



Minutes  
Chelan Fire and Rescue  
Commissioners Regular Meeting  
Wednesday, January 11, 2017 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 Timothy Lemon, Assistant Fire Chief Mark Donnell and Administrative Assistant Faye Barker

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

**Call to order:** Chairman Peters called the meeting to order at 16:00 and announced the flag salute.

**Approve Agenda:** Commissioner Gervais 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: November 2016
- ▶ Payroll: \$110,155.57 December 2016 Paid 01-05-2017
- ▶ Vouchers for General Account: December: Vouchers #704 through #715 for \$5,988.34; Voucher #720 through #744 for \$17,482.18; Voucher #748 through #753 for \$1,654.24; Voucher #755 through #761 for \$7,333.53.
- ▶ Vouchers for Capital Account: Voucher #716 through #719 for \$455.43; Vouchers #745 through #747 for \$421.60; Voucher #754 through #755 for \$5,263.16; Voucher #762 for \$1,251.40.
- ▶ Minutes: December 14, 2016

**Fire Chief Report:**

- ▶ 2016 Budget Expense Report: The yearend report has not been completed at this time. It will be available later this month.
- ▶ 2016 Goal and Objectives: Chief Lemon reported that there will be three items that will roll over to the 2017 Goals and Objectives: changing the FLSI inspection procedure, Fire protection agreement with the city and the false alarm ordinance.
- ▶ Portable generators have been purchased and distributed to Station 72, 73, and 74.
- ▶ Station 71's door bell has been installed at Station 71.
- ▶ Chief Lemon participated in a conference call regarding the Community Planning Assistance for Wildfire (CPAW) process. The site visits will be March 8 & 9.



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- ▶ **Personnel (Career/Volunteer):** Our six new firefighters were present at the meeting. Chief Lemon provided a report for the Commissioners regarding an analysis of members joining and leaving the district in 2016. Eighteen people started the recruit process; we have retained 11 of them. We have also lost nine of our veteran members. We currently have a roster of 68 members, three Fire Commissioners, two office staff, two Chief Officers, one mechanic, three Fire Lieutenant/EMTs, three Firefighter/EMTS, thirty-nine volunteer emergency responders and 15 Association Members. Sean Murphy will be joining the department as a new volunteer. Discussion followed on recruitment and retaining of our volunteers.
- ▶ **Facilities/Apparatus and Equipment:** Brush 74 is having its batteries changed, and the rest of the fleet is in good shape. The replacement gas monitors have arrived and been placed in service.
- ▶ **Station 71:** A new clothes dryer was purchased for Station 71.
- ▶ **Station 75:** The heaters at Station 75 have been repaired. The floor heaters that were used kept the building at about 60 degrees. Staff will be looking into any reimbursement that may be available for the radiant heater elements that failed.
- ▶ **Emergency Response Report:** The yearend report will be sent out when completed. Chief Lemon reported the CFR ran 54 calls in December. Thirty nine were medical aid, eight vehicle accidents, four automatic fire alarms and two chimney fires. One fire was with CCFPD 8, Entiat. The commercial fire in LaBrisa was confined to a gas cooking appliance. Fire loss estimated at \$1,500.00 with property value saved at over \$960,807.00. The commercial fire at Tin Lilly was confined to a hot water tank. Fire loss estimated at \$1,000.00 with property value saved at over \$550,000.00. Both businesses were open again within 24 hours.
- ▶ **Training:** Chief Donnell reported that training is in full swing, including the six week academy for our new hires. The Volunteer schedule has been distributed. Chief Donnell has made a few changes, continuing to try and make it more convenient for our volunteers to attend drills. More of the Tuesday evening drills will be conducted at their stations to keep them in their first due area. The career staff is being assigned quarterly training requirements which allow them to better manage their shift schedule. Chief Donnell will evaluate this on an ongoing basis.
- ▶ **Fire Prevention/Public Education:** Public Service Announcements were sent out on the following subjects: Christmas Tree and Fire Safety, Cold Weather Hazards and Roadside Emergency Kit.



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Mayor Cooney was in attendance and added that he is aware of the items with the city and he and the City Administrator have discussed the issues and are committed to completing them. Mayor Cooney also agreed that the Emergency Coordination Group needs to continue and he will take the lead on attempting to have a meeting before fire season this year.

The Board of Fire Commissioners would also like see the capital improvement listed added to the document.

**New Business:**

- ▶ **Resolution 2017-01: Issuance, Use and Control of Credit Cards:** The purpose of the resolution was reported on. Commissioner Gervais MOTIONED to approve Resolution 2017-01, Commissioner Peters agreed, **MOTION PASSED**. Commissioner Jones recused himself from the vote.
- ▶ **SOG 204 RIT Operations: Raid Intervention Team:** this is a new policy, that stands alone, rather than being part of another SOG. Commissioner Jones MOTIONED to approve SOG 204, RIT Operations, Commissioner Gervais seconded, **MOTION PASSED**.
- ▶ **SOG 205 Fireground Emergency Signals and Terminology:** Chief Lemon reported that this will help at the county level for common terminology to be used county wide. Commissioner Jones MOTIONED to approve SOG 205 Fireground Emergency Signals and Terminology, Commissioner Gervais seconded, **MOTION PASSED**.
- ▶ **SOG 206 After Action Review:** Chief Lemon explained this is basically what we already do, it is just putting it into SOG format. Commissioner Jones MOTIONED to approve SOG 206 After Action Review, Commissioner Gervais seconded, **MOTION PASSED**.

Commissioner Peters asked how our members are informed of the policies. It was explained that typically the policies are sent by email, and feedback is provided once they have been read. Policies are also used in training. All employees have access and/or can be provided a thumb drive with all the SOG's on them.

LRP Workshop Date: This meeting will review the 2016 year end balances and adjust the 2017 budget accordingly; finalize and further discuss the 2017 Goal and Objectives and LRP. The meeting will be held on 1/26/17 from 9:00 to 12:00. Carol will send out budget information as soon as possible.



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**Special Events:**

- ▶ 1/25/17 NCWFCCA meeting at Chelan County F.D. 1
- ▶ 1/26/17 Legislative Day
- ▶ 1/28/17: CFR Awards Banquet
- ▶ 2/11/17 CFR Fire Light Gala

The Regular Meeting was adjourned into executive session at 5:15 for 20 minutes.

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

There being nothing to report for the Executive Session, the Regular Meeting of the Board was back in session at 5:35 p.m.

**Adjournment:**

There being no further business before the Board of Fire Commissioners, Chairman Peters closed the meeting at 5:35 p.m.

**Chelan County Fire District 7 Commissioners:**

Handwritten signature of Tom Peters in black ink.

Tom Peters, Chairman

Robert Gervais, Commissioner

Handwritten signature of Russell Jones in black ink.

Russell Jones, Commissioner

Handwritten signature of Carol Kibler in black ink.

Attest: Carol Kibler, Secretary