



MINUTES
Chelan Fire and Rescue
Commissioners Regular Meeting
Wednesday, March 9, 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 and District Secretary Carol Kibler.

Others in attendance: see sign in sheet.

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

Approve Agenda: Chairman Peters added under unfinished business the Commissioners SOG 101 for review and approval. Also added under unfinished business was the response to Questions and Answers from last summer wildfires. **Commissioner Jones MOTIONED TO APPROVE the agenda with the additions, Commissioner Gervais seconded, the MOTION CARRIED.**

Public Comment: Brian Thompson suggested the fire district send out a brochure mailing to keep the tax paying citizens informed of what's going on in the fire department. Brian handed the board a sample of the brochure and talked about the cost of printing and mailing. The board will take the information into consideration and discuss at next board meeting.

Consent Agenda: **Commissioner Gervais MOTIONED TO APPROVE the consent agenda as submitted, Commissioner Jones seconded, the MOTION CARRIED.**

Revenue and Expenditure Report: January 2016

- Payroll: \$91,071.05 January 2016 Paid 02-05-2016
- Vouchers for General Account: Voucher #69 through #74 for \$1,937.69; Voucher #75 through #89 for \$12,320.15; Voucher #92 through #107 for \$5,572.25.
- Vouchers for Capital Account: Voucher #75 & 76 for \$1,699.25; Voucher #90 through #91 for \$80.60; Voucher #108 for \$524.77.
- Minutes: February 3 and 10, 2016

Fire Chief Report:

Chief Lemon reported that the Emergency Coordination group will meet on Thursday, March 17, 2016 at Station 71.

The Cascadia Group is moving forward with the Chelan County Wild Fire Protection Plan. Their next meeting is scheduled for Thursday March 10, 2016.

RiverCom Cad - Chief Lemon reported RiverCom found measurable disconnects between Spillman and RiverCom in how the fire components have been set up and are being used. The Spillman system was not being used to its fullest potential as it relates to fire and ems emergency calls. RiverCom and Spillman are working together to mitigate the issues.

NCWFFC – is working with the Chelan County Community Development Director to address the County Fire Marshal position and work load. Part of the work load includes fireworks, closing down open fire/flame during high fire danger periods and looking into adopting the International Wildland-Urban Interface Code



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Personnel: Captain Evan Woods has requested reassignment to Shift Officer as a Lieutenant. His request has been granted and Lieutenant Woods has been reassigned to "C" Shift.

Assistant Fire Chief - Chief Lemon recommended hiring a full time Assistant Fire Chief with the reassignment of Lt. Woods to "C" work. Job description, announcement and supplemental questions were reviewed and approved by the Board of Fire Commissioners. **Chairman Peters entertained a MOTION to fill the full time position of Assistant Fire Chief. Commissioner Gervais MOTIONED to hire an Assistant Fire Chief, Commissioner Jones seconded, the MOTION CARRIED.**

Chief Lemon reported on other recent adjustments to staffing: Acting Lieutenant Dale Rodman has been promoted to permanent Fire Lieutenant EMT on B-Shift. Firefighter/EMT Jake Hepper has completed his probationary year and requirements and was promoted to Firefighter 3rd Class. Firefighter/EMT Hepper will be attending the Washington State Fire Academy in April to complete his Firefighter II requirements.

Chief Lemon reported the FEMA Safer Grant for a Recruit and Retention Volunteer Coordinator is likely not to be funded by FEMA. He explained the FEMA Safer Grant for hiring firefighter positions is available and due March 25, 2016.

Volunteers: Chief Lemon reported that Sheri Fisk has resigned as Volunteer Firefighter and is now an Associate Member. Lieutenant Nolan Worley has resigned as Fire Lieutenant and is now an Associate Member also. Both members stepped down due to personal time constraints. Chief Lemon also announced that we have seven new recruits. They are Brett Christensen, Brandon Elliot, Steve Garvich, Tony Hiatt, Thomas Ramella, Jacques Sims, and Vladimir Stepanov. Volunteer Recruit training begins March 29, 2016.

Chairman Peters thanked Lieutenant Nolan Worley for his commitment and efforts to the South Shore to reestablish a fire station and volunteer program. Also mentioned were his efforts in the development of the Green Nob repeater.

Facilities: Chief Lemon reported that the cistern pump has been installed at Station 73.

Apparatus: Engine 79 - Mechanic John Goyne reported Engine 79 has a severe oil leak and that engine is no longer available. John recommends the apparatus be placed out of service. Chief Lemon concurs.

Command 701 has a broken light housing that will need to be replaced.

The Apparatus Committee will be chaired by Firefighter/EMT Adam Jones. Members include John Goyne (Fleet Maintenance), Lieutenant Eric Sanderson (Station 72), Lieutenant Nathan Smeltzer (Station 74), and Lieutenant John Synder (Station 73).

Brush 72, and 79 – Firefighter/EMT Adam Jones has been working on outfitting the two new brush rigs. All equipment has been ordered and the apparatus should be in service by April 1, 2016.



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Firefighters Association Report: President Justin Thorpe reported that the Association By-Laws were reviewed and approved. Pending the application process the women auxiliary members will be members of the Association and Fire District. The Association will be discussing the 2017 Gala at the next meeting. The Pancake Breakfast is scheduled for June 4, 2016 starting at 7:00 a.m.

President Thorp reported the sale of the calendar raised \$12,500 with a profit of \$4,500. The Association donated funds to member Chrys Fine to help rebuild her home after a tree fell on it this winter. The Association also donated \$500.00 to the local food bank, they will make the same donation to the Food Bank on a quarterly basis.

The VFW donated a new AED and the Association purchased another new AED for the District.

Unfinished Business:

- **Helicopter Access Protocol:** Chief Lemon presented the Helicopter Access Protocol in Document 16-004. The resources would be available through Chelan County Fire District 1, DNR and possibly private contractors. The issue was discussed and Document 16-004 was approved as presented. The Fire Commissioners felt this will be a great tool to have in the tool box and available to our Fire Commanders.
- **Station 73 Bathroom Project:** Chief Lemon reported we received a bid off of our small works roster from Mark Reimers totaling \$18,275. **Commissioner Jones MOTIONED TO APPROVE Mark Reimers bid of \$18,275 as submitted, Commissioner Gervais seconded, the MOTION CARRIED.**
- **Commissioner's SOG 101:** Chairman Peters reviewed the document with the Board of Fire Commissioners and with no further changes **Commissioner Gervais MOTIONED TO APPROVE the Commissioners SOG 101 up-dates as submitted with corrections, Commissioner Jones seconded, the MOTION CARRIED.**
- **Wildfire Questions and Answers:** Commissioner Jones reported that Chelan Fire and Rescue and U.S. Forest Service have completed their response to the questions about the Chelan Complex Wildfire. We are now waiting on DNR input and review. Commissioner Jones stated the wildfire Q&A will be released sometime this week and posted on our website.

New Business:

- **Station 71, Energy Efficient Lighting Retro Fit:** Chief Lemon reported Chelan PUD has a lighting energy savings program to change out all the lighting at Station 71. We received two bids from our Small Works Roster; Harris Electric - \$63,450.00 and Synder Electric - \$58,427.85. Chelan PUD will cover 83% of the cost. The District's portion of the cost will be around 15-17% of the total cost. **Commissioner Gervais MOTIONED TO APPROVE the**



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lower proposal from Synder Electric at \$58,427.85, Commissioner Jones seconded, the MOTION CARRIED.

- **Fire Zone 77, Fire Station Petition:** Chairman Peters reported the Board of Fire Commissioners reviewed the petition and gave careful consideration to the request to build a new fire station in Fire Zone 77. The Board of Fire Commissioners agreed to discuss the petition further during the Long Range Planning process.

Special Event:

- Top Dog Parade this weekend (Saturday). The King County Bag Pipes Band have been invited and will be appearing.
- Emergency Coordination Group meeting is March 17, 2016
- NCWFCC meeting is March 23, 2016 in Plain.
- Washington Fire Commissioner seminar June 4, 2016 at Campbell's Resort
- Gordon Graham Seminar – Friday June 3, 2016 in Chelan

Adjournment: With no further business to discuss, the meeting adjourned at 5:15 p.m.

Chelan County Fire District 7 Commissioner:

Tom Peters, Chairman

Russell Jones, Commissioner

Robert Gervais, Commissioner

Attest: Carol Kibler, Secretary



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New Business:

- **Resolution 2016-01 – Cancellation of Warrant.** Commissioner Gervais **MOTIONED TO APPROVE RESOLUTION 2016-01** as submitted, Commissioner Jones seconded, the **MOTION WAS UNANIMOUS.**

Special Event:

- 02/23/2016, Firefighter's Annual Awards Dinner.

Executive Session:

- RCW 42.30.110(1)(g) to review the performance of a public employee. Chairman Peters called for the above RCW Executive Session at 4:45 p.m. for 30 minutes.
- The Commissioner returned from Executive Session at 5:15 p.m. no action was taken.

Adjournment: There being no more business before the board the meeting closed at 5:15 p.m.

Chelan County Fire District 7 Commissioner:

Handwritten signature of Tom Peters in black ink.

Tom Peters, Chairman

Handwritten signature of Russell Jones in black ink.

Russell Jones, Commissioner

Handwritten signature of Robert Gervais in black ink.

Robert Gervais, Commissioner

Handwritten signature of Carol Kibler in black ink.

Attest: Carol Kibler, Secretary