



MINUTES
Chelan Fire and Rescue
Commissioners Regular Meeting
Wednesday, April 12, 2017 at 4:00 P.M.
232 East Wapato, Chelan, WA



Commissioners present: Tom Peters, Robert Gervais and Russ Jones.

Staff present: Fire Chief Timothy Lemon, Assistant Fire Chief Mark Donnell and Secretary Carol Kibler.

Others present: see sign in list.

Call to order: Chairman Peters called the meeting to order at 4:00 p.m. and announced the flag salute:

Approve Agenda: Commissioner Gervais MOTIONED to APPROVE the agenda as submitted, Commissioner Jones seconded, the MOTION CARRIED.

Public Comment: None

Consent Agenda: Commissioner Jones MOTIONED to APPROVE the Consent Agenda as submitted, the MOTION CARRIED.

- Revenue and Expenditure Report: February 2017
- Payroll: \$136,195.66 March 2017 Paid 04-05-2017
- Vouchers for March General Account: Vouchers #257 through #263 for \$2,189.76; Voucher #295 through #308 for \$3,357.23; Voucher #311 through #334 for \$15,398.19; Voucher #357 through #362 for \$2,273.10.
- Vouchers for February Capital Account: Voucher #264 for \$2,640.22; Vouchers #309 for \$872.04.
- Minutes: March 8, 2017

Fire Chief Report:

- Chief Lemon reported Washington State Survey and Rating Bureau has contacted the district to schedule a WSRB evaluation. Chief Lemon will be working with them.
- Chief Lemon reported that Ispyfire will be implementing an automatic down load from Rivercom911 into Emergency Reporting System (ERS). This will automatically enter incident address, contacts, and incident times into the software. This will provide more accurate data and provide a time saving to the district.
- Chief Lemon reported Lake Chelan Chamber is hosting their Annual Awards Dinner Thursday, May 4, 2017 at Rancho Grande. Those interested in attending may contact Chief Lemon.
- Legislative report – Chief Lemon confirmed the Board of Fire Commissioners are receiving the legislative information provided by Washington Fire Commissioners directly in their email. There was a short discussion on HB 1764 which replaces the 1% property tax revenue limit with a 105% limit tied to cost drivers from the consumer price index for all urban consumers in the western region. The bill passed outside of the House Finance committee.



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- Chief Lemon reported sending the Board of Fire Commissioners a memo on past overtime and a projected future cost savings.
- Chief Lemon reviewed the current status of the budget to include receiving the Safer Grant funds monthly; \$2,000 from Chelan County Fire District 8 for mechanic labor for repairing one of their fire apparatus. Apparatus repair funds are deposited into the General Funds.
- Chairman Peters inquired about putting money into the apparatus fund and when we might do that. Chief Lemon responded; typically we would transfer funds in June and/or November after receiving the bi-annual tax collection and review the cash flow. Chief Lemon indicated he would put \$100,000.00 into the apparatus fund.
- Commissioner Jones inquired about the bond payments and what the balance is. Chief Lemon responded the bond payment is made annually. Secretary Kibler stated the balance is believed to be around \$1,055,000.00. Commissioner Jones mentioned looking into making monthly and/or larger payments for a quicker pay down.

2017 Goal and Objectives, Chief Lemon reported:

- Assistance to Firefighter Grants (AFG) for a ladder truck does not look like it will be moving forward. The AFG for a Volunteer Coordinator will be going to the review panel within the next couple weeks. A short discussion was held on applying for a different piece of apparatus the next time the grant is open.
- Shift Work Status memo shows the status of Emergency Calls per shift, Task Manuals that have been up-dated, Tactical Response Plans that have been reviewed and/or developed, Hydrants completed, Fire and Life Safety Inspections completed and the Public Relations/Education that has been conducted. Commissioner Peters requested the report be made quarterly.
- Chief Lemon reported the County Commissioners are moving forward in hiring a County Fire Marshal.
- The City of Chelan is taking the lead on the Emergency coordination/communication group and held a meeting March 13th. The meeting was held at City Hall with Department of Emergency Management in attendance. The meeting was cut short due to a bomb scare across the street at the US Post Office. A second staff meeting was held with the City Director a few weeks later to work on Continuity of Operations Planning for the city of Chelan.



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Emergency Response Report: Chief Lemon provided the Board of Fire Commissioners with the 1st Quarter Emergency Response reports for their review.

Personnel (Career/Volunteer): Chief Lemon reported all the career staff are healthy.

Chief Donnell reported on the following Volunteer Firefighter Recruits:

- Tim Cote (S74) started and withdrew in April.
- Jason Baker resigned to move to CCFPD 5.
- Jesus Ruiz (S71) recruit withdrew.

Training: Chief Donnell reported the Volunteer Recruit Class, he has 6 attendees.

Chief Donnell reviewed the membership qualifications quarterly report with the Board of Fire Commissioners.

- 58 members
- 39 Structural Firefighting qualified
- 43 Wildland Firefighting qualified
- 54 Medically qualified
- 12 Certified Instructors
- 16 Rescue Swimmers
- 11 Rope Rescue Technicians
- 14 Incident Safety Officer qualified
- NIMS Compliance between 72% and 87%

Wildland Firefighter refresher training should be completed by the end of May. This will renew our members Red Cards.

Facilities/Apparatus and Equipment: Chief Lemon reported the following:

- Brush 71 has been repaired from the accident and is back in service.
- Command 702 was sent in for glow plug replacement.

Chief Donnell showed the Board of Fire Commissioners and audience the new weather jackets. The jacket orders should all here by the end of May. Jackets will be issued to Volunteer members that have completed 2 years of membership in good standing.

Firefighters Association Report: President Dan Crandall reported the following:

- Association has a fund balance of \$45,607.04 including a deposit of \$29,260.00 from the Firelight Gaya proceeds.
- The Association made 2 donations in the amount of \$2,000 and purchased Wal-Mart gift cards to assist victims of fires or other tragedies. The people who recently received donations were grateful and didn't know the community had such generous agencies.



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- Members are busy gathering volunteers to help with Earth Day and Station 71 Safety Day Open House which is scheduled for Saturday, April 15, 2017.
- The Association is hoping to schedule a social event later in the year for all members and invites.
- The Association is recruiting a new secretary for the Association Board. The current secretary had to step down due to work conflicts.
- The Association was invited to participate in a photo op with Chelan County Sherriff to acknowledge the Associations donation of an AED to the Sherriff's. Judy Johnson volunteered to attend.
- The annual Pancake breakfast is scheduled for June 3rd. The Association has procured donations from Chelan Red Apple and Apple Cup to provide all of the food for the event.
- The Association has been invited to participate in an event July 24, 2017 in Sultan and to enter the parade truck for public viewing. The Association Board has yet to determine if anyone will be attending.

Unfinished Business:

SOG 105 Purchasing of items and Services: Commissioner Jones MOTIONED to APPROVE SOG 105 Purchasing of items and Services as submitted, Commissioner Gervais seconded, the MOTION CARRIED.

New Business: none

Special Event:

- Saturday, April 15, 2017 Earth Day – Riverwalk Park
- Saturday, April 15, 2017 Safety Day – Fire Station 71

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

Chairman Peters announced the Board of Fire Commissioners, Chief Lemon and Asst. Chief Donnell would go into Executive Session RCW 42.30.140 at 16:40 for 30 minutes.

Chairman Peters announced the Board of Fire Commissioners returned from Executive Session at 17:10 and no action was taken.



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Adjournment: The meeting closed at 17:10

Chelan County Fire District 7 Commissioners:

A handwritten signature in cursive script, appearing to read "Tom Peters", written over a horizontal line.

Tom Peters, Chairman

A handwritten signature in cursive script, appearing to read "Robert Gervais", written over a horizontal line.

Robert Gervais, Commissioner

A handwritten signature in cursive script, appearing to read "Russell Jones", written over a horizontal line.

Russell Jones, Commissioner

A handwritten signature in cursive script, appearing to read "Carol Kibler", written over a horizontal line.

Attest: Carol Kibler, Secretary