



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



Commissioners in Attendance: Robert Gervais, Tom Peter and Russ Jones

Staff in Attendance: Fire Chief Timothy Lemon, Asst. 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: Chairman Peters **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, Commissioner Gervais seconded, the **MOTION CARRIED**.

- Revenue and Expenditure Report: May 2017
- Payroll: \$143,619.01 June 2017 Paid 07-05-2017
- Vouchers for June General Account: Vouchers #706 through #727 for \$10,098.94; Voucher #658 through #664 for \$1,853.73; Voucher #676 through #689 for \$3,017.40; Voucher #740 through #753 for \$10,625.28; Vouchers #755 through #761 for \$2,128.53.
- Vouchers for June Capital Account: Vouchers #627 for \$6,071.03; Voucher #665 for \$8,370.98; Vouchers #762 through #757 for \$3,885.33.
- Minutes: June 14, 2017

Fire Chief Report:

- Chief Lemon reported on the June financials and the items in the revenue stream. We received Rivercom 911 grant tax monies recovering over 10,000 in revenues for radio's, batteries and maintenance of radios. We have received fire funds from the Leavenworth Spromberg fire in the amount of \$1,895.00 for the apparatus.
- Chief Donnell submitted for and received a reimbursement of \$412.00 in EMS cert training to Greater Wenatchee EMS Council.
- Reimbursement for personnel on mobilization fires will even out once we receive the funds. The Fire funds are recorded in revenue.
- Chairman Peters inquired about the \$4,000 EMS equipment expenditure and why it wasn't expended from capital. Chief Lemon stated an incorrect budget number was used and funds can be transferred to reflect the expenditure.
- Chief Lemon reported on the cost recovery from the fires in detail for apparatus estimated at \$11,182.00 and personnel at \$4,888.00.

2017 goals and objectives:

- Chief Lemon reported the task books are ongoing.
- The tactical response plans are ongoing.
- We have not received any notification regarding the applications for the FEMA grant for bunker gear and volunteer coordinator.



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- Local Union 4816 contract mediation is scheduled for August 23, 2017
- False Alarm ordinance – The City of Chelan is still in review of the document.
- Emergency Coordination Group – Chief Lemon reported nothing has been scheduled since the last meeting and he will ask the City Administrator again.
- Chief Lemon reported the training PT equipment has not been ordered and he will check with the Lieutenant.
- Chairman Peters stated in review of Chief Lemon's report it doesn't look like any of task manuals have been completed. Chief Lemon reported that is correct and the task manuals are an ongoing task.
- Chairman Peters inquired about the emergency generators and asked why they have not been installed at the stations. Chief Lemon reported the commissioner's approved only the purchase of the generators and not the installation. Chief Lemon stated we are getting estimates to interface the electrical panels for the generators. Chairman Peters asked how long will this take, what is the cost and do we need to approve something tonight? Chief Lemon stated once we receive the estimates we can review the budget funds. Chief Donnell stated the estimates could come in at \$5,000 a fire station for installation. Chief Lemon will move forward on getting the cost estimate for the installation of the interface panel for the generators.
- Chairman Peters asked if the headset had been ordered. Chief Lemon reported that the representative from David Clark is scheduled to meet next Thursday. Chief Lemon stated the over-all cost for the headsets is will be more then he \$10,000.00 approved. The Board increase the expenditure amount to \$17,000.

Commissioner Jones MOTIONED to APPROVE purchase and installation of the headset in the amount of \$17,000 as a contingency amount, the MOTION CARRIED.

- Chief Lemon reported Washington Surveying and Rating Bureau met with us June 22 to review the district. A report should be generated by September.
- Commissioner Jones reported on the meeting with Local Union 4816 representatives stating it was a great opportunity to listen to the discussion. A good discussion on the shift proposals was held, he got the impression the firefighters liked the idea. Chief Lemon stated he is proposing to have LMC meeting regularly.
- Chief Lemon reported he has had property owners inquiring to annex into the fire district; Navarre Coulee, Knapp's Coulee and the south end of Chelan Falls. The property owners would benefit from annexing into the fire district because their insurance rating would be lower.
- Chief Lemon reported FF/EMT Steve Saugen and Carol Kibler are working on getting the Wildland Fire flyer translated to Spanish.
- Chelan County Fire Marshal Bob Plumb introduced himself stated he is getting familiar with the area. Fire Marshal Plumb talked about his work history and where he lived.



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- Commissioner Jones welcomed Fire Marshal Plumb. He explained that the district has submitted a false alarm proposal for the area. We would appreciate your review of the proposal.
- Chief Lemon reported the City of Chelan hired Luis Gonzalez as the Building Official / Fire Marshal.
- Chief Lemon reported the Community CPAW group will be at the NCWFCC meeting in Leavenworth July 26, 2017.
- Chief Lemon reported we had 88 emergency calls for the month. The crews have been working on their task manuals, response plans, hydrant testing and FLSI.

Training:

- Chief Donnell reported on the 2nd quarter training; 34 volunteers are currently meeting training requirements. We had 4 volunteers who completed recruit academy. We have 16 rescue swimmers and 15 rope rescue technicians. NIMS compliance has improved, we have one individual who needs to complete 100 and 700. Over all the 200-800 series we have until end of the year to complete.
- Chief Lemon reported we have new and re-instating volunteer members: Katie Peckham, Jim Ramella requested to return to service and Bill Christenson to help in the summer, Ed Bleitz as Chaplin and Nathan Smeltzer to be reinstated.
- Explorer Program - FF/EMT Justin Thorpe reported he was given an outline of the program. He has been in contact with Kurt Blanchard from the fire science school to help with ideas for the program. FF/EMT Thorpe will meet with the Chelan Superintendent to see if the School is interested in setting up the program as a club. The program will need funds and a budget.

Facility:

- Chief Lemon reported that one of the HVAC systems at station 71 isn't operating correctly. We called North Cascades Heating they are getting an estimate to either repair or replace it.
- Chief Lemon reported a land owner wants to donate a parcel of land in the area of Hwy 97A and Hwy 971. Chief Lemon stated the fire district is not interested in building a fire station at this time. The land owner stated there are no strings attached or expectations. Chief Lemon stated the area where the land is will eventually have about 65 homes built. The commissioners concurred to get more information and will review at a later date.

Emergency response:



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- Chief Lemon provided the board a copy of the report. Chief Lemon reported we had a cold fire at the Grandview. A fan failed and caused a fire that was contained in the fan box. The fire alarm inside the condo went off and the Grandview maintenance man put the fire out and reset the fire alarm. The fire department was not called to the incident. The owner of the condo wasn't pleased with the results and reported the incident to Chief Lemon.
- Chief Lemon stated it's a big concern because the building is an older one and the incident could have turned out not so good. A letter will be sent to Grandview regarding the situation.
- Chief Lemon reported on the significant calls for the month of June.

Fire prevention:

- Chief Lemon reported Chelan County has posted signage for Fire Hazard as "HIGH"
- Chief Lemon will be looking into over grown brush in the area of Willmorth and in the City of Chelan. The parking issues on the highway by the Lakeside Park and the event going on this coming week is a concern. The City will be addressing the parking situation has been taken care of.

Training:

- Chief Donnell reported he is finalizing the hazardous materials certification for the firefighters. He is working with Ron Roy. We will be able to use our airport training facility. The training will be scheduled for October.
- Chief Donnell is working on an EMT class for the fall season.
- Chief Donnell reported the 3rd quarter training is lighter than normal due to call volume this summer.

Public Education:

- Chief Donnell reported the Association had the pancake breakfast and it was a great success. The crews continue doing the fire wise inspections and smoke alarms installations. Chelan Fire and Rescue participated in the paddle board race; they did not finish in first place. All of the proceeds will go to Chelan Firefighters Association.

Firefighters Association Report: Nothing to report the meeting was postponed to next week.

Unfinished Business:

Marine Fire Response Up-date:

- Commissioner Jones reported a different strategy is being visited and we are studying the configuration. We are in review of what would be desirable and funding mechanisms for a boat. Commissioner Jones asked to act as the agent for the fire district to purchase the boat if one is found through surplus. The cost will be minimal to purchase and transport.
- Chairman Peters stated he is having a difficult time making a decision to purchase a boat. We are in the process of hiring a consultant to analyze the fire district with a citizen's advisory group which the outcome may be that they oppose the program.



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- Chief Donnell reported we put together the process to commandeer a boat giving options to proceed; Lake Shore Rental- rent a boat or commandeer a private citizen's boat.
- Commissioner Jones stated the commandeering of a boat would not meet the equipment standards required. Commissioner Jones wasn't in favor of a citizens group determining the fire districts boat needs. Commissioner Jones stated we have a rescue swimmer program, are we abandoning the program?
- Commissioner Gervais agrees the citizens group should be involved in the process. And he is not convinced we should be performing firefighting off a boat.
- Commissioner Jones stated he doesn't think we are appreciating the accidents on the water. We have risks and the responsibility to address at least in a minimal way.
- Chairman Peter's fears we will have more cost associated with the purchase of a boat. Chairman Peters doesn't want to incur short or long term cost associated with a purchase of a boat.
- Commissioner Jones stated the cost to purchase and transport will be less than \$10,000.
- Chief Lemon stated if we can get the boat fixed and sold the cost may wash.

Chairman Peters MOTIONED to APPROVE \$5,000 for replacement of Marine 71 vessel and appointing Commissioner Jones as purchasing agent for the boat, the MOTION CARRIED.

Long Range Planning / Fire Levy:

- Chairman Peters thanked Chief Lemon for the document he drafted on the levy options.

Consultant – District Evaluation:

- Chairman Peters reported he and Chief Lemon reached out to many consultants from recommendations they received. They narrowed the search down to Bob Merritt. Bob Merritt has done consulting work for many and has 35 years of emergency services and management experience. His consulting services includes creating a community citizens task force to review the fire district levels of service in preparing to ask the community to support a levy increase.
- Chairman Peters reported Bob Merritt met with him, Chief Donnell and Chief Lemon this week to discuss the proposed package and the scope of work desired. The time frame to start the process would be mid-September and develop a proposal to bring forward to the commissioners in November. Once the proposal is approved, the next steps start from January through May would be to educate the community of the fire districts services. Then in August submit for a vote to increase the levy.
- The proposed cost to hire Bob Merritt is \$14,700 this doesn't included printing, meals or lodging.

Commissioner Jones MOTIONED to APPROVE to hire consultant Bob Merritt the MOTION CARRIED.

- A special meeting may be scheduled to discuss and choose the citizens group.



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New Business:

Marine 71 Surplus:

- Chief Lemon reported the Achilles boat is not meeting our needs. He recommended the boat/trailer be surplused after we fix it. Chief Lemon will draft a resolution and present it at next commissioner meeting.

Commissioner Jones MOTIONED to APPROVE the sale of the Achilles boat and trailer the MOTION CARRIED.

District Computer System: Carol Kibler explained that the server failed two of the 5 drives. The drives have been replaced and we are up and operating again. The server was purchased 2010 and is expected to fail again soon due to its age. We have scheduled a meeting with Cascade Computer Maintenance representative to review and discuss our options. We will need to replace the server and the estimated cost is \$20,000.

Chelan Co FD 7 Post 57 – Bank Account: Carol Kibler reported the account has been around for a long time and has account signature of people who no longer are with the fire district. We have not used the account in three years and are asking for approval to close the account. The board concurred and signed the letter.

Evaporation cooler for Station 74: Chief Lemon reported Mechanic Goyne has requested we purchase a cooling unit for station 74. The portable cooling system cost \$3,200.

Commissioner Jones MOTIONED to APPROVE the purchase of a cooling system for station 74 for no more than \$3,200.00 the MOTION CARRIED.

Special Event:

July 14-16 / Chelan Man
July 26, 2017 / NCWFCC - Leavenworth
Oct 26-28 WSFC conference - Spokane

Board for Volunteer Firefighters:

- Accident Injury Report: Carol Kibler reported a volunteer injured his leg and made the report. Chairman Peters signed the accident report.

Executive Session: RCW 42.30.110 to review a public employee performance.

Chairman Peters stated the executive session would take no more than 30 minutes and start at 17:45.

Chairman Peters and the commissioner's return from executive session at 18:10 and no action was taken.

Adjournment: There was no more business before the board the meeting closed at 18:10



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Chelan County Fire District 7 Commissioners:

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

Tom Peters, Chairman

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

Robert Gervais, Commissioner

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

Russell Jones, Commissioner

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

Attest: Carol Kibler, Secretary