



Workshop Minutes
Chelan Fire and Rescue
Commissioners Regular Meeting
Thursday, January 26, 2017 at 9:00 A.M.
232 East Wapato, Chelan, WA



Commissioners in Attendance: Tom Peters, Russ Jones and Bob Gervais.

Others in Attendance: Fire Chief Tim Lemon, Assistant Fire Chief Mark Donnell, District secretary Carol Kibler, Admin Asst. Faye Barker and Lieutenant Hal Jones.

Call to order: Chairman Peters called the workshop to order at 9:00 a.m. and announced the Flag Salute

2017 Budget Review and Adjustment: Chief Lemon reviewed the estimated tax revenue in the amount of \$1,872,018.94 with construction \$57,588.06. The tax revenue is with the 1% increase allowed annually by statute. Reviewed the grant funds in the amount of \$423,576.00 and a carryover amount of \$821,933.58 which includes the social security refunds of \$304,872.68. The beginning cash balances for this year is:

- General Fund \$821,933.58
- General Reserves Investment \$451,519.47
- Capital Funds \$6,883.63
- Capital Reserve Investment \$144,401.76

The Board of Fire Commissioners and Chief Lemon discussed the use of the two different budget breakdown spreadsheets. It was agreed both spreadsheets serve a purpose and at next year's budget meeting both spreadsheets will be used, the budgeted line item amounts will match and be reflected on both documents.

Chief Lemon reviewed the remaining estimated revenues for the year and reminded the Board of Fire Commissioners that these are projected estimated. Chief Lemon reviewed the history of the fire districts revenue stream and discussed state mobilization funds and how they are reflected in the budget.

Chief Lemon reviewed the Capital improvements of \$72,392.17 and the bond payment of \$88,770.00. The estimated monthly expenditures are \$176,051 with a desired carry over, for 2018, in the amount of \$704,207.52 leaving \$116,404.24 of uncommitted funds.

Chief Lemon reviewed the adjustments in the budgeted line items that included: Staff raises, replacement of a computer, generators, suppression equipment, dormitory lockers and new winter jackets.

AC Donnell discussed the Training budget line items and the increase of expenditures for conferences and training of \$24,000 this year over last years \$16,000. AC Donnell reported those funds are for training the new recruit's and anticipation of a rope & swimmer rescue operations training. AC Donnell stated the funds will be expended and that we did save a substantial amount in training cost due to the strategy of hiring already trained firefighters. AC Donnell recommended keeping the expenditures as is for now.



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Commissioner Jones asked if there is a savings in overtime due to more manpower on shift. Chief Lemon said yes, with the depth of firefighters we will not have to hire back overtime when someone is on annual leave, sick leave or gone for any other reason. Chief Lemon will run the numbers and review the cost saving with the Board of Fire Commissioners at a later date.

Chief Lemon reviewed the needed capital improvements. AC Donnell explained the structure equipment and updates that are needed. Chief Lemon explained that in 2016 we replaced Station 71's dryer and stove and that we are not anticipating upgrades to any other appliances at this time. Chief Lemon reviewed the 2017 budget line items in support of volunteer's pulling duty shifts at Station 71. There will be two volunteer shift available during the day 0800hr to 2000hr and one volunteer shift and one stipend shift available for the volunteer's in the evening from 2000hr to 0800hr. The volunteer program is designed to provide supplemental duty personnel for the shifts and give the volunteers opportunities to be more engaged in the daily operations of the department.

Commissioner Gervais inquired about the apparatus fund. Chief Lemon stated we currently have \$144,000 and anticipate adding to the fund later this year.

Future Funding 2019 and beyond:

Chief Lemon reviewed the projections of revenues and expenditures through 2012 and showed that the projection reflected a revenue short fall in 2019 if the fire district wished to retain the six SAFER Grant recruited firefighters. If the six recruits were not retained the impact would be lessened. Chief Lemon stated funds for replacing apparatus is not in the matrix but when added in, our revenue short fall would be significant.

Chairman Peters asked that Chief Lemon and AC Donnell develop a plan that outlines what the fire district should look like in the forthcoming years. Chief Lemon stated determining the desired level of service vs. what level the community wants and is willing to pay for will be the challenging part. There are a variety of variables from replacing aging apparatus and equipment that is wearing out, up-grades to facilities, to increasing volunteer numbers, retention of the SAFER Grant firefighters and maintaining the different services that the fire district provides.

Commissioner Peters stated if we just maintain our current operations, we may not need a fire levy lid lift in the near future. If we want to make improvements to the fire district we will need to increase funds. If we do not raise the fire levy lid lift aging equipment and apparatus will not be able to be replaced and we will not have the revenues to retain the six SAFER Grant firefighters.

Chief Lemon stated even to maintain the current man power and levels of service we will have to ask the community for a levy lid lift in the near future.



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Commissioner Jones stated the final decision will need to be with the citizen as to the level of service they want. The results a fire levy lid lift will determine the level of funding the fire district will have to operate with. Chairman Peters stated we will need to provide clear and concise information to the public so that they make an informed decision on the fire district's funding. Commissioner Jones stated showing property tax levels vs. home owner's insurance rating and premiums may be a useful comparison.

It was agreed that Chief Lemon and AC Donnell will start working on the plan with a target date of June to present it to the Board of Fire Commissioners.

Chief Lemon stated the increase in manpower from the SAFER Grant will have a positive impact on our capabilities with the initial response resources. Having the additional firefighters will ensure we meet the requirement of WAC 305-296 Firefighter Safety Standards 2 in 2 out requirements during a working structure fire wherein it states the fire district must have a minimum of two firefighters outside when two personnel are conducting interior firefighting operations. The only exception to the rule is for a known rescue and then you are still required to have at least one firefighter outside when two firefighters enter the structure to conduct a rescue. The measurable benefit is the initial response team does not have to wait for a home response to arrive to have enough people for interior operations. A home response can be 10 to 15 minutes after the initial resources arrive, which can result in the loss of life and significantly more fire damage.

Chief Lemon reviewed the statistics from the working fires in 2016. This included response times, manpower levels on the initial resources and the time it took for the first home response resource to arrive. Chief Lemon also shared concerns with placing our volunteer members in harm's way and the age of a third of our emergency response volunteer. Chief Lemon stated we have thirteen, one-third, of our emergency response members over the age of 60 and three over the age of 70. We are continuing to struggle to maintain volunteer firefighters at Stations 72 and 74.

Chief Lemon reported that the administrative staff is working on the FEMA SAFER Grant for a Volunteer Coordinator position. If awarded the grant, the Volunteer Coordinator will be shared with Chelan County Fire Protection District 8 and Douglas County Fire Protection District 4. AC Donnell stated it is, and will continue to get harder and harder to find volunteers and maintain them. Many people within the community are retired, working multiple jobs to make ends meet and/or commuting to jobs outside the area. This all makes recruitment more difficult for citizen to find the time and commit to the hours required for initial training and the on-going training.

Long Range Plan Priorities – 2017 Goal and Objectives.

Chief Lemon reviewed 2017 Goals and Objectives:

- 01-02-2017 hiring of the 6 firefighter. Shift work will start 02-13-17.
- Update Task Manuals – year long project (30 tasks) provide quarterly up-dates.
- Fire and Life Safety Inspection and Tactical Response Guidelines provide quarterly up-dates.



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- Lid lift –Justification and marketing plan June 2017.
- Emergency Reporting, reporting management system change over. Provide quarterly updates on the modules being used.
- Volunteer Coordinator Safer Grant – to be submitted by 02-10-17
- Union negotiations – Tentative completion date 06/30/2017.
- City of Chelan fire protection agreement –Pending meeting with the Mayor
- False Alarm Ordinance – Pending meeting with the Mayor
- Local Emergency Coordination group – Pending meeting with the Mayor, Tentative meeting before 06/30/2017
- Capital Improvements - Tentative completion dates as outline in Document 2017-001A.
 - Desk Top Computer for the firefighters in the Bull Pen
 - Replacement Lap Top Computer for Faye Barkers.
 - Hydrant Storz adaptors
 - PPE replacement as needed (structural and wildland)
 - SCBA Mask as needed
 - SCBA air cylinders
 - Physical Training Equipment
 - Dormitory and Kitchen lockers
 - Emergency Generators (S72, 73, 75)
 - Rescue Swimmer Wet Suits and equipment
 - Roper Rescue Equipment
- Marine Response – 06/30/2017.

Chief Lemon will update the document and send out to the Board of Fire Commissioners for review.

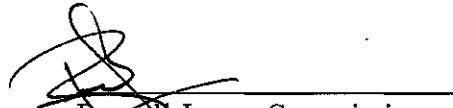
Adjournment: The meeting closed at 12:03 p.m.

Chelan County Fire District 7 Commissioners:

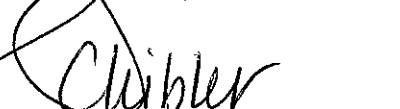


Tom Peters, Chairman

Robert Gervais, Commissioner



Russel Jones, Commissioner



Attest: Carol Kibler, Secretary