



MINUTES
Chelan Fire and Rescue
Public Hearing and Regular Meeting
Wednesday, November 8, 2017 at 4:00 P.M.
232 East Wapato, Chelan, WA



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

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

Others in attendance: see sign in sheet

Chairman Peters opened the public hearing at 4:00 p.m. and announced the Flag Salute.

PUBLIC HEARING:

- Chief Lemon reviewed the public hearing agenda. The Board of Fire Commissioners were referred to the three ring binders with the 2018 budget information and printouts.
- Chief Lemon reviewed the district's new Assess Valuations for the 2018 year in the amount of \$2,157,626,040.00. The fire district may increase their 2017 budget by 1% in the amount of \$19,141.57. This would bring the fire district's 2018 tax revenue to a total of \$1,992,993.31.
- **2018 Budget, General Fund Revenues** were reviewed and discussed to include, grant funds and the transfer of general funds to capital cost and the bond accounts.
 - Opening Balance: \$885,633.10
 - Tax Revenue: \$1,992,993.31
 - SAFER Grant FF/EMT: \$423,576.00
 - SAFER Grant Volunteer Coordinator: \$227,129
 - Other Revenue: \$53,230.00
 - **Subtotal Revenue 2018: \$3,582,561.41**
 - **Transfers Out: (\$253,191.37)**
 - **Total: \$3,329,370.04**
- **2018 General Reserve Investment Funds** were reviewed and discussed. This is the emergency reserve funds for the district.
 - Opening Balance \$451,519.47
 - Transfer in \$0.00
 - Expenses \$0.00
 - Balance \$451,519.47
- **2018 General Expense Funds** which covers the annual operations and maintenance costs for the department, were reviewed and discussed to include legislation cost, salaries, benefits supplies and professional services expenditures.
 - Legislative: \$13,952.94
 - Elections: \$3,600.00
 - Administrative: \$702,414.70
 - Suppression: \$686,963.46



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- Public Education: \$12,000.00
- Fire Prevention: \$2,180.00
- Training: \$31,725.00
- Facilities: \$54,030.20
- Fleet Maintenance: \$173,930.78
- EMS/Rescue: \$544,937.75
- EMS/Rescue Volunteer: \$171,251.05
- Communications: \$60,316.00
- Emergency Management: \$0.00
- **Total 2018 Expenses: \$2,457,301.88**

General Fund Expenditures Summary:

- Revenues \$3,329,370.00
 - Expenditures \$2,457,301.00
 - Ending balance \$872,068.00
 - Monthly expenses \$204,775.00
 - Desired carry over \$602,099.00
 - Balance \$269,968.00
- **2018 Capital Funds** were reviewed and discussed. This account covers the purchased of new equipment:
 - Opening Balance \$6,883.00
 - Transfer in \$89,916.00
 - Expenses \$96,000.00
 - Balance \$0.00
 - **Capital Reserve Investment** were reviewed and discussed. This account is used for apparatus purchases and generally takes a number of year to build up funds to replaces fire truck or support vehicles in our 22 vehicles fleet
 - Opening Balance \$194,401.76
 - Transfer in \$75,000.00
 - Expenses \$0.00
 - Balance \$269,401.76
 - **Bond Funds account** were reviewed and discussed. This account makes our annual payment on the Non-voter Approved Commissioner warrants that built Station 75 up South Lakeshore Road. \$88,275 funds transfer from General to cover principle and interest.
 - Opening Balance \$0.00
 - Transfer in \$88,275.00
 - Expenses \$88.275.00
 - Balance \$0.00

Chief Lemon reported that an estimate \$70,000.00 in funds should still be forthcoming from State Mobilization reimbursements to include the California fire response.



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Chief Lemon stated we receive most of our tax revenues from the collection of property taxes in May and November.

Chief Lemon recommended that the Board of Fire Commissioners approved Resolution R-2017-05 which will set the property tax rate for collections per thousand in 2018 to fund the Fire District's General Fund for the 2018 Year.

With no more comment or discussion, the Public Hearing was closed by Chairman Peters at 4:50 p.m.

Regular Meeting Call to Order: Chairman Peters open the regular meeting at 4:50.

Approve Agenda: Commissioner Gervais MOTIONED to APPROVE the agenda as submitted the MOTION was UNANIMOUS.

Public Comment: None

Consent Agenda: Commissioner Jones MOTIONED to APPROVE the Consent Agenda as submitted the MOTION was UNANIMOUS.

- Revenue and Expenditure Report: September 2017
- Payroll: \$193,932.36 October 1-31, 2017 Paid 11-05-2017
- Vouchers for October General Account: Vouchers #1122 through #1131 for \$5,751.94; Voucher #1218 through #1233 for \$12,157.14; Voucher #1261 through #1269 for \$2,216.15; Vouchers #1276 through #1285 for \$7,386.09.
- Vouchers for October Capital Account: Vouchers #1132 for \$2,153.18; Voucher #1270 for \$16,554.60; Vouchers #1286 through #1282 for \$17,635.21.
- Minutes: October 11, 2017

Fire Chief Report:

2017 Budget Expense Report: Chief Lemon reported revenues are pending from the fires we responded to this summer and nothing else remarkable with in the September financial reports.

2017 Goal and Objectives: Chief Lemon and/or Assistant Chief Donnell reported on the following:

- The district did reach out to the City Administrative regarding fire alarm and firework ordinances, and emergency management. Nothing new to report.
- Chief Donnell is working with each shift on the up-dates of their task books.
- FEMA Grants have not opened yet this year.
- Union negotiations are on-going and the meeting for tomorrow has been canceled by the Union. We will reschedule to a later date.



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- Annual State Audit is complete and the exit meeting is scheduled for tomorrow. Chairman Peters will be in attendance.
- The district has received many thank you letters and cards from people in California thanking our crew for their assistance. The letters and cards are being displayed on the bulletin board in the hallway at Station 71.
- SAFER Grant replacement firefighter position has been offered and accepted by Austin Murdock. Austin is Firefighter I & II certified has completed Hazardous Material Awareness and Operations Training. Austin is also a Washington State certified Emergency Medical Technician. His first day will be November 20, 2017.

Chief Donnell reported that Austin will complete his medical evaluation and will be assigned to days for his first two weeks. This will give him an opportunity to complete his orientation training and work with all three shifts before being assigned to shift work. Due to work commitments he was unable to attend the Board meeting, but will be present at the December meeting to be introduced to the Board of Fire Commissioner.

- Washington State Rating Bureau report should be forthcoming. It is likely that the fire district could drop from an 8 to 7 overall. This stems from the different programs we have put in place. If the rating does drop this may our community may see a cost saving on their insurance premiums.
- Lieutenant's promotional testing to establish a list is under way. Five employees have completed the written test and will be participating in the assessment labs scheduled for November 15th. Once the testing is completed a list will be created and posted November 27th. The top three candidates will become the primary Acting Lieutenants in 2018.
- We have no new volunteers this month. Chief Donnell is in reviewing of our current membership to ensure they are in compliance and will be reaching out to those that may need to make up some training.
- Station 75's heating elements are not working again. Chairman Peters asked if we can go back to the electrician or the architect for recourse. Chief Lemon will check, but is unlikely there is any recourse.
- Generator to breaker box connection are still being worked on. Chief Lemon is still getting quotes for the inter-lock switch plates for Station 72, 73 and 75. Chairman Peters asked that Chief Lemon expedite the issue.
- Chief Lemon reviewed the number of new developments being planned in district with upwards of 1,200 new residences and what the impact we might see. With each home we anticipate 2.3 people for an increase in population of about 2,760.



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- Chief Donnell reported training for the year is winding down. We are finishing up the Firefighter II IFSAC certification before the end of the year. We are planning for live fire vehicle prop training for November. Training in December will be due to the holidays.
- Commissioner Jones reported on the Fire Commissioners Conference held in Spokane this year. Chelan Fire and Rescue entered the Management Excellence completion for Class B department and won first place in the State of Washington.

Commissioner Jones talked about risk assessments that Gordon Graham presented to include a segment on "Don't Hire Stupid People". Other topics included Insurance rating and how that it is measured and the negative effect of apparatus over 15 years old. A presentation on "Public sector really doesn't get customer service", which we are pretty good but can always improve upon. Over-all it was a great conference in a very nice facility.

- Commissioner Gervais – mentioned the recall on the KIDDE fire extinguishers. Model 110 and 110G have been recalled. We need to get the information out to the citizens. To replace the extinguisher you can call the KIDDE Company and they will replace and ship a new one at no cost to the consumer. The old ones should be sent back to KIDDE. Commissioner Gervais suggested asking the City to put a note on the city customer billing.

Firefighters Association Report: Nothing to Report

Unfinished Business:

Citizens Task Force: Chief Lemon reported the task force is staying on track and the group is well engaged. There are 3 more meetings and a report with recommendations should be forthcoming at the commissioners meeting in December.

2018 Budget: Commissioner Gervais **MOTIONED to APPROVE the 2018 budget, to include passing Resolution 2017-05 2018 Levy / 2018 certificate. Chairman Peter's stated with an addendum and revision at the first of the year in recommendations to salary and volunteer compensation the MOTION was UNANIMOUS.**

Marine / Water Rescue Response Up-date: Commissioner Jones had nothing to report.

Annexation Proposals Up-Date: the district sent letters out to five areas and the returns are trickling in. In general the annexation message has been positively received. Chief Lemon reviewed the areas of that letters have been returned from. In one letter, it was suggested we hold a meeting so that the interested parties could come and ask questions and get information to understand what it means to be annexed into the fire district. The Board of Fire Commissioner's and staff discussed this and agreed to plan on holding a couple meeting after the first of the year.

FEMA SAFER Grant for Volunteer Coordinator for four years: Chief Lemon reported we made an offer to a candidate, he is reviewing the offer and asked if it would be ok to



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propose a counter offer. The district is waiting to see his counter offer, but the prospect looks good.

New Business:

Apparatus Committee -Specifications for pickup & Engine: Chairman Peters would like the committee to put together specs for the new staff pickup and urban interface engine.

- Brian Thompson Chairperson of the Apparatus Committee reported the Staff pick-up had been completed and in his review he found new and used pickup trucks to include what was available on State bid. Brian recommended authorizing F350 Ford pickup for \$38,000 off State Bid. Brian also suggested installing a NFPA certified tank and pump in the bed of the truck for suppression of wildland fires an estimated cost of \$8,500. The pickup comes with warranty and is gas fueled with an Allison transmission. If ordered the vehicle would take about 90 days for delivery.

Chief Lemon added the DNR Phase II grant may be used to offset the cost of the tank and pump. We should consider buying a second one for 702 pickup. Chief Lemon went on to say he will be reaching out to our regional grant partner agencies Chelan County Fire Protection District 8 and Douglas Fire Protection District 4 for financial support for the staff vehicle. The staff vehicle will be placard with the agencies names and communities being served by the grant.

Chief Lemon reported the funds to purchase the pickup truck are already in the 2018 budget.

The Board of Fire Commissioner's concurred to purchase the pickup truck and the tanks and pumps.

- Brian Thompson handed the commissioners the outline specs for an Urban Interface engine and discussed the detail of the specification. Researching on line for an Urban Interface engine can run around \$450,000. Brian reported you can get good deals on the demo engines estimated at \$350,000.

Chief Lemon stated that by the end of next year we might have enough funds for one replacement engine.

Special Event:

- 11/11/2017: Veteran's Day parade and luncheon
- 11/15/2017 NCWFCC – meeting and dinner
- 11/24/2017: Tree Lighting Ceremony
- 12/12/2017: Annual District Holiday Social
- 12/21/2017: December – will be joining the Chelan County Sheriff Office in support of the "Shop with a Cop" program for children in need to buy gifts for the Christmas season.



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Executive Session: RCW 42.30.110(1)(f) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Chairman Peters announced the Board of Fire Commissioners, Chief Lemon and Assistant Fire Chief Donnell would go into Executive session for 15 minutes.

The Board of Fire Commissioners returned from Executive session at 5:30 p.m. and reconvened the regular Board meeting.

Fire Commissioner Gervais MOTIONED TO APPROVE the new Assistant Fire Chief of Volunteer Service personal service contract, to include deferred comp of 3.1% of base salary, the MOTION was UNANIOUS. This position is funded through SAFER Grant Funds from 2018 through 2021.

Fire Commissioner Gervais MOTIONED TO APPROVE that Assistant Fire Chief Donnell's personal service contract be amended to provide deferred comp in the amount of 3.1% of base salary, the MOTION was UNANIOUS.

With no other business to come be for the Board of Fire Commissioners the meeting was adjourned at 5:30

Chelan County Fire District 7 Commissioners:

Handwritten signature of Tom Peters in black ink.

Tom Peters, Chairman

Handwritten signature of Russ Jones in black ink.

Russ Jones, Commissioner

Handwritten signature of Robert Gervais in black ink.

Robert Gervais, Commissioner

ATTEST:

Handwritten signature of Carol A. Kibler in black ink.

Carol A. Kibler, District Secretary