

MINUTES

BOARD OF FIRE COMMISSIONERS

DOUGLAS COUNTY FIRE DISTRICT NO. 2

January 10, 2018
East Wenatchee, WA

The meeting was called to order at 5:00 p.m. by Chair Dawn Collings with Commissioners Rick McBride and Bob Black present.

District personnel in attendance were Chief Dave Baker, Assistant Chiefs Cam Phillips and Kurt Blanchard, Captains Mike Soltwisch and Seth Ellis, Firefighters Herb King, J.P. Sokolowski and Cody Shelton, and Administrative Assistant Kris Felty.

ADDITIONS/DELETIONS TO THE AGENDA (None)

APPROVAL OF MINUTES

Commissioner Black moved to approve the Minutes of December 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 \$4,199,277.20.
2. Revenues received:
 - \$3,509.42, interest income.
 - \$650.00, Gavin Burnett, payment on resident tuition. (Cash)
 - \$19.67, Department of Natural Resources, refund credit balance from September 2016. (Warrant No. 534446M)
 - \$908.46, Michael Soltwisch/Washington State Treasurer, time loss compensation 11/26/2017–12/1/2017. (Warrant No. 219761L)
 - \$342.00, Washington State Patrol, reimbursement for equipment used on the Sutherland Canyon mobilization fire. (EFT #517036!)
 - \$7,396.26, RiverCom, shared user funding for expenses related to radio communications. (Douglas County Warrant No. 310136)
 - \$56.25, Sangster Motors, license refund. (Check No. 64395)

CORRESPONDENCE (None)

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STAFF REPORTS

Chief:

- The property purchase was reported to be in limbo. Erlandson had hired an attorney; timeframe remained unknown. Design work by the architect and the building committee were on hold.

Fire Marshal:

- Chief Blanchard advised his office was transitioning well. He was catching up, currently balancing his new position with his skill center responsibilities.
- One fire investigation had been completed. ATF was involved in another investigation in Chelan County.

Training:

- There were no objections to entering into an intergovernmental agreement to participate in out-of-state fire responses such as the recent wildland fires in California. The District would be joining several fire departments around the state, including Chelan County Fire Districts No. 1 and No. 7.
- Chief Phillips was researching the cost of a fire training facility.
- It was reported another firefighter will be off on medical leave following shoulder surgery. Appointment would be made for a temporary Captain.
- Chief Phillips was preparing to take a test on Curriculum Development.
- Resident Firefighter Chandler Van Amen was hired by Kittitas County Fire District No. 7 and was being sent back to the Fire Training Academy. Chief Phillips reported the Resident Program could be considered successful since participants were being hired by other departments. He was sorry, however, that Chandler was leaving.

Volunteer Coordinator:

(No report. Assistant Chief Glenn had the day off; he would be working over the weekend.)

UNFINISHED BUSINESS

1. A special meeting was scheduled for January 31, 2018 at 9:00 a.m. The purpose was to revisit the long-term plan and conduct a Strategic Planning Workshop. A proposed *Strategic Planning Workshop Agenda* and a *Financial Planning Model 2018-2024* were distributed to the board members prior to the meeting. Chief Baker advised the Planner was not accurate and he would send out an update. Division Chief Ron Roy would present the long-range plan as he had before.

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2. Chair Dawn Collings closed the meeting at 5:20 p.m. for a fifteen-minute executive session for a performance review of Chief Baker as allowed in RCW 42.30.110(1)(g). The open meeting reconvened at 5:35 p.m.

(Volunteer Division Chief Ron Roy entered the meeting.)

NEW BUSINESS

1. The drafted Employment Agreement with Chief Baker had been provided to board members prior to the meeting. Following review, the only change was his current home address. In discussion, Chief Baker confirmed that he would likely retire before the agreement expired, but was intending to see the construction of the new fire station through fruition.

Commissioner Black moved to accept the Employment Agreement with Chief David L. Baker effective January 1, 2018 through December 31, 2022 as presented at this meeting. The motion was seconded by Commissioner McBride. Motion unanimously passed.

Two originals were signed by Chair Collings and Chief Baker.

PAYROLL & VOUCHERS

December Expenses: Payroll totaled \$170,245.71. Claims totaled \$93,238.51 for Vouchers No. 180102001 through 180102061.

Payroll changes were approved as follows:

- Wage increase applied for part-time firefighters adjusted in compliance with the Washington State Minimum Wage effective January 1, 2018

Commissioner Black moved to approve December payroll and vouchers in the amount of \$263,484.22. The motion was seconded by Commissioner McBride. Motion unanimously passed.

STAFF REPORTS (Continued)

Volunteers:

- Chief Roy reported that a firefighter from Moses Lake died as a result of a recent industrial accident. He was a volunteer for Grant County Fire District No. 13.
- Five IFSTAC exams had been conducted since October driven by requests for local testing by area fire departments.

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- Certifications for Fire Officer 3 and 4 were under development by the State Fire Marshal's Office.
- Chief Roy reported on various activities of regional, state and national fire organizations he was associated with including the National Fallen Firefighters Foundation, National Volunteer Fire Council, and I-Chiefs.
- The annual volunteer recognition banquet was moved to the Wenatchee Convention Center this year and would be held on February 10, 2018 starting with a social at 5:00 p.m. A fun and relaxing evening was anticipated.

GOOD OF THE ORDER (None)

Commissioner McBride moved to adjourn the meeting at 6:00 p.m. The motion was seconded by Commissioner Black. Motion unanimously passed.