



**WORKSHOP MINUTES**  
**Chelan Fire and Rescue**  
**Commissioners WORKSHOP**  
**Wednesday, February 3, 2016 at 9:00 A.M.**  
**232 East Wapato, Chelan, WA**



**Commissioners in attendance:** Tom Peters, Robert Gervais and Russ Jones

**Staff in attendance:** Fire Chief Timothy Lemon, Secretary Carol Kibler, Captain Evan Woods and Admin. Assistant Faye Barker

**Others present:** see sign in sheet

**Call to order at 9:00 A.M.:** Chairman Peters called the workshop to order and announced the Flag Salute.

**Workshop discussion:**

- **2016 Goals and Objectives:** Chief Lemon and the board established completion dates to the document. Chief Lemon will revise the items and amounts to match the budget revisions as discussed. The document will be approved and a signature page drafted for the next regular meeting. Chief Lemon will organize the numbered items to reflect the top 5 and the remaining will follow below. See document attached.
- Commissioner Jones informed the board of the recent meeting with the Chelan County Sheriff regarding marine response and our fire department responding with them during a fire incident. It was a good meeting and the sheriff office is researching the proposal.
- **2016 Budget Review:** Chief Lemon reviewed budget 2016 revenues and expenditures.
- Chief Lemon and board reviewed the general and capital expenditures of the budget and made adjustments to line items.
- Discussion took place regarding cutting back staffing. The volunteer stipend program allows two individuals to pull shift. The program was reduced to one.
- Discussion took place regarding expending revenues and responding to MOB fires.
- Discussion took place regarding Bond rating and the required percentage of savings we are to keep by policy.
- Discussion took place regarding the apparatus fund and the amount we should save annually to prepare for replacing apparatus.
- **Fire Management Suggestions:**  
The board stated Chief Lemon addressed a letter to Mike Sherer answering the questions from the fire management suggestions. Chief Lemon stated some of the suggestions did not pertain to the fire district. We are addressing a couple of the items



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that do pertain to the fire district. Chief Lemon will continue to communicate with Mike Sherer.

- The board asked Chief Lemon to look into the increased fee from Rivercom 911 dispatch.
- The board agreed to transfer \$50,000 from the general fund to the apparatus fund.
- The budget documents will be ready for approval and signatures at the next regular commissioner meeting.
- Commissioner Jones talked about the QA the fire department has received. Commissioner Jones informed Chief Lemon and board that the Forest Service has completed their report and DNR is working on theirs. Commissioner Jones recommended not answering any questions until we review those reports.

**Adjournment:** The workshop ended at 11:45 a.m.

**Chelan County Fire District 7 Commissioner:**

Handwritten signature of Tom Peters in black ink.

Tom Peters, Chairman

Handwritten signature of Robert Gervais in black ink.

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