



**MINUTES**  
**Chelan Fire and Rescue**  
**Commissioners Regular Meeting**  
**Wednesday, March 8, 2017 at 4:00 P.M.**  
**232 East Wapato, Chelan, WA**



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

**Staff in Attendance:** Fire Chief Tim Lemon, Assistant Fire Chief Mark Donnell and District Secretary Carol Kibler.

**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:** A MOTION was made to approve the agenda as submitted, the MOTION CARRIED.

**Public Comment:** None

**Consent Agenda:** A MOTION was made to approve the consent agenda as submitted, the MOTION CARRIED.

- Revenue and Expenditure Report: January 2017
- Payroll: \$139,113.95 February 2017 Paid 03-05-2017
- Vouchers for February General Account: Vouchers #149 through #165 for \$4,772.22; Voucher #195 through #206 for \$3,568.99; Voucher #209 through #227 for \$15,313.88; Voucher #247 through #256 for \$5,817.80.
- Vouchers for February Capital Account: Voucher #207 for \$244.05; Vouchers #228 for \$10,930.17.
- Minutes: February 8, 2017

**Fire Chief Report:**

**2017 Budget Expense Report:** Chief Lemon reported the overtime costs in February were heavy due Kelly hour coverage and a lack of volunteers that wanted to pull duty shifts. Additional overtime cost was associated with the new firefighters recruit training that staff helped with.

**2017 Goals and Objectives:** Chief Lemon reported the dormitory and kitchen lockers are completed and in place. The goals and objectives are on schedule.

**Other reports:**

City of Chelan Airport Fire flow: nothing to report.



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City of Chelan Fire protection agreement: Chief Lemon reported that they had a good productive meeting. The Mayor is committed to a fair resolution. We discussed options for each agency to pay their way; also continuing to work on an in kind agreement. The District will still have to pay the current leases at the airport. The issue was tabled at this time until further notice due to other priorities.

Chelan County Fire Marshal: Chief Lemon reported on a meeting with the County Commissioners regarding the fire marshal position. They agreed to move forward with a steering committee to develop a job description and job expectations. The position should be filled prior to fire season.

Chief Lemon reported that the community coordination and communication group has a meeting scheduled for 10 a.m. March 13, 2017 at City Hall.

Community Planning Assistance for Wildfires (CPAW): Chief Lemon reported a grant was done for the City of Wenatchee and Chelan last year. Those plans are now available. Another grant was applied for and awarded for all Chelan County. The project will kick off March 8 and 9, 2017. Chief Lemon will be involved and attending the process.

Chairman Peters asked Chief Lemon if he knew the status of current State legislative bills. Chief Lemon briefly discussed School Levy Swap bill, this could impact junior taxing districts. He also talked about the Fire District property tax revenue bill. Chief Lemon will follow up and send the commissioners the legislative report that he receives.

Chief Lemon shared the Washington State Commissioners annual report with the Board of Fire Commissioners for their review.

**Career and Membership:** All career staff are healthy.

Chief Donnell reported receiving 2 new volunteer applications: James Park lives in the City of Chelan and Jesus Ruiz from Manson will both start recruit academy this Thursday.

The Recruit academy is scheduled to take place for the next 3 months. There are a total of 6 members participating. A couple people who attended last year will be participating in a few trainings to complete certifications that they still need.

Chief Lemon reported volunteer member Nathan Smeltzer resigned but will join Chelan County Fire Dist. 5. This works better for him as he lives in close to the Manson area.



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**Facilities/Apparatus and Equipment:** Chief Lemon reported stations 73 and 75 bay door openers were not working properly. The door company has checked everything and found the safety boots of the door is the problem. The technician thinks its poor performance is due to the cold weather we have experienced this winter. We will continue to observe the situation.

Chief Lemon reported Rescue 71 was in a minor accident. While responding to an incident on Winesap Road, the apparatus slid on ice, and struck the back of a private vehicle. The cost to fix our vehicle was around \$3,000 and the private vehicle was totaled. The estimated total will be around \$5,000.

Chief Lemon reported Engine 75's wiring has been problematic. Mechanic Goynes has repaired the wiring and the apparatus is in service.

**Emergency Response Report:** Chief Lemon distributed new reports from the ERS system to the Commissioners. The reports were reviewed for information. Chief Lemon asked the board for feedback on what type of reports they would like to see. Chairman Peters stated he didn't need anything fancy and the reports are great. He would like to see month end and year to date reports quarterly.

**Training:** Chief Mark Donnell reported volunteer recruit academy will start Thursday March 9 and continue for the next three months.

- Chief Donnell has been lining up training instructor for a specific class during the recruit academy. He has built that cost into the budget.
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- Chief Donnell reported we have scheduled the rescue swimmer training for late spring.
- Chief Donnell reported on the recruitment of new volunteers that took place at Walmart last weekend. A number of flyers were handed out with a couple of people showing interest. Recruitment continues to be a priority. We are also working on an Explorer program and have discussed resident programs for some time in the future.
- Commissioner Jones asked if we had reached out to employers to find out if they would let employee's leave the job site to respond to incidents. Chief Donnell has not been in contact with any employers at this time.
- Chief Donnell discussed the trend of volunteerism. Chairman Peters stated the community should be informed on that fact to prepare them for future emergency services and the cost that may lie ahead.



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- Chief Donnell reported the coats for the volunteers should be received within the next 3 weeks. The delay was on the manufacture due to the demand of the jacket.
- Chief Donnell reported Chelan Valley Health Fair is tonight at the high school our crew will be in attendance.
- The Med Fair is at the end of the month we will be participating.
- Earth Day Fair at Riverfront Park is April 15th and we have a booth at the fair and will give out fire prevention information and volunteer brochures.

**Firefighters Association Report:** President Dan Crandall reported the association started the year with a checking balance of \$27,728.02. The Firelight Gala procured \$35,000 in donations. President Crandall thanked all that worked so hard to make the event a successful one.

President Crandall reported we have 5 firefighters who will participate in the annual Scott Stair Climb in support of Leukemia and Lymphoma Society: Adam Jones, Troy Keene, Jake Hepper, Taylor Rains and Sammy Peterman.

President Crandall reported the association formed a new committee called Emergency Assistance Committee. This committee will guide the decision making of donating funds quickly to people in need after an emergency situation.

President Crandall reported the association voted Dan Miner as Vice President and Crandall to remain as President.

President Crandall reported the association purchased and donated an AED to Chelan County Sherriff's. The Association also donated \$1,000 to Maria and Angel Hernandez.

President Crandall reported Anne Clark is working on updating the Association website housed on the fire districts site.

President Crandall reported on the schedule of events for 2017 that the membership will participate in:

- April 22, 2017 – Station 71 open house. (Correction: Open House is 4/15/17)
- June 17, 2017 - Pancake breakfast
- A booth during the Mahogany and Merlot event at Don Morris Park.
- Veteran's parade and luncheon.
- Christmas tree lighting.



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Unfinished Business: None

New Business:

- **SOG 106 Related Party Transactions:** Chairman Peters noted a typo under 4.1 of the document. A MOTION was made to approve SOG 106 with the correction made, the MOTION CARRIED.
- **SOG 105 Purchasing of items and Services:** Discussion regarding the complexity of SOG 105 was held. Chairman Peters noted errors in the document and asked Chief Lemon explained briefly the use of vendor lists and small works rosters. The SOG was previously reviewed by legal services. The Board asked that needed changes are made to SOG 105 and they will re-visit it at the next meeting.

A MOTION was made to approve the SOG 105 appendixes 105.01, 105.02, 105.03 and 105.04 as submitted, MOTION CARRIED.

Special Event:

Top Dog Parade – Saturday, March 11, 2017

NCWFCC hosted by Chelan Co. Fire 8 (Entiat) – Wednesday, March 22, 2017 @ 18:00

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

No executive session.

Adjournment: There being no more business before the board the meeting closed at 17:01.

Chelan County Fire District 7 Commissioners:

Handwritten signature of Tom Peters.

Tom Peters, Chairman

Handwritten signature of Robert Gervais.

Robert Gervais, Commissioner

Handwritten signature of Russell Jones.

Russell Jones, Commissioner

Handwritten signature of Carol Kibler.

Attest: Carol Kibler, Secretary