



Minutes
Chelan Fire and Rescue
Commissioners Regular Meeting
Wednesday, June 8, 2016 at 4:00 P.M.
232 East Wapato, Chelan, WA



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

Staff in attendance: Fire Chief Timothy Lemon and District Secretary Carol Kibler

Others: see sign in sheet.

Call to order: Chairman Peters called the meeting to order and announced the flag salute.

Approve Agenda: Chairman Peters **MOTIONED to APPROVE** the agenda as submitted, the **MOTION CARRIED.**

Public Comment:

Paul Warner stated he turned in a petition in favor of building a fire station in the area of Pat and Mikes on the south shore and wanted to know if there was an update on the subject.

Chairman Peters stated the board would review the fire station proposal at the long range planning session. Paul Warner reminded the board that 20% of the fire districts funds comes from south shore residents.

Consent Agenda: Commissioner Gervais **MOTIONED to APPROVE** the consent agenda as submitted the **MOTION CARRIED.**

- Revenue and Expenditure Report: April 2016
- Payroll: \$82,176.99 April 2016 Paid 05-05-2016
- Vouchers for General Account: Voucher #260 through #278 for \$18,578.49; Voucher #237 through #249 for \$5,096.98; Voucher #284 through #292 for \$1,964.49; Vouchers #214 through #227 for \$4,306.53
- Vouchers for Capital Account: Voucher #250 for \$214.32; Voucher #279 and 283 for \$7,260.37; Voucher #284 for \$3,889.68
- Minutes: May 11, 2016

Fire Chief Report:

Chief Lemon reported receiving thank you cards from the Bellevue Christian School regarding a visit from the school. Lt. Sherman and FF/EMT Hepper facilitated a tour of the fire station and presented information regarding firefighting careers.

Chief Lemon reported the fire district has received the first half of the year's property tax collection. A \$144,000 has been transferred to the apparatus fund. The budget is on track and looking good.

Chief Lemon reported on the status of new equipment that has been approved for purchase. The hose has been ordered, portable pumps and nozzles are pending. Lt Sherman reviewed the SCBA bottle needs of the district and we will not need to replace any of them this year.



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Chief Lemon reported he has been in contact with DNR regarding the Fuels Chipping Mitigation Grant. As the project is moving forward, we will document and report on the progress. We have received twenty three inquiries for fire wise assessments and chipping assignments.

Chief Lemon reported he has been in contact with Chelan County Sheriff's Office concerning marine fire suppression equipment to be placed on Marine 1 out of Manson. Sargent Huddleston has forwarded the conversation to the Sheriff's Office for further review and discussion of the proposal.

Chief Lemon reported the City of Chelan is reviewing the fire suppression agreement. Mayor Cooney reported City Administrator Paul Schmidt is in review of the document and will meet with Chief Lemon. Mayor Cooney said the document will be signed soon.

Chief Lemon reported meeting with Lake Chelan Suites and discussed the number of false fire alarms we receive at this facility. Chief Lemon will be drafting a False Alarm Ordinance to present to the City of Chelan and possibly Chelan County.

Chief Lemon reported he will be reaching out to an individual who is skilled in iPad programing. We are looking for someone to take the lead on managing the iPad's and their programs.

Chief Lemon reported that Brush 79 and 72 are in service. The summer seasonal Firefighters responded in Brush 79 to the State Mobilization in Quincy.

Chief Lemon reminded the board that the Emergency Coordinating group meeting is tomorrow at 10:00 a.m. at Station 71.

Chief Lemon reported Rivercom is working to improve dispatch for 911 calls. RiverCom and the Spillman Consultants found a coding glitch in the program. This should measurably improve the processing time. The correction should take the process from thirteen steps to two. North Central Washington Fire Chief and Commissioner's Association (NCWFCCA) is requesting a meeting with the Police Chiefs and Sheriffs to further discussion of "cad comments" being blocked with Law Enforcement involved on the call. Valuable information is no longer transmitted to fire agencies once Law Enforcement becomes involved. NCWFCCA sees this as a Firefighter safety issue in addition to efficiency issues of having all pertinent information concerning the call available to First Responders.

Chief Lemon reported Carol Kibler is working through the Social Security issue.

Seasonal Firefighter/EMT Justin Thorpe reported the crew has been busy and focused on home assessment, fire prevention education and fuel reduction. Thorpe reported each of the crew members have been certified on every piece of apparatus to help back up the districts stations. Justin Thorpe, and John Steiner are EMT certified and Forrest Hale's certification is pending with Washington State Department of Health.



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Chief Lemon reported two new Volunteers: Jeramy McGuffin and Martin Tromburg are working through the application process. Dan Crandall, Chris Bekel and Don Peach have turned their firefighting gear in and are assigned as Association Members to the fire district.

Station 71 – the lighting project should be completed in a couple weeks. This will be a measurable cost savings to the Fire District.

Station 73 – Bathroom project is scheduled to start later this month.

Apparatus - Brian Thompson found a used 1992 Seagrave Engine for \$35,000 in New York State. The apparatus is similar to our current fleet which will provide ease of training and familiarity. A discussion regarding the weight of the apparatus and the State weight limit was held. Chairman Peters stated we might be able to re-coop the expense of the engine from state mobilizations responses.

Commissioner Gervais **MOTIONED to APPROVE** purchasing the Seagrave engine as long as it meets State of Washington weight regulations. Commissioner Jones seconded, the **MOTION CARRIED.**

Chief Lemon reported that Station 73 Fire Expo went well, around 70 guests attended. It was a great event and we should continue to do this on an annual basis.

Chief Lemon reported Todd from Go Lake Chelan proposed a public advertisement program they are launching; broadcasting a variety of information clips over a Television channel. Todd proposed that three ninety second clips could be designed at a cost estimate of \$1,400.00. Discussion was held regarding some of the items that could be used. The board thought it was a great idea.

Chief Lemon reported training logged in 91 classes and 162 hours in May. The recruit class is scheduled to graduate the last Thursday in June.

Firefighters Association Report:

President Justin Thorpe reported the Association's meeting is next week and nothing to report at this time. Anne Clark reported the Pancake Feed was successful and attendance was around 400 people. President Thorpe will forward next week's meeting minutes to the Board of Fire Commissioner for their information.

Unfinished Business:

Surplus Engine 79 (95502C): Chief Lemon reported the engine was put out for surplus bid and we received no offers. We did receive a letter from an Oregon State Fire Museum that is interested in obtaining it. The apparatus is originally out of Coos Bay, Oregon.



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Commissioner Gervais **MOTIONED to APPROVE** donating the Seagrave engine (95502C) to the Oregon Museum if they come and pick it up. Commissioner Jones seconded, the **MOTION CARRIED.**

Assistant Fire Chief Position: Chairman Peters stated we received a total of 29 applications. After reviewing all the applications, twelve candidates were chosen to participate in the interview process. The candidates participated in an operations and leadership interview process. After review of those results, the top three candidates were moved forward to the Chief's interview. Chief Lemon interviewed and spent time with each candidate showing them the fire district stations and area we serve. The Board of Fire Commissioners and Chief Lemon reviewed in detail the information gathered on the three candidates. Chairman Peters announced Mark Donnell was offered the position and accepted the offer. Assistant Fire Chief Mark Donnell's first day on the job will be July 1, 2016.

Chairman Peters introduced Assistant Fire Chief Mark Donnell, and stated the Board of Fire Commissioners and staff are excited to welcome him aboard. Mark Donnell thanked the Board of Fire Commissioners and Chief Lemon for the opportunity. He and his wife are excited to be a part of Chelan Fire and Rescue and the community.

New Business:

2016 Long Range Planning Meeting Date: Scheduled for Thursday, September 22, 2016 starting at 9:00 a.m.

Chief Lemon reported the fire district replaced an out of service AED and received three more that had been donated. The VFW, Chelan Fire 7 Volunteer Association and Windermere Lake Chelan all donated AED's to the District. Three more AED's are needed to meet the fire district's goal of having one on each of the frontline fire engines, brush trucks and command vehicles. The cost of an AED is around \$1,900.

Special Event: nothing to report

Executive Session: none

Adjournment: There being no more business before the commissioners the meeting adjourned at 4:45 p.m.



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Chelan County Fire District 7 Commissioners:

Handwritten signature of Tom Peters in black ink.

Tom Peters, Chairman

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