



MINUTES
Chelan Fire and Rescue
Regular Meeting
Wednesday, December 13, 2017 at 4:00 P.M.
232 East Wapato, Chelan, WA



Commissioners in attendance: Tom Peters and Russ Jones.

Staff in attendance: Fire Chief Timothy Lemon, Assistant Fire Chief Mark Donnell and Secretary Carol Kibler.

Others in Attendance: see sign in sheet.

Chairman Peters announced the Flag Salute and called the Regular Meeting to Order at 16:00. Chairman Peters announced Commissioner Gervais was unable to attend the meeting due to illness.

Approve Agenda: Motion was made to approve the agenda as submitted the motion carried.

Public Comment: No comment

Special Announcements: Chief Donnell announced that Firefighter /EMT Austin Murdock was hired and started November 20, 2017 as our new Safer Grant Firefighter.

Consent Agenda: Motion was made to approve the consent agenda as submitted, the Motion carried.

- Revenue and Expenditure Report: October 2017
- Payroll: \$141,525.29 November 1-30, 2017 Paid 12-05-2017
- Vouchers for November General Account: Vouchers #1308 through #1311 for \$480.97; Voucher #1313 through #1323 for \$6,739.31; Voucher #1366 through #1381 for \$7,319.98; Vouchers #1402 through #1414 for \$9,813.78.
- Vouchers for November Capital Account: Vouchers #1312 for \$167.81; Voucher #1382 for \$8,104.82; Vouchers #1413 for \$5,439.76.
- Minutes: November 1 and 8, 2017

Fire Chief Report:

Chief Lemon reported there was nothing measurable to report in the budget as the year is winding down. We still have outstanding collections from State Fire Mobilizations in the amount of \$26,000 and we are billing \$63,000 for the California EMAC October fires.

Chief Lemon reported we sent a crew and structure engine to California to help with the Ventura Fires. Firefighter/EMT Jake Hepper, Firefighter/EMT Marco Aurilio and Firefighter/EMT Joe Cox are the crew members on Engine 71. We received a request for the crew to extend their stay another seven days beyond the original fourteen day assignment. The crew is willing to stay if needed.

Chairman Peters asked that Chief Lemon and Admin Office Manager Carol Kibler to provide an analysis of the last three years (2015, 2016, and 2017) expenditures for the following budget line items:



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- Administrative Retirement
- Suppression Call Back
- Suppression Retirement
- Fleet R&M in house
- Fleet R&M out of house
- EMS Equipment

Chairman Peters would like the information to reflect the three year trend and explain in detail why the cost and percentages increased.

Goals and Objectives:

Chief Lemon reported most of all the goals and objectives have been completed on the list except for those we had no control over: False Fire Alarm ordinances request have been submitted to the City of Chelan and Chelan County to act on.

The Emergency Coordinating local group has not met again, Chief Lemon will be reaching out to the City of Chelan to see where they are with this group.

Chairman Peters asked about the completion of the tactical response plans. Chief Donnell stated we are making good progress in the tactical response plans and a quarterly report will be given in January for year end result. Within the fire district we have over 600 occupancies, some of which have multiple businesses within the occupancy.

Chief Donnell reported the Task Manuals have made great progress in the last six months and are getting completed. A quarterly report will be given in January.

Chief Lemon reported there are no grant application openings from FEMA at this time.

Facilities:

Station 75: Chief Lemon reported Schmitt Electric found that Station 75 is wired for 240 volts to the fixture, but the fixtures and elements are 208 volts. This is most likely why the elements have been shorting out. Calvin Jordan Associates contacted the manufactures to make sure the current fixture could handle 240 volt elements and were told that they should be able to. New elements have been ordered. Chairman Peters requested a letter be drafted to the architect to recover our out of pocket expenses to fix the heating system that was not designed correctly or not installed correctly. Chief Lemon reported there is no recourse as the facility is out of warranty.

Station generators: Schmitt Electric has ordered interlocks for Stations 72 and 73. A transfer switch has been ordered for Station 75.

The Marita's Vineyard Village 65 home development in Fire Zone 77 is moving forward. For the development to achieve the density they are after, they are required to provide a "public benefit." To meet this requirement they would like to donate a piece of land to build a fire station. The proposal will still need Chelan County approval. In 2012 CFR's long range plan called for a new



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station in this area based upon the Tuscan Village 1000 residential unit development that was not built. Chief Lemon stated CFR is not planning to build a new station at this location any time in the immediate future, but recommends accepting the land for potential future growth that may warrant a new station sometime down the road. The land donation would be restricted for a fire station only and will not be able to be used for anything else. The district will send a letter accepting the donation.

Chief Lemon reported Washington State Survey and Rating Bureau is waiting for the City of Chelan to submit information to complete the survey and rating report.

Personnel (Career/Volunteer):

Chief Lemon reported the Lieutenant testing has been completed. Firefighter/EMT Joe Cox, Firefighter/EMT Jake Hepper and Firefighter/EMT Steve Saugen will be the primary acting Lieutenant for their shifts.

Chief Donnell reported we have two new Volunteers: Reinstated AJ Mendivil and new volunteer Doug Morgan. We have 7 volunteer applicants who are planning to participate in the spring 2018 volunteer recruit firefighter program.

Chief Donnell reported Chief Oatey from Douglas County Fire District 4 has a junior firefighter program that we will be looking at to see if it will align with the High School club programs. Chelan County Fire District 8 (Entiat), Douglas County Fire District 4 (Orondo) and CFR will all participate together in the program.

Apparatus:

Chief Lemon reported Engine 71 had a minor backing incident damaging a side mirror. The mirror has been replaced. Ladder 71's alternator went out and has been replaced with a rebuilt one. Ladder 71 is back in service.

Emergency Response Report:

Chief Lemon reported we have had a total of 903 emergency calls so far this year, which is a 2% increase over last year and 11% increase from three years ago and 22% increase from four years ago.

Training:

Chief Donnell reported the live fire training at Station 74 is complete and was well attended. AmeriGas donated the use of their propane tanks and the propane gas.

Chief Donnell reported the recruit class is aligned with the evening volunteer training requirements for CFR, CCFPD 8 and DCFPD 4. Annually we plan to provide about 100 hours of volunteer training. After review of the training and those who specialize in a specific discipline, we have broken the skill sets down for easy training and clear expectations. Chief Donnell stated



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training can be done on other days than Tuesdays and the members have many opportunities to make up any missed training.

Pub Ed:

Chief Donnell reported the MOE school program for public education was cancelled and will be rescheduled by Lt Dale Rodman.

Firefighters Association Report:

President Dan Crandall reported the bank balance of \$57,154, a deposit of \$1,066.50 and paid out \$4,846.49 with an ending balance of \$53,374.01.

The association participated in the Festival of Trees, the event raised over \$2,200 and the funds will be going to the Chelan Food Bank. Members of the auxiliary decorated a tree and donated it to this event to be auctioned off.

The Chelan Tree Lighting event had a record crowd in attendance. The parade truck was manned by Brian Thompson who drove Santa and Mrs. Clause to the event. Chelan Fire and Rescue had a booth at the event and served hot chocolate and cider.

The Association is reviewing a request to fund Rescue Airbags for the district.

The Association elected officers as follows: President Dan Crandall, Vice President Dan Miner, Treasurer Judy Johnson and Chrys Fine with Sammy Rains will share the secretary position.

President Crandall reported the association voted to support the Chelan Food bank and donated \$1,000 for the Christmas season.

On December 1, 2017 President Dan Crandall and wife Nancy attended the annual tree lighting event at the state capitol hosted by the Association of Washington Businesses. They received a \$1,000 donation and a large bag of toys. The association donated the \$1,000 to Chelan Valley Hope and the toys to the Manger mall.

The Association donated a \$1,000 to a Chelan County Sheriff family with three children. One of the parents is going through significant medical issues.

President Crandall stated the Association voted to purchase personal helmet lights for all the district's members.

Unfinished Business:

- **Citizens Task Force:** The Citizens Task Force is putting together their report and should have it completed by the January Board of Fire Commissioner's regular meeting.



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Commissioner Jones stated a few members from the Citizens Task Force attended and spoke at a Rotary Luncheon meeting this week and delivered information about the fire department and answered questions. Commissioner Jones thought it went well.

- **Marine / Water Rescue Response Up-date:** Commissioner Jones had nothing new to report. But would like to schedule a meeting with the committee members and would like to have a new boat in place by spring time.
- **Annexation Proposals Up-Date:** Chief Lemon had nothing new to report but will be looking to schedule a meeting for the involved property owners in January to answer question and take input.
- **2016 State Audit Report:** The State Audit has been completed and the report submitted. The audit clean.

New Business:

- Elected a 2018 Chairperson for the Board of Fire Commissioners: **Chairman Peters motioned to nominate Commissioner Jones as 2018 Chairman the motion carried.**
- Elected a 2018 District Secretary to the Board of Fire Commissioners. **Chairman Peters nominated Carol Kibler as District Secretary the motion carried.**

Special Event:

- 12/21/2017, Santa's Stars, Breakfast at Station 71 and shopping at Walmart afterwards.
- 02/10/2018, Annual Awards Dinner

Chairman Peters announced breaking for 10 minutes at 4:50 PM and then going into Executive Session RCW 42.30.140 to discuss negotiations and collective bargaining issues.

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

At 5:00 PM the Board of Commissioner, Chief Lemon, Chief Donnell and Commissioner Elect Phil Moller went into executive session for 30 minutes.

Upon returning to regular session. Commissioner Jones moved to authorize a 5% raise for mechanic John Goyne, a 3% raise for Administrative Office Manager Carol Kibler and Administrative Assistant Faye Barker and a 2% raise for Assistant Chief Mark Donnell.


Adjournment: There being no more business before the Board of Fire Commissioners the meeting closed at 5:30 PM



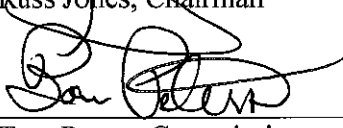
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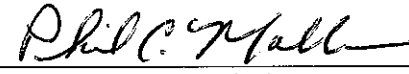
Chelan County Fire District 7 Commissioners:



Russ Jones, Chairman




Tom Peters, Commissioner



Phil Moller, Commissioner

ATTEST:



Carol A. Kibler, District Secretary