



MINUTES  
Chelan Fire and Rescue  
Commissioners Regular Meeting  
Wednesday, January 13, 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 Timothy Lemon, Secretary Carol Kibler and Captain Evan Woods

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

**Swear In New Commissioner:** Russ Jones

The oath of office was given to Russ Jones by District Secretary Carol Kibler.

**Call to order:** Chairman Peters called the meeting to order at 4:02 p.m. and announced the Flag Salute.

**Approve Agenda:** Commissioner Jones MOTIONED to APPROVE the agenda as submitted, seconded by Commissioner Gervais, the motion carried.

**Public Comment:**

Bob Goedde – Talked about conflict resolution and his life experiences relating to conflict.

Doug Clearwater – stated he was a former fire commissioner from 20 years ago and at that time the budget was \$250,000 and talked about the Chelan Butte fire from this summer.

Mike Sherer – presented the board with five preemptory management actions that could improve fire suppression efforts. They included: Meteorological Forecasting, Lake Shore Firefighting, Preposition asset, Bureaucracy, Chelan County.

The Board of Fire Commissioners thanked the individuals for their input.

**Consent Agenda** Commissioner Gervais MOTIONED to APPROVE the consent agenda as submitted, Commissioner Jones seconded, the motion carried.

- Revenue and Expenditure Report: November 2015
- Payroll: \$97,143.43 December 2015 Paid 01-05-2016
- Vouchers for General Account: Voucher #122015001 through #112015023 for \$15,758.06; Voucher #112015044 through #112015055 for \$9,035.61; Voucher #112015024 through #112015032 for \$5,077.46.
- Vouchers for Capital Account: Voucher #22015002 through #20151209 for \$36,073.95.
- Minutes: December 9, 2015



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**Fire Chief Report:**

Chief Lemon reported we received the 2016 DNR, Volunteer Fire Assistance Phase II Grant for \$12,000. The grant funds will be used to purchase equipment for the two brush engines recently acquired through DNR surplus.

Chief Lemon reported on the first meeting of Emergency Coordination/Communication Groups steering committee. The steering committee includes Lake Chelan Hospital CEO Kevin Abel, City Administrator Paul Schmidt, USFS Rep Karri Grover Wier, Chelan County Sheriff's Office Department of Emergency Management and Chelan Fire and Rescue.

Chief Lemon reported on his initial meeting with Representatives from the Cascadian Conservation Group regarding the Fire Wise Summer programing.

- **Personnel (Career/Volunteer):** We are at full strength, everyone is healthy.
- **Facilities/Apparatus and Equipment:** Station 71 and 73 refrigerators have failed and will be replaced. Station 73 pump for the cistern is in the works.
- **Apparatus:** we will be submitting the AFG Ladder Grant application on Thursday, January 15, 2016.
- **Emergency Response Report:** Chief Lemon reported the 2015 year end emergency response summary report is completed. Each of the Fire Commissioners have received a copy for their review.
- **Training:** Capt. Woods reported that five Chelan Fire and Rescue members have completed EMT training and will take their National certification test in the near future; Cody Evans, Samantha Peterman, Eric Craw, Forest Hale and Jonathan Mendoza.
  - Training in the month of December was light due to the holiday schedule.
  - Chelan Fire and Rescue hosted the NFA Incident Command for Structural Collapse Incidents training and the response from those attending was positive.
  - 2015 Annual training hours ended at 12,314 hours, 2014 was 12,425.
  - The Training Safety Officer Conference in Yakima is scheduled in February. We will have some of our members attend.
  - The Washington State Fire Fighter's Association Annual Fire School is scheduled for June in Wenatchee.



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**Firefighters Association Report:** President Justin Thorp reported the newly elected board members are: VP Dan Crandall, Treasurer Judy Johnson and Secretary Samantha Peterman.

- The association donated \$1,000 to each of the three families of the Twisp Fallen Firefighters.
- A \$1,000 donation was also made to the Firefighter Daniel Lyons who survived the fire with burns all over his body. He was recently released from the hospital's burn center.
- The Veterans Day lunch collected \$743.00 in donations. The funds will be donated to VFW.
- The association is working to update its Bi-Laws.
- The auxiliary members will have a fund raising booth at Winterfest over the weekend.
- The Annual Firefighter's Awards Banquet is February 23, 2016

**Unfinished Business:**

- 2016 Goals and Objectives: the Board of Fire Commissioners reviewed the objectives and goals and selected the top five:
  1. Complete the Capital Improvements Identified in the 2016 LRP pending approved funding. Establish estimated completion date for each project.
  2. Pursue and implement the "Emergency Coordination/Communication Group" for Lake Chelan area during major emergencies/disasters.
  3. Pursue grants from Cascadian (BLM) and DNR (Fire Wise) for funding to support six summer seasonal workers who will be used for emergency response, fuel reduction, public education (wildland preparedness) and public relations.
  4. Develop helicopter access protocol prior to this year's fire season.
  5. Review and provide a marine fire response option for Board review.

Commissioner Peters would like to schedule a workshop to review the goals and objectives, setting completion dates, discuss 2016 budget revisions and discuss Mike Sherer recommendations. Secretary Kibler will schedule the workshop.

- **Volunteer Pay:** After careful discussion and review the Board of Fire Commissioners recommended not changing the point system, but providing volunteer lieutenants with a preparation/preplanning point when needed to prepare for a training session or other work assignment. Chief Lemon will up-date the guidelines.



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**New Business:**

- **Agreement for Fire Protection Services:** Commissioner Gervais **MOTIONED** to **APPROVE** the Chelan PUD agreement for fire suppression services as submitted, Commissioner Jones seconded, the motion carried.
- **SOG 101 revisions and Commissioners Protocols:** Chairman Peters reviewed the SOG and suggested updates to the document. The Board of Fire Commissioners agreed, Secretary Kibler will make the changes.
- Secretary Kibler was asked to draft a monthly event calendar for the Board of Fire Commissioners showing the pertinent meetings and events scheduled for them.

**Special Event:** 02/23/2016, Firefighter's Annual Awards Dinner.

**Executive Session:** Chairman Peters announced the Board of Fire Commissioners and Fire Chief would go into executive session at 5:25 p.m. for 20 minutes for the following RCW's:

- RCW 42.30.140 for the purpose of collective bargaining
- RCW 42.30.140 (4), discussion by a governing body of salaries, wages, and other conditions of employment

Chairman Peters opened the regular meeting at 5:45 p.m.

Commissioner Jones **MOTIONED** to **APPROVE** Local 4816 annual wage and hours agreement of a 2% wage increase and an increase of 12 Kelly hours for Local 4816 members, Commissioner Gervais seconded, the motion carried.

Commissioner Gervais **MOTIONED** to **APPROVE** a 2% wage increase for the regular staff, seconded by Commissioner Jones, the motion carried.

**Adjournment:** There being no more business before the board the meeting closed at 5:35 p.m.

**Chelan County Fire District 7 Commissioner:**

Handwritten signature of Tom Peters.

Tom Peters, Chairman

Handwritten signature of Russell Jones.

Russell Jones, Commissioner

Handwritten signature of Robert Gervais.

Robert Gervais, Commissioner

Handwritten signature of Carol Kibler.

Attest: Carol Kibler, Secretary