



MINUTES
Chelan Fire and Rescue
Commissioners Regular Meeting
Wednesday, May 11, 2016 at 4:00 P.M.
232 East Wapato, Chelan, WA



Commissioners in attendance: Robert Gervais, Tom Peters and Russ Jones.

Call to order: Chairman Peters called the meeting to order and announced the flag salute.

Approve Agenda: Commissioner Jones **MOTIONED TO APPROVE** the agenda as submitted, the **MOTION CARRIED**.

Public Comment: none

Consent Agenda: Commissioner Gervais **MOTIONED TO APPROVE** the consent agenda as submitted, the **MOTION CARRIED**.

- Revenue and Expenditure Report: March 2016
- Payroll: \$82,176.99 March 2016 Paid 04-05-2016
- Vouchers for General Account: Voucher #157 through #164 for \$5,177.91; Voucher #165 through #178 for \$6,331.44; Voucher #190 through #203 for \$11,914.22; Vouchers #228 through #236 for \$2897.65.
- Vouchers for Capital Account: Voucher #179 through #178 for \$168.79; Voucher #204 and 205 for \$937.51; Voucher #206 through 208 for \$2,124.00.
- Minutes: March 9, 2016

Fire Chief Report: Chief Lemon reported receiving a thank you card from Washington Fire Service Administrative Section thanking us for presenting at the Leavenworth conference.

- Budget Expense: Chief Lemon explained that we have budgeted the salary and benefits for the Assistant Fire Chief position for June through the end of the year. We will also see an estimated cost saving of \$50,000 this year, now that we have terminated payments to the Social Security and Medicare funds, for the LEOFF II employees.

The Wild fire reimbursement from last summer has all been collected in the amount of \$147,000.

Apparatus replacement funds in the amount of \$144,000 have been transferred to the Capital Reserve Investment account.

The two person summer seasonal firefighters will cost an estimated \$42,613.60. A third member for the team will cost an additional \$21,306.80 for a total of \$63,920.40. The fire district will be working with the DNR Fire Wise Grant program to provide funding to offset the cost of the summer seasonal employees.

- Goals and Objectives: Chief Lemon reported that Brush 79 is operational and we are still waiting for a few more of the hand tools to arrive.
- Chief Lemon had Carol Kibler report that the new phone system that should be installed and operational by the end of the week.



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- Station 73 cistern new pump is installed and operational. The new bathroom at Station 73 is scheduled to start construction in June, 2016.
- Discussion of joint marine response capabilities with the Sheriff's Office is on-going. We will be working on setting up a meeting with the Sheriff to review options that may include CFR placing a portable fire pump and suppression equipment on Marine 1 when a fire response is needed on the lake.

Commissioner Jones thinks a conversation regarding purchasing a different boat might be worth looking into. Marine 71 suffered another small leak that had to be repaired.

Chairman Peters doesn't think we should be spending funds before we go through the long range plan process.

- Chief Lemon reported the fire protection contract agreement with the City of Chelan is in review of the City Attorney.
- Chief Lemon reported we received 29 applications for the Assistant Fire Chief position. After reviewing all of the applications, the top 12 will be invited to participate in the Operational and Leadership interview process scheduled for Thursday and Friday May 19 and 20, 2016.
- Chief Lemon reported hiring two (2) seasonal firefighters, Justin Thorpe and Forrest Hale, they start Monday, May 16, 2016.
- Chief Lemon reported one (1) new recruit, Thomas Ramella has resigned due to his new job.
- Chief Lemon reported the Station 71 lighting project is almost complete, staff has noticed the difference in the light in the building. The district will see a cost saving over the forthcoming years.
- Chief Lemon distributed the 1st Quarter Emergency Response report and reviewed the house fire response at the Golf Course and the apartment fire with a live rescue at the community apartments.
- Chief Lemon provided a brief training summary that included; in January we had 53 classes and 91 hours training; February had 56 classes and 169 hours of training; March had 66 classes and 103 hours of training; April had 76 classes and 108 hours of training for a total of 251 classes and 472 hours of training. Chief Lemon noted the increase in training hours in February due to a member attending the Washington State Training and Safety conference in Yakima.



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- Commissioner Jones reported receiving information on a fire apparatus called a skidgine. It is owned and operated by Chipman Construction in Cashmere. Skidgine are capable of traveling up and down steeper terrain than our brush trucks. Chief Lemon has requested a document on the specialized apparatus that include costs and how to request one be dispatched.

Firefighters Association Report:

- Brian Thompson reported the parade truck is getting spruced up for the spring.
- The Association hosted the annual shredding event and collected \$800 in donations.
- The pancake feed is scheduled for June 4, 2016.
- The location for 2017 Gala is Sorrento's. The association received its first donation of \$3000.
- Brian Thompson reported Station 73 is hosting Fire Expo May 21, 2016 and lunch will be served starting at 11:00.
- Brian Thompson reported the By-laws will be revised to submit votes by email. The membership has been working on a document that outlines the 501c rules regarding donations.
- Commissioner Jones suggested the membership walk in the Memorial Day parade alongside the fire apparatus. The parade is scheduled for Thursday, May 26, 2016 at 7:00 p.m. in downtown Chelan.

Unfinished Business:

- **Community Communications Flyer:** Chief Lemon handed the board a draft of the flyer. The Board of Fire Commissioners liked the lay-out and contents. Chief Lemon will move forward with the project, printing and mailing the product out. Thank you to Brian Thompson for suggesting sending out an information flyer.
- **Surplus Engine 79 (95502C) / Oregon Fire Service Museum Letter:** Tabled to next meeting.
- **Ladder Truck Grant:** Chairman Peters reported the application did not make it to the review process. The grant may come back in the summer. Chairman Peters suggested if we don't hear anything in September we should initiate a regional effort and develop the application with the adjacent fire districts and have Chief Lemon engage with the other fire chiefs to work with them in putting together the regional information.



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- Chairman Peters would like to see a basic spec sheet for the ladder truck completed by September. Chief Lemon will contact the other departments to see if they are willing to support a regional grant to replace our current ladder truck. Commissioner Gervais did not want staff hours wasted on specs until we had a response from the other fire districts. The Board was in agreement. Brian Thompson stated the specs for a ladder truck are almost complete.

Discussion took place regarding if the other fire districts would/could participate financially. Chief Lemon didn't expect the other fire districts would due to tight budgets.

New Business:

- **Summer Seasonal Firefighter:** Chairman Peters asked the Board of Fire Commissioners to consider hiring one (1) more seasonal Fire Fighter to make a 3 man crew. Commissioner Jones **MOTIONED TO APPROVE** to hiring one (1) additional summer seasonal firefighter for Brush 79's crew. Commissioner Gervais seconded, the **MOTION WAS UNANIMOUS**. The third member of the crew will be John Steiner.

Chief Lemon reported the summer seasonal staff will work a 40 hour week, with normal work days being Tuesday through Saturday 8-5 with an hour lunch period.

Special Event:

- 05/21/16 Fire & Safety Expo 10 am – 3 pm – Station 73
- 05/26/2016 Central Washington Large Fire Pre-Season Meeting: Commissioner Jones will attend the one at Okanogan County Fairgrounds
- 06/02/2016 Central Washington Large Fire Pre-Season Meeting: Chairman Peters will attend the one in Cle Elm at the Putman Event Center.
- 06/03/2016, Gordon Graham Seminar, Community Gym, all three Commissioners will be attending.
- 06/04/2016, Washington Fire Commissioner seminar at Campbell's Resort: all three Commissioners will be attending.
- 06/04/2016 Annual Pancake Feed – Station 71
- 06/06/16 and 06/07/16 NFPA Home Ignition Zone Training – Station 71 - Carol will sign you up.
- 06-09-16 – emergency coordinating group.



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- 06-18-16 fire adapt communities – a presentation for a fire wise community

Executive Session: Chairman Peters announced the board would go into executive session for thirty (30) minutes starting at 5:00 p.m.

- RCW42.30.110 (1) (g) to evaluate the qualifications of an applicant for public employment.

The board returned from executive session at 5:30 p.m. and there was no business to discuss.

Adjournment: The board closed the meeting at 5:30 p.m.

Chelan County Fire District 7 Commissioners:

A handwritten signature in black ink, appearing to read "Tom Peters", written over a horizontal line.

Tom Peters, Chairman

A handwritten signature in black ink, appearing to read "Robert Gervais", written over a horizontal line.

Robert Gervais, Commissioner

A large, stylized handwritten signature in black ink, written over a horizontal line.

Russell Jones, Commissioner

A handwritten signature in black ink, appearing to read "Carol Kibler", written over a horizontal line.

Attest: Carol Kibler, Secretary