

## MINUTES

### BOARD OF FIRE COMMISSIONERS

### DOUGLAS COUNTY FIRE DISTRICT NO. 2

December 12, 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 Cam Phillips, Kurt Blanchard and John Glenn.

**ADDITIONS/DELETIONS TO THE AGENDA** (None)

#### APPROVAL OF MINUTES

**Commissioner Black moved to approve the Minutes of November 14, 2018 as presented. The motion was seconded by Commissioner McBride. Motion passed.**

#### FINANCIAL REPORT

1. The Treasurer's Financial Statement indicated a balance of \$5,819,352.54.
2. Revenues received:
  - \$7,709.16, interest income.
  - \$4,416.28, BNSF, payment for fire suppression charges on the Baird Springs Fire. (Check No. 16055663)
  - \$380.00, Chandler Van Amen, repayment of resident tuition. (Cash)
  - \$300.00, Grant Co. FD #3, fee for Critical Thinking Class. (Check No. 831829)
  - \$100.00, Chelan Co. FD #1, fee for Critical Thinking Class. (Check No. 9401475250)
  - \$2,680.79, Washington State Patrol, payment for personnel and equipment used on the Chelan Hills Mobilization Fire. (EFT #368835!)
  - \$400.00, Chelan Co. FD #3, fee for Critical Thinking Class. (Check No. 832545)
  - \$390.00, Chandler Van Amen, repayment of resident tuition. (Cash)
  - \$7,345.54, WSP, payment for equipment on the Crystal Fire. (EFT #391083!)
  - \$2,405.24, WSP, payment for personnel on the Cougar Creek Fire. (EFT #410289!)
  - \$10,969.01, WSP, payment for personnel on the Angel Springs Fire. (EFT #410278!)
  - \$1,165.08, WSP, payment for personnel on the Montecino Fire. (EFT #413386!)
  - \$312.00, Echo Health, Inc., reimbursement for flu vaccines. (Check No. 172293304)

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**CORRESPONDENCE**

- Chief Baker relayed a thank-you from his wife, Darlene for a donation (funded through the Volunteer Association) to a fund-raising event put on by the NCW Realtors.
- Numerica Credit Union expressed appreciation for the delivery of Santa and Mrs. Claus to their Wings and Wishes event.
- The Wenatchee Sportsman Association also thanked the District for sending participants to help with their Hunting and Fishing Day.

**STAFF REPORTS**

**Chief:**

- An application would be submitted for a SAFER Grant for funding additional firefighters.
- Recent incidents included the Orondo Warehouse and house fire on Clements Circle.
- The response agreement was renewed with the Department of Natural Resources.
- A pre-application hearing was scheduled for December 19 for the future Station 4.
- It was advised that the Douglas County Sewer District would be applying for a grant to extend out to NW Empire Ave. Station 4 would be required to hook up when sewer became available and would likely kick start commercial development on the north-end.
- The Purchase and Sale Agreement for the Rock Island property with the Douglas County PUD had been fully executed.

**Training:**

- Apparatus
  - Status reported on damaged vehicles Brush 1 and 5, Rescue 1, and a staff vehicle.
  - Delivery of the ordered brush truck was delayed due to factory shut down and back log.
  - Work on the new military truck was continuing.
  - The tender was reported to have a crack in the plastic tank. Repair was on hold, waiting for an expert on welding plastic who travels the country.
- Personnel
  - Firefighter Scott White was expected to return to work in January.
  - Firefighter Josh Barnes was expected to return to work in four weeks.
  - Captain Sean Clarke would be on medical leave for three months.
- A meeting was planned with personnel to restart work on a new mission statement, vision and values.
- Fire crews would be routinely checking for working smoke detectors when responding to calls.
- Assistant Chief Phillips was invited to help build a regional critical incident stress management team. They had held their first meeting and were developing guidelines. The program had already been tested while assisting in another county and proved to have a positive impact on their first responders. Agencies involved included law enforcement, jails, RiverCom and Catholic Charities, also local chaplains. It was noted that in 2017, firefighter suicides outnumbered line-of-duty deaths for the first time.

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**Recruitment/Retention Officer:**

- Residents
  - Newspaper coverage of the residents completing the fire training academy was disappointing.
  - Shifts had been assigned.
  - The EMT class was removed from the degree program at Wenatchee Valley College. Orientation would start this evening coordinated through Leavenworth. Associated cost dropped from \$2,000 to \$500.
  - WVC would likely start their program in the spring.
- Volunteers
  - There were six new applicants, down from ten originally, after administering the physical agility test and background checks.
  - A sign was posted in Rock Island advertising for volunteers, interfaced with the smoke detector program. It was planned to conduct an internal academy for those recruited.
  - Washington State Patrol would fund a regional recruit academy and pay instructors to conduct it over twelve weekends. 20-24 participants were expected valley-wide.

**Fire Marshal:**

- It was reported that Administrative Assistant Teressa Olson was out on medical leave, Support Volunteer Kay McKellar was hired into a part-time, temporary position. Administrative Assistant Kris Felty was cross-training and doing a wonderful job.
- Company inspections were completed; reinspections were on-going with some referred back to the Fire Marshal.
- Using TEGRIS, Captain Clarke had assisted by calling four dozen businesses regarding their violations.
- Firefighter Scott White was developing a hydrant program planned for implementation in the spring.
- The smoke detector program was through the Red Cross and a regional grant.
- Search was underway to find compatible software for pre-fire planning.
- Report on investigations included the Lone Pine Fire and the continuation of the fatality fire in Bridgeport.
- Commercial development moving forward included McDougalls, data centers, a water system for vineyards in Sun Cove, Spanish Castle, Rock Island and upgraded water system, Bit-Main, NW Wholesales, Chamberlain Distributing, and Salcedo. Residential development included Maryhill Phases 5 and 6, and Maryhill Plaza–Apartments.

Following his report, Assistant Chief Blanchard was commended by Commissioner Black for his work in reviving the dormant inspection and hydrant programs.

Chair Dawn Collings thanked all the Chiefs for all they were doing for the District.

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**UNFINISHED BUSINESS**

1. A revised agreement with Architect Peter Carletti reflected a decrease in site visits since the fire district would be hiring a Project Manager. Projected savings was \$21,280.

**Commissioner McBride moved to approve the *Professional Architectural Services Agreement for Fire Station No. 4 Project* as presented. The motion was seconded by Commissioner Black. Motion unanimously passed.**

2. District Policies: Sections 10, 11 and 12 had been issued. The first group of Daily Training Bulletins (DBT's) were received and personnel would be selected for testing. Chief Baker would assist Commissioners with their Lexipol accounts as they were experiencing problems with getting into the program.

**Commissioner Black moved to approve the policies in Chapters 1, 2 and 3. The motion was seconded by Commissioner McBride. Motion unanimously passed.**

The Commissioners were asked to review Section 4, 5 and 6 for the January meeting.

**NEW BUSINESS**

1. Commissioner McBride initiated discussion on developing a strategic plan from where it had left off in January. Examples of areas that could be addressed included:

- where to house residents,
- where to locate the administration,
- remodel of Station 1.
- building a training facility, and
- locating property for a station at the airport.

Although not a full-blown strategic plan, Chief Baker advised the Master Plan was in the process of being updated. The draft working document was distributed. Board members agreed it was a good time to revisit and would review for the next meeting.

**2. Commissioner Black moved to adopt Resolution No. 12-12-2018, supporting the SAFER grant application for hiring additional firefighters. The motion was seconded by Commissioner McBride. Motion unanimously passed.**

This resolution and a letter of support signed by Chair Dawn Collings would be submitted as part of the grant application.

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**PAYROLL & VOUCHERS**

November Expenses: Payroll totaled \$239,467.35. Claims totaled \$157,239.57 for Vouchers No. 181202001 through 181202059.

Payroll changes were approved as follows:

- Captain Sean Clarke was placed on light duty effective October 1, 2018.
- Firefighter Scott White was placed on light duty effective October 2, 2018.

**Commissioner Black moved to approve November payroll and vouchers in the amount of \$396,706.92. The motion was seconded by Commissioner McBride. Motion unanimously passed.**

**GOOD OF THE ORDER**

1. Board members expressed their appreciation for the work put into production of the recently published Fall newsletter.
2. Chief Baker announced he would be off on medical leave starting January 30.
3. The station design committee would be meeting the next night to review plans for the Rock Island Station.

**EXECUTIVE SESSION**

Chair Dawn Collings closed the meeting at 6:35 p.m. for a ten-minute executive session to conduct their annual evaluation of Chief Baker as allowed in RCW 42.30.110(1)(g). Chief Baker remained in the meeting. The open meeting reconvened at 6:45 p.m.

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

**Commissioner Black moved to adjourn the meeting at 6:50 p.m. The motion was seconded by Commissioner McBride. Motion unanimously passed.**