



**MINUTES**  
**Chelan Fire and Rescue**  
**Commissioners Regular Meeting**  
**Wednesday, February 12, 2014 at 4:00 P.M.**  
**232 East Wapato, Chelan, WA**



**Commissioners in attendance:** Rick Nedrow, Robert Gervais and Tom Peters  
**Staff in attendance:** Chief Timothy Lemon, Carol Kibler and Captain Pat Moore  
**Others:** see sign in sheet

**Regular Meeting Call to Order:** Chairman Gervais opened the meeting and announced the Flag Salute

**Approve Agenda:** Commissioner Nedrow motioned to approve the agenda as submitted and Commissioner Peters seconded, the motion carried.

**Public Comment:** None

**Consent Agenda:** Commissioner Nedrow motioned to approve the consent agenda as submitted, Commissioner Peters seconded, the motion carried.

- Revenue Report and Expenditure Report: December 2013
- Payroll: January 2014 \$94,219.63
- Vouchers for General Account: Voucher #12133 through #12141 for \$5,531.67; Voucher #12157 through #12178 for \$15,498.12; Voucher #20140101 through #20140114 for \$4278.54; Vouchers #20140116 through #20140128 for \$5,994.41; Vouchers #20140129 through #20140133 for \$3,703.30.
- Vouchers for Capital Account: Voucher #2014102 for \$2,740.00; Vouchers #2014104 and 2014104 for \$34,213.65; voucher #2014105 for 187,648.56
- Minutes: January 8, 2014

**Fire Chief Report:** Chief Lemon reported that RiverCom911 will be activating the ISpyFire and 911 Smart phone paging system. They are waiting for the sheriff department to give their approval of the system. We will have the opportunity to choose which program we want to use. Rivercom911 is required to make the program available to all users. The estimated cost is \$10 a device annually.

Chief reported RiverComm911 will update the run cards for station 75 regarding apparatus. Chief will brief the officers once that is in place.

Chief reported the North repeater is in operation we will need to re-flash our radios.

Chief reported the City of Chelan has placed the recycling containers in the downtown corridor. The City received grant funding to help with the purchase of the containers.

- **Personnel (Career/Volunteer):** Chief reported we have one career staff on light duty under Labor and Industries due to a knee injury. Chief reported Cristian Montalvo has resigned due to time restraints. Chief reported the implementation of the 30 hour a month paid on call shift work. The position is available to the volunteer members and is considered a part time paid position. This will help fill the EMT combat/driver operator staffing position. District documentation is in place explaining the position. Chief reported an audit of drill and incident participation of the volunteer members is in full swing. The district and Board for Volunteer Firefighters have policy requirements which allow the members to participate in the pension program through BVFF. Chief reported Office Manager Kibler is putting together a presentation for the Volunteer members regarding the benefits offered in different programs.



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- **Facilities/Apparatus and Equipment:** Mechanic Goynes reported Support 74 is in need of an engine replacement. The vehicle is a 1996 Ford and it is issued by the mechanic for district use. The vehicle has been identified as replacement in the Long Range Plan. Chief and the mechanic will research information to propose the repair or replacement of the vehicle and present it to the board next month.
- **Emergency Response Report, Fire Prevention Activities and Public Education/PSA:** The report will be presented at next month's regular meeting of commissioners.
- **Training Report:** Captain Moore reported adding training hours to the December and January reports. Moore explained there were more training hours in the previous years due to fire recruit academy and EMT training. Moore reported January drill participation and training class hours. The recruit academy training is on hold at this time. The district is looking into running a recruit campaign for membership this spring. Moore reported we are hosting a number of training classes; Hazmat operations, NFA leadership, Wildland firefighting S series classes and rope rescue. Moore reported the membership has been working toward completing the NIMS requirements. The current budget for training is \$20,000.

**Firefighters Association Report:** Secretary Sherry Fisk reported the association met last night and discussed the auction and forming an auxiliary which will help with fund raising activities. The association checking account holds a balance of \$9,143.00. The association has been working on updating the By-laws. At the meeting some ideas proposed was to host a Butte climb to help raise funds. The Honor Guard group has its first scheduled event on March 3<sup>rd</sup>.

**Unfinished Business**

- **Station 75 Status:** Chief Lemon reported a final walk through at Station 75 with the Architect and Contractor is scheduled for tomorrow morning. Chief Lemon, Brian Thompson and Nolan Worley will be in attendance. Station 75 members will start the moving process. The phone will be installed next week. The station 75 members will schedule an Open House this spring.
- **Long Range Plan 2014:** Chief reported he has updated the LRP. Chief noted he will be looking for additional input from the Commissioners before final approval at next meeting.

**New Business:**

- **Disposal of Archived Documents:** Office Manager Kibler reported that annually we archive district documents and are required to dispose of the documents properly. We follow the Washington State Archives Records retention schedule. The board received and reviewed the schedule of documents for disposal. The board concurred the documents be destroyed as submitted.
- **High and Low Angle Rescue Program:** Chief Lemon reported the program has been in the department for the last 10 plus years and it is listed in the LRP. Capt. Moore and Lt. Woods



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presented information about the rope rescue program. Topics in the presentation: rope rescue proposal, technical rope rescue, why rope rescue, equipment needs, operations, risk analysis and 3 options of cost estimates.

**Chairman Gervais motioned to approve the Rope Rescue purchase option 1 at \$6,754.65 Commissioner Nedrow seconded the motion. Commissioner Peters opposed the motion indicating he doesn't have a sense of where it fits into the LRP and doesn't have the confidence to support the purchase. Commissioner Peters explained that the opposition shouldn't be taken as a negative and that firefighter's safety is his intent. The motion carried with two yes votes and one opposition.**

- **Apparatus Committee:** Chief Lemon reported he would like to put together a committee to spec apparatus for a tender. The board concurs.
- **Budget up-date and Amendment:** Chief Lemon reported closing the books on 2013 and proposed a 2014 budget amendment. The board received information for review. Chief Lemon presented the budget amendment proposal and discussed the revenues and expenditures.  
**Commissioner Nedrow motioned to approve the 2014 budget amendment as submitted, Commissioner Peters seconded, the motion carried.**

**Special Event:**

- 02/15/2014, Annual Awards Dinner

**Executive Session:** RCW 42.30.110(1)(g) for the purpose of evaluating the performance of a public employee.

Chairman Gervais closed the regular meeting for executive session at 5:55 p.m. and announced executive session would take 30 minutes.

The board returned from executive session at 6:25 p.m. no action was taken.

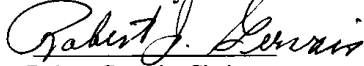
**Commissioner Peter's motioned to close the regular meeting at 6:25 p.m. Commissioner Nedrow seconded, the motion carried.**

**Board for Volunteer Firefighters:**

- Invoice: the board reviewed the invoice and signed.

There was no more business conducted the meeting closed at 6:35 p.m.


**Chelan County Fire District 7 Commissioner:**



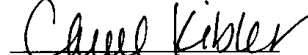
Robert Gervais, Chairman



Tom Peters, Commissioner



Rick Nedrow, Commissioner



Carol Kibler, Secretary