



**MINUTES**  
**Chelan Fire and Rescue**  
**Commissioners Regular Meeting**  
**Wednesday, November 9, 2016 at 4:00 P.M.**  
**232 East Wapato, Chelan, WA**



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

**Staff in attendance:** Fire Chief Tim Lemon, Assistant Fire Chief Mark Donnell and Secretary Carol Kibler

**Others in attendance:** see sign in sheet

**Public Hearing:** Chairman Peters opened the public hearing at 4:00 p.m. and announced the flag salute.

***General Fund 2017 Budget:*** Chief Lemon presented the 2017 preliminary budget going over the assessed valuation and tax revenues for 2017. The 1% increase will generate \$18,364 over last years (2016) budget. New construction will provide an increase of \$59,836. 2017 projected budget will be about \$1,934,465.

***General Fund Carryover:*** is estimated at \$547,624. These funds are used to operate the fire district until new tax revenues are collected in May of the calendar year.

***General Investment Reserve Fund:*** is at \$450,000 by district policy. These funds are held for emergency/catastrophic impacts to the fire districts operation.

***Capital Improvement:*** is funded at \$60,360. These funds are transferred from the General Fund and will be used to purchase bunker gear/protective clothing and other small equipment needs for our current emergency response programs.

***Capital Improvement Investment Reserve Fund:*** is at \$144,000. These funds are used to pay for the purchase of new replacement apparatus.

***Bond Funds:*** payment for 2017 to include interest and principle will be \$89,623. These funds are transferred from the General Fund.

There was no public comment.

With no further discussion Chairman Peters adjourned the public hearing at 4:30 p.m.

**Regular meeting Call to order:** Chairman Peters called the regular meeting to order at 4:30 p.m.

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

**Public Comment:** none

**Consent Agenda** Commissioner Gervais **MOTIONED TO APPROVE** the Consent Agenda as submitted, Commissioner Jones seconded, the **MOTION CARRIED**.



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- Revenue and Expenditure Report: August 2016 and September 2016
- Payroll: \$146,301.65 September 2016 Paid 10-05-2016 / \$120,819.58 October 2016 Paid 11-05-16
- Vouchers for General Account: September Vouchers, Voucher #507 through #517 for \$3,153.51; Voucher #518 through #523 for \$1,527.23; Voucher #533 through #549 for \$10,441.31; Voucher #550 through #558 for \$2,030.48: Vouchers #559 through #568 for \$3,829.49. October Vouchers, Voucher #593 through #612 for \$11,890.38; Vouchers #614 through #624 for \$ 2942.95; Vouchers #571 through #581 for \$7,351.55.
- Vouchers for Capital Account: Voucher #518 for \$1,131.4; Vouchers #519 through #524 for \$6,659.61; Voucher #525 through #528 for \$676.30; Voucher #545 through #547 for \$307.37. October vouchers, voucher #613 for \$94.52; Voucher #582 for \$199.72.
- Minutes: September 6 and 22, 2016 / no regular meeting in October.

**Fire Chief Report:** Chief Lemon presented a number of thank you cards:

- Jim Malvey thanked the firefighters for coming to his home and replacing batteries in smoke alarms located on a vaulted ceiling.
- Paul Schmidt, retired City Administrator, sent a thank you to the fire department for the Chelan Complex fire book and attending his retirement party.
- Chelan Falls Firewise Community Group thanked Lt. Evan Woods and Chief Lemon for the Fire Wise information and attending their meeting.
- The department received a donation of \$500.00 from a citizen that survived a cardiac arrest as a direct result of our CFR personnel performing CPR a couple years ago.

**2016 Budget Expense Report:** Chief Lemon reviewed the 2016 budget noting we are on target for the year.

Chief Lemon briefly discussed the recent Long Range Planning meeting and that the Fire District will need to consider a Fire Levy in the years to follow to retain the SAFER Grant Firefighters and maintain current operations. The Fire District's last Fire Levy Lid Lift was in 2006 when the public authorized the Fire District's levy rate to \$1.50 per \$1000. Assessed Valuation.

**2016 Goals and Objectives:**

CFR continues to work with the City of Chelan, the City Administrator and Mayor on the Fire Protection Agreement with the City of Chelan. Chief Lemon met with the City Administrator and Mayor earlier this week and will be meeting with the City Administrator again later this month.

Emergency Coordination/Communication Group has not met again recently. Commissioner Peters feels this is an important group to keep active and work on preparation issues for our community in times of a major disaster. Chief Lemon reported that he had discussed this group



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with City Administrator and Mayor during their recent meeting and they both concur and would like to see the group become more active. Chief Lemon stated he has been working with Chelan County Sheriff's Office Department of Emergency Management to obtain the Chelan County Disaster Plan and the EES that are applicable to our area to review with the group. There were also a number of items identified following the 2015 Chelan Complex Fire that should be addressed. Chief Lemon also identified the Community Planning Assistance for Wildfire (CPAW) Recommendation for the City of Chelan and the nine recommendations provided as a good product to start re-energizing this group. Chief Lemon will keep the Board of Fire Commissioners apprised of the group's activities.

Station 73 bathroom project has been completed and is operational.

New generators for Station 72, 73, 75 have been selected and will be purchased in the upcoming months.

The Fire and Life Safety Inspections are ongoing. We will be revising the program for next year with the increased staffing that will be available.

Standard Operation Guidelines are under review by Chief Lemon.

City of Chelan Airport and fire flow issues are still moving forward. If the water line is installed there is the potential for growth of light industries and affordable housing around the Chelan Airport.

Washington State Department of Transportation (WSDOT) will be doing a pavement overlay on SR 150 from Chelan to Manson in May of 2017. They also plan to start the "round-about" at No-see-um and SR150 in February with a projected completion date of November.

Fire Chief Mike Burnett from Chelan County Fire Protection District 1, Director Mike Kaputa from Chelan County and Chief Lemon will be working with Community Planning Assistance for Wildfire (CPAW) team to obtain a grant for a Chelan County CPAW plan. This is the same group that has completed the City of Wenatchee and Chelan's plans.

Assistant Fire Chief Mark Donnell reported on the hiring process. It has been productive and we have identified 12 individuals that will be moving forward to the Fire chief's interviews. Some of the candidates may be interviewed by all three agencies. Chief Donnell is confident we will have six qualified candidates selected and onboard by January 1, 2017. In review of the top applicants, we have found the majority already had Firefighter I, Firefighter II and HazMat Awareness and Defensive Operations. Chief Donnell stated this will decrease initial training cost and the time it will take to get the new employees on shift.

**Volunteer Members:** Chief Donnell provided the following report:

- New Volunteers
  - Robert Takagi – Station 71
  - Kari Hirschberger – Station 71



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- Resigned/Terminated
  - Julio Hernandez
  - Johnathon Mendoza
  - Cam Yarbrough

**Facilities:** Chief Lemon reported all stations are doing well and that with the increase of staff next year he is looking into storage units in the crew's dorm rooms and kitchen. Rough estimate is about \$10,000.

Chief Lemon talked briefly about pursuing a block grant to upgrade Station 74. Chairman Peters recommended Chief Lemon research the idea and report his findings at the next Board of Fire Commissioners meeting.

**Apparatus:** Chief Lemon reported that Engine 79 is almost completely outfitted with equipment and the engine is currently in service at Station 71.

**Equipment:** Chief Lemon reported that we will be replacing our two gas detectors. Staff had identified that they are no longer holding a charge. The cost to repair each of them is around \$450, a brand new one is \$750. The devices are 9 years old.

**Emergency Response Report 3<sup>rd</sup> Quarter:** Chief Lemon provided the 3<sup>rd</sup> quarter Emergency Response report for the Board of Fire Commissioners review. Chief Lemon stated that call volume dropped in September to 65. There were 138 call in July and 129 in August.

**Training:** Chief Donnell reported the members and staff completed over 9 hours of live fire training at the new Station 74 burn props. Training for the new hires will take about 4-5 weeks and we don't have to send them to the North Bend Academy, which will save money. We have about 10 people interested in the 2017 Volunteer Firefighters Academy. Chief Donnell is also finishing up on the structure gear safer grant application.

**Pub Ed:** Lt. Dale Rodman reported we will be going to the grade school to provide fire prevention education. Lt. Rodman is working to schedule the dates. We have also issued PSA's to the media on smoke detectors/installations and change your batteries.

**Firefighters Association Report:** President Justin Thorpe reported on the following:

The Association has been busy planning for the 2017 Gala in February. The group has been looking for sponsorship and donations. Currently they have two sponsors; Windermere and ZipFiz.

The Halloween event was again successful. Candy, hot chocolate and glow necklaces were given to the visitors to the station.

The Association will be asking for donations of canned goods and/or cash donations at the Veterans barbeque to donate to the food bank. The Association has also agreed to donate \$500 to the food bank.



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The Association will participate in this year's Santa arrival the day after Thanksgiving and will be serving S'mores and hot chocolate with the Windermere group.

The Association has made a donation to a long time resident of Chelan that is in need of assistance to help cover medical and personal expenses.

President Thorpe reported the current board is doing great and the officers of the board will stay the same for 2017.

The Association received a \$2000 donation from the "Girls Get-Away" weekend here in Chelan group.

The Association is expecting to donate funds in support of the Chelan County Sherriff Office to obtain AED's for all the sheriff's vehicles

The Association donated three AED's to the Chelan Fire and Rescue.

The Association donated \$1000 to Firefighter Daniel Lyons as he continues his recovery.

Commissioner Russ Jones stated it is amazing how much the association accomplishes and what they do is impressive!

**Unfinished Business:**

**Resolution 2016-05 (Levy) and Certificate:** Commissioner Gervais **MOTIONED** to **APPROVE** the Resolution 2016-05 / 2017 Levy as submitted, Commissioner Jones seconded the **MOTION** was **UNANIMOUS**.

**Resolution 2016-06 – Designation of Applicants Agent (FMAG)** Commissioner Gervais **MOTIONED** to **APPROVE** the Resolution 2016-06 as submitted, Commissioner Russ Jones seconded, the **MOTION CARRIED**.

Chairman Peters discussed the differences between Consumer Price Index (CPI) – All Urban and the Consumers and Consumer Price Index – All Urban Consumers, West –Size Class B/C. Commissioner Peters feels we should only be using Consumer Price Index – All Urban Consumers, West –Size Class B/C because Chelan's consumer index is of a smaller community and scale. Commissioner Jones stated it was not the only factor we use when considering raises. Commissioner Gervais thought it was ok to use Consumer Price Index – All Urban Consumers, West –Size Class B/C.

Commissioner Peters stated he has been reviewing the budget looking for funds to use for volunteer firefighter incentives. Commissioner Peters is concerned that hiring six new employees may impact our Volunteer Firefighter involvement. Commissioner Peters proposed cutting back in the 2017 budget to give more to the volunteers. In review the year-to-date and year end projections for 2016, Commissioner Peters thinks we could cut \$25,000 in a number of the line



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items to include wages. Commissioner Jones stated he was in favor of supporting the volunteers with more but to be careful about taking away from the wage increases for staff. Commissioner Peters revised his number to \$14,000. Commissioner Peters did not have any specific ideas, but would do some research and bring a proposal back to the Board of Fire Commissioners. Commissioner Gervais and Commissioner Jones agreed to review the proposal when submitted.

**New Business:**

**2015 State Audit:** Chief Lemon reported the audit is going well and it should be completed sometime after Thanksgiving. The State auditor was in the room and concurred.

**S&P Global Ratings:** Chief Lemon presented the S&P Report that has reviewed the Fire District's financials and submitted the rating of AA- keeping the rating the same as before.

**Washington State Fire Commissioner's Conference Report:** Commissioner Jones reported on his attendance stating it was a worthwhile conference and good information was received.

**Special Event:**

- 11/30/2016 Kay McKellar \*RiverCom 911 Retirement.
- 11/11/2016 Veteran's Day Parade and BBQ
- 11/17/2016 NCWFCCA

**Executive Session:** RCW 42.30.140 Collective Bargaining, Grievances, and/or Negotiations.

Chairman Peters closed the regular meeting at 5:30 p.m. to go into executive session RCW 42.30.140 for 15 minutes.

The Board of Fire Commissioners returned from executive session at 5:45 p.m. no action was taken.

**Adjournment:** Chairman Peters closed the regular meeting at 5:45 p.m.

**Chelan County Fire District 7 Commissioners:**

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Tom Peters, Chairman

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Russell Jones, Commissioner

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Robert Gervais, Commissioner

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Attest: Carol Kibler, Secretary