

## MINUTES

### BOARD OF FIRE COMMISSIONERS

### DOUGLAS COUNTY FIRE DISTRICT NO. 2

January 9, 2019  
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 and Kurt Blanchard, Volunteer Division Chief Ron Roy, Captain Seth Ellis, and Resident Firefighter Colton Sackman.

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

#### **ORGANIZE BOARD**

**1. Commissioner Collings moved to appoint Bob Black as Chairman of the Board for 2019. The motion was seconded by Commissioner McBride. Motion passed.**

2. Commissioner McBride was appointed to serve along with Chairman Black on the Local Board of Volunteer Firefighters.

(The meeting was turned over to Chairman Bob Black.)

#### **APPROVAL OF MINUTES**

**Commissioner Collings moved to approve the Minutes of December 12, 2018 as presented. The motion was seconded by Commissioner McBride. Motion passed.**

#### **FINANCIAL REPORT**

1. The Treasurer's Financial Statement indicated a balance of \$5,448,880.81.
2. Revenues received:
  - \$8,786.93, interest income.
  - \$595.00, Chandler Van Amen, final payment of resident tuition. (Cash)
  - \$1,346.58, Josh Barnes, time loss compensation 12/10/2018-12/18/2018. (L&I Warrant No. 544748L)
  - \$2,094.68, Josh Barnes, time loss compensation 12/19/2018-1/1/2019. (L&I Warrant No. 554592L)

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3. The 2016-2017 audit was in progress.

**CORRESPONDENCE** (None)

**STAFF REPORTS**

**Chief:**

- Personnel
  - Firefighter Scott White was returned to full duty.
- Recent Incidents
  - House fire at 705 Degage St.
  - Mobile home fire at 401 S. Kentucky Ave. There were no smoke detectors. No injuries. A gecko was saved.
- Apparatus
  - Repairs were complete on Rescue 1. It still needs a decal and striping.
  - Specifications would be developed to purchase a structure engine and a staff vehicle this year. It was noted that a major vehicle purchase would be made every year for the next four years.
- Property
  - Rock Island: A pre-application hearing would be held soon on the conditions for a short plat.
- Station 4: (See in Unfinished Business)

**Recruitment/Retention:** (Chief Glenn was attending another meeting.)

- The recruit academy coordinated with Chelan County Fire District No. 1 and the Washington State Patrol was to start the coming weekend.

**Training:**

- The annual recognition banquet was scheduled for Saturday, March 2.
- A house burn would be conducted on Saturday if there were enough participants.
- A future drill with a shooter scenario was planned with the schools. Parents had only been notified by their children via texts during recent lock downs. A request had been made to notify fire, medical aid, and law enforcement agencies when such events occur.
- Volunteer Lieutenant Kyle Dennis and Firefighter Tanner Brender were on medical leaves due to injuries.

**Fire Marshal:**

- The first year of company inspections were completed; they would be divided up throughout next year.
- Captain Sean Clarke was assisting with the development of a pre-fire program coordinated with RiverCom. A goal was to work with I-Spy to be accessible by phone.

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- Using TEGRIS, there were approximately forty properties over 100 days out of compliance. The next step, having sent several notices, would be to turn their violations over to the city and county attorneys.
- Chief Blanchard briefly discussed using the website for community outreach for fire prevention.
- Partnering with the Red Cross, an event was planned for February 9 targeting nearby mobile homes for smoke detector installations. Eastmont Baptist Church would be used for staging; the fire district would be paying for the use of the facility. Red Cross would be providing food.
- Sportsman Warehouse had been cited by Labor and Industries for exceeding the limit of gun powder on premises. Chief Blanchard was asked to request a regulation modification to increase.
- Noted development included
  - 99-homes being built on Rock Island Road, southern portion of S. Nile Ave.
  - Rock Island Waterfront plans were distributed.
  - Spec-homes on 4<sup>th</sup> St.
  - Construction of the new hotel was behind schedule; fire crews had been able to walk through.
  - RV site planned on SR 28, not much information yet.
  - Remodel of four elementary schools.

**UNFINISHED BUSINESS**

1. District Policies: Staff had begun reviewing issued sections, they will require some minor revisions. **Commissioner McBride moved to approve the policies in Chapters 4, 5 and 6. The motion was seconded by Commissioner Collings. Motion unanimously passed.** The Commissioners were asked to review Section 7, 8 and 9 for the February meeting.

2. Station 4: Chief Baker was authorized to seek legal advice regarding the 50' setback required at the preapplication hearing on December 19. It had been changed from previously provided guidelines and there were discrepancies between the master and urban growth plans, and the municipal codes. The architect would be directed to place the project on hold.

3. Master Plan: The master plan document reflecting changes and updates was submitted for review. Chief Baker asked that the Commissioners consider adopting it in the near future and formulate any questions they had for further discussion. The following directives were made during the overview:

- a. Hold on Station 4. Contact Attorney Julie Norton regarding action to be taken on the setback requirements.
- b. Prioritize the Rock Island Station. Direct Engineer Dave Dormier to push forward.

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- c. Research remodel of Station 1. Chief Blanchard would contact the East Wenatchee Building Department.
- d. Plan to have a special meeting before January 30.

**NEW BUSINESS (None)**

**PAYROLL & VOUCHERS**

December Expenses: Payroll totaled \$220,436.99. Claims totaled \$97,811.49 for Vouchers No. 190102001 through 190102063.

Payroll changes were approved as follows:

- Support Volunteer Kay McKellar was hired as a temporary part-time Administrative Assistant at the rate of \$11.50 per hour effective November 29, 2018.

**Commissioner McBride moved to approve December payroll and vouchers in the amount of \$318,248.48. The motion was seconded by Commissioner Collings. Motion unanimously passed.**

**GOOD OF THE ORDER**

1. Having attended the recent funeral of Washington State Firefighters Association President John Ostergard, Division Chief Ron Roy discussed becoming better prepared for a line-of-duty death. In part, the Volunteer Association supported a program where members keep and update their instructions for notification and contact information in their personnel file. Chairman Black advised the Board would be receptive to future training on LODD.

**Commissioner Collings moved to adjourn the meeting at 6:40 p.m. The motion was seconded by Commissioner McBride. Motion unanimously passed.**