that the issue regarding PPE noted by Chief Phillips would be resolved once it was put on a rotation.
- Nine applications had been received for resident firefighters. Selection was planned for June.
- Advertising via the new website was bringing in applications. Touch cards were being distributed as a recruiting tool. Ads would be run at the movie theatres in the future.
- Command duty was reportedly going smoothly.

Fire Marshal:

- Chief Brett started his report thanking the Board for their investment in him and that it was a pleasure working with them.
- A recent class on marijuana extraction provided a lot of good information.
- A twelve-year conversation was completed on the inspection program. It was expected to be sustainable moving forward.
- Future Fire Marshal Kurt Blanchard was commended as a good asset. Chief Brett advised he would be allowed by his new employer to continue to work with Kurt in his new role during the month of January.

UNFINISHED BUSINESS

1. The Douglas County Assessor's Office had advised that final valuations and state utility values for the 2017 levy for 2018 tax resulted in an increase of \$86,205 in tax revenue. It was necessary to re-certify the levy request to acquire those funds.

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Commissioner Collings moved to adopt Resolution No. 12-13-2017A, approving the adjustment to 2018 Expense Fund Budget to reflect a levy request of \$5,113,815.24 based on final assessed values of the regular 2017 levy for 2018 tax, and adopting an amended budget for the Expense Fund-\$ 7,506,057. Commissioner McBride seconded the motion. The motion unanimously passed.

2. Continuing the earlier discussion on the issue holding up the property purchase, Chairman Black noted that he did not want any more money spent on the project until the process started to move forward.

Chairman Black signed the Addendum/Amendment to Purchase and Sales Agreement for the property at 3540 N.W. Cascade Ave. extending the closing date to February 28, 2018.

NEW BUSINESS

1. Commissioner McBride moved to adopt Resolution No. 12-13-2017B, surplusing an obsolete computer and two printers to be discarded having no value. The motion was seconded by Commissioner Collings. Motion unanimously passed.

2. There had been interest expressed by personnel to participate in the Washington State Deferred Compensation Program. Three other deferred compensation plans were offered in the past, one was the Nationwide Plan which had not been used for a few years. Previous participants had withdrawn all their funds. Discontinuing participation in that plan was in process.

Commissioner McBride moved to adopt Resolution No. 12-13-2017C, authorizing participation in the Washington State Deferred Compensation Program. The motion was seconded by Commissioner Collings. Motion unanimously passed.

3. Chairman Black proposed to conduct a retreat to revisit the long-term plan and address concerns/questions with spending. Chief Baker agreed, reporting that strategic planning was already underway regarding staffing, facilities and capital improvements. It was agreed to schedule the retreat for some time after the meeting in January.

PAYROLL & VOUCHERS

November Expenses: Payroll totaled \$202,379.56. Claims totaled \$194,272.46 for Vouchers No. 171202001 through 171202078.

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Payroll changes were approved as follows:

- New Resident Firefighter Colton Sackman added to payroll retroactive to August 1, 2017
- Part-time Firefighter Ryan Burgess resigned effective November 1, 2017
- Status of Tanner Brender changed to temporary full-time Firefighter Recruit effective December 1, 2017
- Assistant Chief/Fire Marshal Brian Brett resigned effective January 1, 2018
- Kurt Blanchard hired as part-time Assistant Chief/Fire Marshal effective January 1-31, 2018
- Salary increases and authorized employer deferred compensation contributions for administrative employees as presented in the 2018 Budget effective January 1, 2018
- Salary and employer deferred compensation contribution increases for represented employees authorized in the 2016-2021 Collective Bargaining Agreement effective January 1, 2018
- Promotions of Recruit Firefighters Kyle Bowles and Cody Shelton to Firefighter I effective January 1, 2018

Commissioner McBride moved to approve November payroll and vouchers in the amount of \$396,652.02. The motion was seconded by Commissioner Collings. Motion unanimously passed.

GOOD OF THE ORDER

- Chief Baker announced there would be a building committee meeting following this meeting. An open invitation was extended; preliminary ideas were welcomed on the future fire station.
- Commissioner Collings thanked Chief Brian Brett for his service with the District.
- Captain Soltwisch advised his recovery was going well. He would be attending the following meeting as a member of the building committee.

Commissioner Collings moved to adjourn the meeting at 6:05 p.m. The motion was seconded by Commissioner McBride. Motion unanimously passed.