



**MINUTES**  
**Chelan Fire and Rescue**  
**Special Meeting**  
Wednesday, September 13, 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 Timothy Lemon, Assistant Fire Chief Mark Donnell and 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:** Commissioner Jones MOTIONED to APPROVE the agenda as submitted, 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: July 2017
- Payroll: \$135,649.82 August 2017 Paid 09-05-2017
- Vouchers for August General Account: Vouchers #929 through #937 for \$4,096.75; Voucher #945 through #956 for \$7,347.18; Voucher #979 through #995 for \$4,368.89; Vouchers #1005 through #1014 for \$35,449.95.
- Vouchers for July Capital Account: Vouchers #938 for \$852.75 Voucher #957 for \$398.31; Vouchers #996 for \$405.10; Vouchers #1015 for \$3,559.51.
- Minutes: August 9 and 23, 2017

**Fire Chief Report:**

- Chief Lemon reported he received a thank you card from Chief Oatey, Orondo Fire Department, thanking Volunteer Firefighter Greg Girvin for his response to the cardiac arrest incident in Orondo.
- Chief Lemon reported the 2018 budget is being prepared.
- Chief Lemon reported we have responded to 10 State Mobilization fires and we should recover around \$34,000 in revenue.

**2017 Budget expense and Revenue:** Chief Lemon reviewed a few items and there were no question from the Board of Fire Commissioners.

**2017 Goals and Objections:** Chief reported the 2017 goals and objectives are mostly all complete.

- The task books are an on-going project by the shifts.
- 2018 FEMA grants have not opened for applications as of yet.
- False Alarm Ordinance is with the City of Chelan and Chelan County. Commissioner Jones would like a copy of the ordinance.
- The city of Chelan's Emergency Management group has not held any more meetings.



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- The portable generators have been purchased and are at each station. The Fire District reached out to the electricians on our vendors list, two opted out and the third electrician submitted a quote that was more costly for each station than the original bid to install a large facility generator. Chief Lemon will review the quote in detail and keep the board informed.
- The second negotiations mediation session with Local 4816 is scheduled.
- The headsets have been installed in 3 tenders and 1 brush truck. The other brush truck is at the Jolly Mountain fire. The headset installation will be scheduled once it returns.
- The Washington Surveying and Rating Bureau sent a letter and identified the rates at Station 72 and 74 will be rated at a 9-A. The rating of the City of Chelan will remain at a 6.
- Chief Lemon was appointed to the Lake Chelan Municipal Airport advisory board that will be in review of the airports master plan.
- CPAW group continues to work toward the final product and we should see Chelan County's plan in November.

**Personnel (Career and Volunteers):**

- Chief Lemon reported the staff is healthy. One minor injury was reported from a member of Brush 72 assigned to the Jolly Mountain Fire.
- Chief Lemon reported he and Chief Donnell have been working on the entry level firefighting testing to establish a hiring eligibility list and the Lieutenant promotional testing for future promotions.
- Chief Donnell reported we received one new application. Volunteer recruit will start up the first of the year.
- Chief Donnell reported the Explorer program is coming together. Firefighter Thorpe is currently at the Jolly Mountain Fire. He will be scheduling a meeting with the school superintendent to discuss the school sponsoring the program. We currently have one explorer application. Chief Donnell will keep the Board of Fire Commissioners informed as the program progresses.

**Facilities and Apparatus:**

- Chief Lemon reported that all fire stations are healthy.
- Chief Lemon reported Engine 71's shaft bracket and bearings failed. Mechanic Goyne repaired the apparatus and it is currently back in service. Ladder 71 had a leak from the tank fill line. Mechanic Goyne repaired the leak and Ladder 71 is currently in service.
- Chief Lemon reported the components for the server have been ordered and are arriving and being assembled. They will be coordinating with Carol Kibler for installation.
- Chief Lemon reported the headsets for the tenders and all but one brush truck have been installed and are in service as noted earlier in the meeting.
- Chief Lemon reported the Storz hydrant adapters have been ordered and we should receive soon.



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**Emergency Response Report:** Chief Lemon reported we had 117 calls for the month. Chief Lemon reviewed the significant.

**Fire Prevention:** Chief Lemon reported this month the Chelan County Commissioners approved the resolution to restrict county road use and extreme fire hazards within the county jurisdiction.

Chief Lemon reported on a new development in the area of 97A and 971A by Pat and Mikes Texaco station. A map of the development was provided to the Board of Fire Commissioners for their review. It shows a highlighted area where the developer has offered to donate a piece of land for a future fire station.

**Training:**

- Chief Donnell reported that the rescue swimmer training has been completed and all career staff and 4 volunteers have passed the test and are certified.
- Chief Donnell reported he is trying to schedule another live fire burn in the fourth quarter but we may need to push it back to 2018.

**Public Education:**

- Chief Donnell reported the re printed flyers for "Are You Ready For Wildfire" and "Summer Time Tips" both in Spanish have been distributed to the designated locations from previous distributions sites.
- Chief Donnell reported Lt. Rodman is organizing fire prevention week scheduled for October 2018.

**Firefighters Association Report:**

- President Dan Crandall reported a balance of \$49,681 at the beginning of the month. The Association received \$11,329 donation from Windermere. The association donated \$2,000 to two families; one in Omak and another in Manson who lost their homes due to fire. They also donated \$1,000 to the family who lost a member in a tractor rollover accident. The ending balance in the account \$58,704.
- President Crandall reported 4 members of the association met with an attorney to review funding procedures to keep up with the 501c IRS regulation. It was a good meeting and we found out important information regarding donations and reporting requirements.
- President Crandall reported that Chrys Fine has been interim for the Secretary position the last few months. Sammy Rains will take over the position until the New Year and elections have taken place.
- The Association will participate in the Mahogany and Merlot this next month with a booth to sell hats and t-shirts and promote volunteer recruitment. Sparky and the parade truck will be present for the event.
- The Association will participate in the Christmas tree lighting and sponsor decorating a Christmas tree. The proceeds for the event will go to Chelan Food Bank.
- The Association is considering a district fall social event Oct 14, 2018 and hosting it as a pot luck.



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- President Crandall reported one of the families that received the \$1,000 donation sent a thank you and was grateful for the donation. The members were touched by the note.

**Unfinished Business:**

**Marine / Water Rescue Response Up-date:**

- Commissioner Jones reported he is currently watching the surplus site, the site for surplus Coast Guard boats and also researching FEMA grants to assist in purchasing.

**Annexation Proposals:**

- Chief Lemon reported we will be inviting home owners in the areas of Navarre, Davis and Downy Canyon, South Shore 1<sup>st</sup> Creek area, Shady Pass, Knapps Coulee and South Chelan falls to annex into the fire district. We will need 60% of the folks to agree to annexation within the areas addressed. If we don't get the 60% then we can go to the voters and place it on the ballot. If the home owners don't approve the annexation we will start billing them for services when rendered. Commissioner Peters suggested putting in the letter the cost of the fire districts services for responses. Chief Lemon agreed that was a good idea and will add the information. The Commissioner's concurred and asked that Chief Lemon move forward with the invite to annex.

**2017-2021 LRP:**

- Chief Lemon presented an up-dated 2017-2021 Long Range Plan for the Board of Fire Commissioner's signatures. The document was sign and will be posted on the web-site.

**New Business:**

**2018 Draft Budget:** Chief Lemon reported we have not received the preliminary Levy amounts from the Assessor's office. Once the draft 2018 budget is completed the Board of Fire Commissioners will review and a budget workshop can be scheduled as needed.

**2017-04 Resolution:** Secretary Kibler reported the County Auditor annually reviews outstanding warrants and found we had three that had not been cashed.

**MOTION was made by Commissioner Jones to approve the Resolution 2017-04 as submitted, the MOTION CARRIED.**

**SOG 122, Electronic Communication System – Update:** Chief Lemon stated we had a breach of confidentiality relating to an incident and the information received from ISpyfire. The person who breached the protocol was a support personnel. Chief Lemon stated we updated the policy to include ISpyfire CAD and suspended all support personnel from ISpyfire usage.



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**Disposal of Records:** Secretary Kibler reported that staff has reviewed and archived a number of our files. She also presented a listed files for disposal that need approval by the Board of Fire Commissioners. Board concurred, Secretary Kibler will handle the disposal.

**Special Event:**

- 9-11-2017 – 9/11 Memorial in Cashmere: We sent 5 members
- 9-16-2017 - Retirement party for Karl Jonasson at Jim Bergeron’s home.
- An invite from VFW to attend the barbeque in Manson
- 10-25-28, 2017: Commissioners conference in Spokane – Commissioner Jones and Chief Lemon will attend. The Commissioners agreed to invite the Commissioners elect Butch Sims and Phil Moller to attend.
- 10-31-2017 CFR Halloween open house at Station 71.
- 12-12-17 Holiday Social at Station 71
- 12-21-2017 Shop with Cop’s event for children

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

Chairman Peters closed the regular meeting at 16:55 to go into Executive session for 20 minutes.

Chairman Peters closed the executive session at 17:20 no action was taken.

**Adjournment:** There was no more business before the board the meeting closed at 17:20

**Chelan County Fire District 7 Commissioners:**

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 Tom Peters, Chairman

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 Russ Jones, Commissioner

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 Robert Gervais, Commissioner

ATTEST:

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 Carol A. Kibler, District Secretary