



MINUTES
Chelan Fire and Rescue
Wednesday, January 10, 2018 at 4:00 P.M.
232 East Wapato, Chelan, WA



Commissioners in Attendance: Tom Peters, Russ Jones and Phil Moller

Staff in Attendance: Fire Chief Tim Lemon, Deputy Chief Mark Donnell and Assistant Fire Chief Brandon Asher, Office Manager Carol Kibler

Others in attendance: see sign in sheet.

Flag Salute:

Call to Order:

Chairman Jones announced the flag salute and opened the Regular Meeting at 4:00 p.m.

Other Business:

- Oath of Office – District Secretary Carol Kibler gave the oath of office to Commissioner Phil Moller
- Assistant Fire Chief Mark Donnell was promoted to Deputy Fire Chief.
- Badge pinning – Assistant Fire Chief Brandon Asher was officially pinned with his Assistant Fire Chief badge. Pinning was conducted by his father, Fire Chief Mike Asher of Chelan County Fire Protection District 8.
- Ed Bleitz was pinned with his Fire Chaplain badge.

District Secretary Carol Kibler gave the Oath of membership to Deputy Chief Mark Donnell, Assistant Fire Chief Brandon Asher and Chaplin Ed Bleitz.

Chairman Jones announced the meeting would break for 10 minutes for coffee and cupcakes in recognition of the new commissioner and promotions.

The board reconvened at 4:20 p.m.

Approve Agenda: Commissioner Peters MOTIONED to approve the agenda as submitted, the MOTION CARRIED.

Public Comment: No comment



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Consent Agenda:

Commissioner Peters stated the minutes did not reflect the increase in phone stipends. **MOTION to approve the consent agenda and minutes with the correction and addition to the minutes regarding the \$100 phone stipend increase for Chief Lemon, Deputy Chief Donnell, Assistant Fire Chief Brandon Asher and Mechanic John Goyne. The MOTION CARRIED.**

- Revenue and Expenditure Report: November 2017
- Payroll: \$163,832.88 December 1-31, 2017 Paid 01-05-2018
- Vouchers for December General Account: Vouchers #1416 through #1425 for \$11,684.90; Voucher #1467 through #1472 for \$2,233.32; Voucher #1481 through #1499 for \$9,523.72; Vouchers #1510 through #1521 for \$9,040.39; Vouchers #1524 through #1536 for \$10,134.17.
- Vouchers for December Capital Account: Vouchers #1473 for \$427.17; Voucher #1522 for \$680.58.
- Minutes: December 13, 2017

Fire Chief Report:

- **2017 Budget Expense Report:** Chief Lemon reported we are at 91% of our expenditures. That the end of the year budget is on track. We have received most of the state mob funds and we are waiting for the October California mob funds which could take 6-9 months. We are also waiting on confirmation of portal to portal for the December California mob.
- **2017 Goal and Objectives:** Chief Lemon reported that FEMA grants have opened up and staff will be preparing grants for an aerial Fire Apparatus and new Self Contained Breathing Apparatus (SCBAs). Both grants will be regional grants that include Chelan County Fire Protection District 8 and Douglas county Fire Protection District 4
- Chief Lemon reported he met with City Administrator on a number of common issues:

False Alarm Ordinance. The City Administrator is not in favor of the false alarm ordinance. Typically false alarm ordinances are a negative issue when required by the city and is another layer placed on local business owners. First they are required to install the fire alarm system and then penalized when they do not function properly. The subject will go to council to see if they are interested in pursuing it.

Fire flow and domestic water for the airport is tabled indefinitely. City council has no interest in pursuing this issue at this time.

City Administrator will be scheduling a meeting regarding the Community Emergency group. The City did purchase a generator to support the City water system.



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CPAW plan is in review and the urban interface codes were reviewed as part of the Cities update to the Urban Growth Plan.

City Safety Committee: The City Administrator will schedule a meeting and would like the fire department to continue to participation.

The Block Grant for remodeling station 74 was discussed; it was decided that more research needs to be done before further conversations can take place.

Staffing for 2018-2019 was discussed and the district will need a fire levy to increase its revenue to maintain the SAFER Grant Firefighters. Otherwise the district will return to its 2016 staffing level of two personnel assigned to each 24 hour shift with the possibility of dropping to one person if someone is on approved leave or is ill.

Marine support for the district water rescue program was discussed. Chief Lemon is looking for financial support. City Administrator Mike Jackson said he would need to better understand what the district needs, why and how much. Chief Lemon will obtain additional information from CFR's Water Rescue / Marine Committee.

The City Fire Marshall will join staff in reviewing the WSRB report and see if there are other additional ways to improve our ratings. Chief Lemon will be setting up a meeting/workshop in the near future.

- **Personnel (Career/Volunteer):** Chief Lemon reported staff and volunteers are healthy. Chief Lemon reported Julio Hernandez is looking to be re-instated as a volunteer.
- **Facilities:** Chief Lemon reported the new heat elements for Station 75 have arrived and will be installed in the coming weeks. We have not received a response from the architect regarding the letter that was sent. We are still waiting for Station 75's transfer switches to arrive. Station 72 and 73's inter-lock switches have been installed.
- **Apparatus and Equipment** Chief Lemon reported the fleet is healthy.
- **Emergency Response Report:** Chief Lemon reported we had 938 calls for 2017, which is an increase of 65 calls from 2016. Fire loss for the year is under \$70,000. A breakdown of the information is in the report.

Chief Lemon reviewed information on the last three structure fires we recently responded to; Grandview Suites, Union Valley residence house fire and a residence house fire on Prospect Street.



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- **Training:** Deputy Chief Donnell distributed the 4th quarter membership certification/qualification report to the Fire Commissioners along with the 2017 shift work status report.

Deputy Chief Donnell reported on the tactical response plans and the process they are taking in presenting the plans as a training tool. The response from the shift crews for this type training method has been successful and a great learning tool. Deputy Chief Donnell reported that the goal will be to review the high risk buildings mid part of the year and update those plans first. The crews are making tremendous progress. Deputy Chief Donnell reported we have 645 buildings which convert to 490 tactical response plans. The tactical response plans are only one piece of many daily duties to keep the fire fighters ready for emergency responses. The shift crews completed 36 tactical response plans, and have scheduled 12 for January and 12 for February. The plan is to double that amount for March.

- Deputy Chief Donnell reported the Firefighter II and HazMat classes are scheduled and the certifications should be completed January 13, 2018.
- Deputy Chief Donnell reported we are 90% NIMS compliant.
- Assistant Fire Chief Asher reported he will be meeting tomorrow with Chelan County Fire District 8 and Douglas County Fire District 4. Chief Asher has been in review of each department.
- **Public Education:** Deputy Chief Donnell reported Lt Rodman has been in contact with the Chelan School District and is working on getting an after school program started.

Deputy Chief Donnell reported we participated in the Santa Stars event with the Sheriff's Office and Lake Chelan EMS. CFR hosted breakfast for the participants before the shopping took place. The program was a huge success.

- **Fire Prevention:** Deputy Chief Donnell reported we continue to work on the fire and life safety inspections and tactical responses.

Firefighters Association Report:

President Dan Crandall reported the association had a \$53,372 beginning balance, which includes a \$1,000 withdrawal, and a \$2,479.00 deposit ending balance in the account of \$51,893.

In review of 2017, the association donated \$13,000 to fire and accident families, \$1,866 in EMS equipment and \$6,764.00 to charitable causes. The association participated in 12 events.



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The association is currently involved in evaluating two manufacturers for rescue air bags. Lieutenant Rodman has taken the lead in researching the airbags.

We have ordered helmet lights and expect them to arrive in a couple days.

We have been invited to participate in a scheduled meeting to review Marine 71 and possible be the parent agency on a grant.

The Association will participate this weekend in Winterfest, a booth will be set up and manned.

The Association made a \$1,000 donation to a family in need due to health, medical bills and loss of job.

Unfinished Business:

- **Citizens Task Force:** Chief Lemon handed the commissioners a report from Bob Merritt for review. The task force committee should have their report completed by the week of January 22-26. The board can then set a special meeting to discuss the results.
- **District Collective Bargaining Agreement (CBA):** Chief Lemon reported the fire district and Local 4816 have completed negotiations and have a new CBA for 2018 – 2020.
- **Water Rescue/Marine Response Committee:** Chairman Jones reported that a meeting has been scheduled for Monday, January 15 at 9:15 a.m. here at station 71, any one is welcome to attend.
- **Annexation Proposals Up-Date:** Chief Lemon reported we will draft an invitation letter to be sent out in February for a meeting in later February to answer questions from the potentially affected parties.

New Business:

- **FEMA Firefighter Assistance Grants 2017:** Chief Lemon reported FEMA grants are open to apply. The Board of Fire Commissioners concurred to apply for SCBA's and a Ladder Truck.



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Special Event:

- 01-18-2018 Dinner with Retired Commissioner Gervais.
- 02/10/2018 Annual Awards Dinner

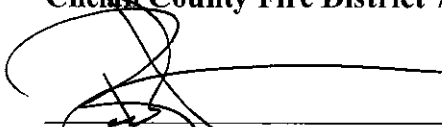
Chief Lemon inquired about changing the Commissioners meeting in March to Wednesday March 21, 2018 stating he will be on unavailable the week of March 12-16, 2018. The Board of Fire Commissioners concurred; District Secretary Carol Kibler will submit the change to the media and public.

Executive Session: RCW 42.30.140 to discuss negotiations and collective bargaining issues.


At 5:15 p.m. Chairman Jones announced the board would go into executive session RCW 42.30.140 for 30 minutes. At 5:45 p.m. the board announced they needed another 30 minutes. The board came out of executive session at 6:15 p.m. and no action was taken.

Adjournment: There being no more business the meeting closed at 6:15 p.m.


Chelan County Fire District 7 Commissioners:



Russ Jones, Chairman



Tom Peters, Commissioner



Phil Moller, Commissioner

ATTEST:



Carol A. Kibler, District Secretary