

## MINUTES

### BOARD OF FIRE COMMISSIONERS

### DOUGLAS COUNTY FIRE DISTRICT NO. 2

November 14, 2018  
East Wenatchee, WA

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

District personnel in attendance were Fire Chief Dave Baker, Assistant Chiefs Kurt Blanchard and John Glenn, Captain Mike Soltwisch, and Lieutenant Kyle Dennis.

#### **ADDITIONS/DELETIONS TO THE AGENDA**

Chief Baker had added the following items to New Business:

- Purchase and Sale Agreement
- Professional Architectural Services Agreement

#### **APPROVAL OF MINUTES**

**Commissioner Black moved to approve the Minutes of October 10, 2018 as presented. The motion was seconded by Commissioner McBride. Motion passed.**

#### **FINANCIAL REPORT**

1. The Treasurer's Financial Statement indicated a balance of \$5,580,977.33.
2. Revenues received:
  - \$6,902.29, interest income.
  - \$380.00, Chandler Van Amen, repayment of resident tuition. (Cash)
  - \$5,000.00, Carol LeRay, donation. (Check No. 201)
  - \$5.00, LexisNexis, copy of incident report (Check No. 740380071)
  - \$5,090.49, City of East Wenatchee, code enforcement agreement for third quarter 2018. (Check No. 50790)
  - \$5.00, LexisNexis, copy of incident report (Check No. 742761961)
  - \$2,906.58, CIAW, settlement of claim for damaged vehicle during the Crystal Fire. (Check No. 25587)
  - \$1,799.39, WSP, reimbursement for personnel on the Soap Lake Mobilization Fire. (EFT #310268!)

**CORRESPONDENCE (None)**

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**STAFF REPORTS**

**Chief:**

- Notice had been received that the application for the SAFER Grant was turned down. An explanation with suggestions for future reference followed.
- Chief Baker had been invited to a recent council meeting in Rock Island to address concerns over response times. Since no one from the public attended, he was able to have good discussion directly with the council members.
- Investigation of the Crystal Fire had been completed, findings were still not released yet.
- BNSF payment for suppression of the train-caused wildland fire in July 2017 was still pending. It was expected in the next couple weeks.
- Repairs to the new rescue and command vehicle were anticipated to be completed in the next two weeks.
- The agreement would be renewed with the Department of Natural Resources for the next three years.

**Training:** (No report. Assistant Chief Phillips was at a critical incident debriefing.)

**Recruitment/Retention Officer:**

- The testing process for new volunteers was almost finished, narrowing down the field to eight successful applicants.
- Washington State Patrol had proposed a regional recruit academy and would pay instructors to conduct it over twelve weekends. Participants would have the opportunity to earn their Firefighter 1 and Haz-Mat Certifications. Douglas County Fire District No. 2 would host this year.
- Chief Glenn had attended the council meeting in Rock Island with Chief Baker. He spoke about a recruitment effort for volunteers focused on the Rock Island area.
- Recruits graduated from the fire training academy on November 2. The District was well represented with participants earning several awards. It was noted that they were competing against firefighters already hired.
- Volunteer Resident Cole Clark had completed his two-year obligation and was moving to resident housing at the airport. His status had changed to part-time firefighter. Lieutenant Kyle Dennis was working with the new residents at the airport interested in ARFF.
- The public newsletter was expected to be arriving in mailboxes soon. It included articles on outdoor burning, fire prevention during the holidays, pictures taken at open house and a letter from Chief Baker. It would also be posted on the website.

(Firefighters Cody Shelton and Colton Sackman entered the meeting.)

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**Fire Marshal:**

- Company inspections were on track to finish by the end of the year. There were several violations to correct. Firefighter Cody Shelton was credited for streamlining a paperless process.
- Using TEGRIS, the database for sprinkler and hood systems, had been effective in reducing the number of issues out of compliance for over 100 days from 168 to 49.
- Developments moving forward included Intergate, Chamberlain Distributing, McDougall & Sons, Plaza Apartments, and the new law and justice building. Spanish Castle was expected to start in the spring.
- Firefighter Scott White was developing a hydrant program planned for implementation in the spring.
- Having met with the designers of the District's website, enhancements coming soon would include auto-emails and newsletters.
- Red Cross would be conducting a class this week on installations as part of a regional grant program for 800 smoke alarms started by Fire Chief Arnold Baker, Chelan County Fire District No. 5. The grant automatically renews when requirements are met, with a 5% match. Douglas County Fire District No. 2 would be focusing on the Rock Island area.
- Chief Blanchard was working towards his certification for Inspector II, it was 75% completed. He also wanted to obtain certification for evidence collection, but first needed a class on fingerprinting.
- An incident involving a school bus with several children on board had occurred recently. There were no serious injuries. Fire crews worked flawlessly; there were enough resources. Take-aways included tightened expectations from the school with incident command, the need for better tracking of multiple children and improving communication with parents.

(Firefighter Herb King and Chelan County Fire District No. 1 Fire Commissioner Doug Miller entered the meeting.)

**UNFINISHED BUSINESS**

1. 2019 Budget: The final 2019 budget had been distributed to board members. It was advised that the assessed valuation of the District had increased 9%. Changes made included:
  - An additional \$750,000 transfer to reserves for Apparatus/Equipment and Fire Stations. The effect on carry-over in the Expense Fund would be a reduction down to an estimated 38.19%.
  - An allocation of \$48,000 into the account for Liability Insurance.

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Budget Hearing - Revenues

In compliance with RCW 84.55.120, Chair Dawn Collings opened a public hearing on the anticipated revenues for the 2019 Expense Fund Budget at 5:40 p.m. Revenue sources totaling \$7,855,088 were reviewed as follows:

Beginning Estimated Balance	\$ 3,436,550
Real/Property Taxes	\$ 5,741,040
Contracts	\$ 62,498
Sale of Surplused Property	\$ 10,000
Transfers Out – Reserve Fund	(\$ 1,395,000)

There being no comments, Chair Collings closed the hearing at 5:45 p.m.

**Commissioner Black moved to adopt Resolution No. 11-14-2018A, approving the request for 2019 of \$5,741,040.44 for the regular levy at the rate of \$1.25 per \$1,000 assessed value, the fourth of six years under Proposition No. 1 – Increase in Regular Property Tax Levy for Fire and Emergency Services, and adopting budgets for the Expense Fund-\$7,855,088 and Reserve Fund-\$3,310,800. Commissioner McBride seconded the motion. The motion unanimously passed.**

**Commissioner McBride moved to adopt Resolution No. 11-14-2018B, authorizing an increase of the regular levy due to substantial need which included hiring additional firefighters, adding resident firefighters, sufficient funding of increased operational costs, and capital purchases of fire apparatus, equipment and land. Commissioner Black seconded the motion. The motion unanimously passed.**

2. District Policies: The Commissioners had been asked to review Sections 10, 11 and 12 of the policies drafted by Lexipol. Chair Collings commented that they were basically standard, nothing alarming. Commissioner McBride added that the services of Lexipol were worth the cost and appreciated the timely updates as the laws change. Board members were asked to review Sections 1, 2 and 3 for the December meeting.

**NEW BUSINESS**

1. *The 2019 Employer Application and Eligibility/Contribution Forms* were authorized for continued participation in the WFCA benefit program.

2. **Commissioner Black moved to add Kristine J. Felty as an authorized signer on the Advance Travel and Revolving Fund checking accounts at Cashmere Valley Bank. The motion was seconded by Commissioner McBride. The motion unanimously passed.**

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**3. Commissioner McBride moved to approve *the Purchase and Sale Agreement, Douglas County, Washington*, to purchase 2.07 acres from the Douglas County Public Utility District No. 1 in Rock Island as legally described and designated Lot 2 (*Exhibit B*) for \$131,000.00 including *Right of First Refusal and Option to Purchase (Exhibit "C")* granted to Douglas County Public Utility District No. 1 for the purchase price and improvement costs associated with obtaining the short plat. The motion was seconded by Commissioner Black. Motion unanimously passed.**

4. A proposed *Professional Architectural Services Agreement for Fire Station No. 4 Project* was drafted by legal counsel and the architect. In discussion, Chief Baker was directed to find out the impact of hiring a Project Manager would have on the rate schedule. A reduction was anticipated with a decrease in the number of site visits.

**PAYROLL & VOUCHERS**

October Expenses: Payroll totaled \$216,984.33. Claims totaled \$66,441.10 for Vouchers No. 181102001 through 181102081.

Payroll change was approved as follows:

- Volunteer Resident Cole Clark opted into part-time status at the rank of Firefighter II with EMT certification effective November 1, 2018.

**Commissioner Black moved to approve October payroll and vouchers in the amount of \$283,425.43. The motion was seconded by Commissioner McBride. Motion unanimously passed.**

**GOOD OF THE ORDER**

1. Doug Miller, Chelan County Fire District No. 1 Fire Commissioner, asked anyone contacted by the Governor's Office to relay that he had applied, but was no longer interested in serving on the Board for Volunteer Firefighters.
2. It was announced that Misty Viebrock was hired by RiverCom to be their new director.

**Commissioner Black moved to adjourn the meeting at 6:15 p.m. The motion was seconded by Commissioner McBride. Motion unanimously passed.**