



CHELAN FIRE and RESCUE

**Minutes:
LONG RANGE PLAN (LRP) WORKSHOP
September 21, 2016 @ 9:00 a.m.**

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

Others in Attendance: Chief Tim Lemon, Chief Mark Donnell, Adam Jones, Dale Rodman, Hal Jones, Justin Thorpe, Evan Woods, Faye Barker, Kaitlin Hetterscheidt, James Belch, Brian Thompson.

Introductions, expectations and why are we here:

Commissioner Gervais opened the workshop and announced the flag salute.

Opening Comments - Chief Lemon stated we will review past statistics, what our forthcoming revenue and budget look like and what our immediate and long range needs are.

State of the City of Chelan: Mayor Mike Cooney gave a report on the state of the City of Chelan. The Mayor stated one of the goals and strengths is to have relationships within agencies like ours throughout the valley and the city. When we reach out to the different agencies we can build a stronger working relationship together. In doing so we are doing a better job in preparing the community for fire awareness and other community wide emergencies.

The Mayor talked about the city's brush removal project and working together to keep our community safe from fires. His first goal is public safety and working with the fire and sheriff departments to keep the community safe. Mayor Cooney stated he had great admiration for our agencies.

Mayor Cooney stated the City of Chelan is doing well as a city and is financially conservative as the City's revenues are received through sales tax, property tax and tourism. The Mayor also stated the City will be going through the budgeting process in October. The City Council has also approved hiring a new code enforcement person. The City continues to work on bringing water to the airport. The City recently applied for a 3 million dollar loan to finance part of the project. Mayor Cooney stated they should hear if they have been awarded the loan within 30 to 40 days.

Mayor Cooney stated that City Administrator Paul Schmidt is leaving and they are in the process of hiring to fill that position. There is a sendoff gathering for City Administrator Paul Schmidt October 7, 2016 at the Golf Course from 4pm-7pm. Mayor Cooney stated City Administrator Paul Schmidt and Chief Lemon have been working on the fire protection agreement and it should be wrapped up soon. Mayor Cooney shared his vision on changing the traffic flow on the old bridge to one lane traffic coming into Chelan with wider pedestrian sidewalks on both sides.

Mayor Cooney stated the DOT will be chip sealing from Manson to Les Schwab Tire store and the No-See-Um round-a-bout construction will start. Mayor Cooney invited the fire district to attend a presentation on "Open Space Visioning" October 5, 2016 at City Hall starting at 5:00 p.m. The City of Chelan has started the process of updating the comprehensive plan.

Mayor Cooney closed by stating he appreciates the fire district and has great admiration for the agency. He thanked Chief Lemon for working with the City and stated you could call on him at any time.

Commissioner Gervais thanked Mayor Cooney for his time and presentation.

Commissioner Gervais encouraged everyone to have an open mind and offer up their thoughts and ideas as we work through the finances to develop the 2017 budget. Commissioner Gervais also asked everyone to be thinking about the immediate and long range needs of the district as we discuss the Long Range Plan today.

Three for Three: Chief Lemon asked that personnel in attendance complete the questionnaire he distributed;

1. List three things we are doing well and should keep doing.
2. List three things we are doing that we should do better.
3. List three things we aren't doing that we should start doing.

The results will be made available at the end of the day.

2015 Year End Emergency Response Report: Chief Lemon reviewed the Emergency Response Report for 2015. The report shows the call volume for high volume/low risk (medical aid) to low volume/high risk (structure fires). Chief Lemon reviewed the incident types by month, year and time of day. The statistics clearly show a pattern of peak times when we need an increase in staffing. During the day the call volume is highest from 0800 hours to 2000 hours and on the weekends. On average we will see about 68 people for every thousand population. Chief Lemon reviewed the fire station response areas, call volume, call types and time and patterns. The Chief showed a 10% overlap in our call volume annually. A review of the response times for the City of Chelan reflects an average response time of 4-5 minutes. Chief Lemon identified that we will need more members in the outlying stations and ability to house them to improve response times in those areas. Chief Lemon stated we are doing well and have a pattern

of improvements, but there is more we can do to improve in the delivery of emergency services for our community.

2016 Goals and Objectives Review, Chief Lemon and Staff reported the following:

- We will receive about \$7,500 for the chipping project.
- The Seasonal FF responded to State Mobilizations and we should recover about \$32,000.
- We are still working with the Sheriff Department regarding a marine response agreement.
- The Fire Life and Safety inspection focus will be on the high risk buildings, the program is ongoing.
- The City of Chelan fire protection agreement is being reviewed by the attorneys.
- A False Alarm Ordinance for the City of Chelan has been forwarded to the City Fire Marshal for consideration.
- The Fire District was not awarded the Ladder grant in 2016. The Board of Commissioners agreed to apply for the grant again this coming year and contact the neighboring agencies to see if they would support a regional grant.
- We completed the purchase of hose, nozzles and portable pumps. Part of the cost will be recovered, up to \$12,000 from the DNR Phase II Grant.
- Chief Donnell reported we will continue to use the current iPads, updating them as we go, but will hold off on buying any additional ones for the foreseeable future.
- The Station 71 doorbell project is pending with a local company and should be done by the end of the year.
- The Flooring project at station 71 was not been completed and may be put off until 2017.
- The Station 73 bathroom is in process and should be completed by mid-October. Station 73's new larger pump has been installed in the cistern.
- We will be buying generators for Station's 72, 73, and 74 to provide for emergency power during power outages.

2017 Budget Draft: Chief Lemon reviewed the following:

- The preliminary 1% increase over last year's budget will generate about \$18,000 and new construction is anticipated to be about \$59,000 for a total of \$77,000 increase in tax revenue in 2017.
- The Safer Grant will provide \$458,010.00 for six firefighters in 2017.
- The draft budget expenditures are anticipated to stay the same with cost of living and market value increases.
- Capital – will be covered later in the meeting.
- The staffing and membership programs will include maintaining our current staff, adding six new firefighter/EMTs; continue one stipend shift for the year; and suspend the use of the paid-on-call program until further notice.

- The duty shifts will have four paid members and one 12 hour stipend assigned to each 24 hour shift. The staffing goal is to maintain four personnel (FF/EMT) on duty and available in the district 24 hours a day as much as possible. Staffing levels will drop as needed to accommodate Kelly hours, sick leave, annual leave etc.
- Chief Donnell reported on the hiring process for the 6 firefighters. Chief Donnell has been working with Chief Mike Burnett and Chief Dave Baker on the process to include shared costs.
- Chief Donnell reported the training aspect of the new hires is in review and will depend on the strengths and weaknesses of each candidate. Chief Donnell is looking at all options; in house training and North Bend Fire Academy.
- Chief Donnell stated part of the hiring process is evaluating the applications and assigning a point value. A written test, physical agility and oral interview will be part of the process. There are specific requirements each department has, CFR will also require the candidate to have their EMT at time of hire and pass a swim test.
- Chief Donnell reported we are slated for an EMT class in the fall of 2017. The volunteer recruit class will start up in March.
- Chief Lemon noted the training budget is the only measurable change due to the six new hires.
- The Seasonal Firefighter Staffing is not being budgeted for in 2017. We anticipate recovering about \$32,000 from State Mobilizations and \$7,500 from the Firewise grants for the 2016 Seasonal Firefighter Program. Discussion took place regarding the Summer Seasonal Firefighters and the need for them next year. With the hiring of six full time firefighter/EMTs it was decided that the Summer Seasonal staff will not be needed, that the chipping program could be done by the regular staff and/or the Cascadia program.

2017 Capital Projects:

Equipment: Chief Lemon reviewed the 2017 equipment projections from page 59 of the LRP.

- Additional Computer work station in the Bull Pen for the new hires.
- Physical Training Equipment.
- Structural Protective Clothing (seven sets).
- Wildland Protective Clothing (seven sets).
- Storz Hydrant Adapters (50).
- Water Rescue equipment.
- High/low angle rescue equipment.
- Mobile radio (1).
- Pagers (12).
- Portable Radios (8).
- MSA SCBA Bottles (27).
- Dormitory Lockers
- Kitchen food lockers

- Downstairs floor covering.

Apparatus: Chief Lemon reviewed the apparatus chart from page 46 of the LRP and the districts immediate apparatus needs as well as the fleets long range needs.

- Brush 74's chassis is twenty years old, but still functioning. When this chassis is retired it will be returned to DNR. It was agreed that we would continue to operate B74 on this chassis for the foreseeable future unless the apparatus has a catastrophic mechanical failure.
- Tender 73 is twenty-nine years old and still functioning. It was agreed that we would continue to operate T73 for the foreseeable future unless the apparatus has a catastrophic mechanical failure.
- No other apparatus are slated for replacement/review for 2017.
- 2018 the following apparatus are up for replacement/review; Engine 74, Engine 75, and Engine 79.
- Ladder 71 FEMA AFG grant application for 2016. CFR applied for a FEMA AFG 2015 grant to replace Ladder 71. We were not awarded the grant in 2015 and the Board of Fire Commissioners has directed staff to apply again this year. They also want to reach out to our neighboring fire departments for approval to submit it as a regional grant.
- The group briefly discussed the need to address funding for replacement apparatus for the long term. The discussion included the philosophy of purchasing used apparatus vs. new. This issue will be further discussed later in the meeting.

Facilities: Chief Lemon reviewed the items completed in 2016, Facility Capital Improvement projects list and then reviewed the functionality and future considerations for each fire station.

The facilities discussion included improved emergency response service and the need to up-grade our facilities to accommodate personnel when standing-by or assigned to the facility. Station 71 in the City of Chelan is the only facility that can accommodate staff overnight. All the other facilities; Station 72, 73, 74, and 75 are primarily garages to park the apparatus in.

For CFR to take the next step in improving emergency response services we need to develop our facilities to accommodate programs that place personnel in the fire stations. These types of programs provide for over-night and live-in capabilities (sleeper programs, resident programs, duty staff assignments during peak call volume times). In turn, when a station has personnel in it, the district benefits from a fire-house response,

meaning the apparatus is staffed and responding within a couple minutes vs. the delayed time it takes for the home volunteer response of 10 to 15 minutes for them to arrive at the station. The home volunteers are still a highly valuable part of the team in getting the secondary apparatus and other support apparatus staff and out of the station. A number of the home volunteers may also volunteer for the sleeper program.

Station 71: Will be hosting four Firefighter/EMT and two LCEMS personnel and one volunteer stipend Firefighter early next year for a total of seven positions. The facility can accommodate 10 sleepers in the dormitory. Areas of improvement to consider are:

- Storage and work space. Consider adding on to the west side of the building to provide for a storage, clean work area for SCBA, small tools and equipment repair area and bunker gear storage. Currently we have run out of space in the apparatus bay to accommodate much of the maintenance work and storage needs. CFR obtained a rough estimate to add 1,200 square feet to the building at a cost of \$194,524.00
- Food locker storage.
- Dormitory personal storage.

Station 72: No up-grades being considered at this time.

Station 73: No up-grades being considered at this time.

Station 74: Up-grades to consider include a dormitory, kitchen, dayroom, bathroom(s), utility room, training room and office space. This facility should be considered a high priority to facilitate improved emergency response capabilities to the north east area of the district and to the Chelan Airport. With the City of Chelan developing a water line to the airport there is also potential growth that will follow. This facility also provides apparatus in support of multi-station responses to the City of Chelan, DCFPD 4 and DOCFPD 15 (Pateros/Brewster). The estimated remodel cost of this facility is \$900,000.00.

- No anticipated, major, increase to the training props in 2017. We will visit this issue again in 2018.

Station 75: Up-grades to consider include a dormitory, kitchen, dayroom, bathroom(s) and utility room. This facility should be considered the second highest priority due to how far out it is and the call volume that it experiences during the summer months.

- We have budgeted \$88,770 for the bond payment and the funds will move from general to the bond fund.

Fire Zone 76: Nothing being considered at this time.

Fire Zone 77: The Board of Fire Commissioners has been approached by the three surrounding neighborhoods to consider moving forward with a fire station in this area. Estimated cost to build a satellite station with staffing accommodations, minus the land, is estimated at \$1,500,000.00.

Chief Lemon stated we don't have revenue for any large capital purchases without obtaining a new revenue stream. We can maintain what we have now for now, but will need to go to the voters in 2018 for a fire levy lid lift to continue to maintain our current operations and address funding for the SAFER Grant Firefighters and capital improvements. Chief Lemon reminded everyone that we have anticipated a need to go to the voters for a fire levy lid lift in 2016 as far back as 2010 LRP workshop, but have been able to extend that need to 2018. The last fire levy lid lift was approved in 2006.

There are three main funding areas that will need to be addressed prior to 2019:

1. Funding to cover annual operating costs and maintain our current operations. Without increased funding we will need to start considering what we are going to cut back on and quit doing in 2019.
2. Funding if we are going to maintain the SAFER Gant Firefighter positions. The fire district recognized the low staffing of our initial response force and has been working to augment it through volunteer stipend firefighters, and sleepers with some success, but we have not been able to maintain four personnel on-duty to meet the initial interior firefighting staffing requirements of Washington Administrative Code (WAC) 305-296 Firefighter Safety Standards. Staff applied for the SAFER Grant and the Federal Government agreed with our assessment and needs providing funding for six additional firefighters for the next two years in the amount of \$847,000.00 dollars. At the end of the two years, it will be up to the community to determine the level of service by providing revenues or having the district lay the six firefighters off.
3. Capital improvements to maintain and upgrade the tools and equipment firefighters use, replacement of apparatus and facility up-grades.

Discussion took place regarding the fire district's future financial needs and the option to increase revenues. Chairman Peters asked the Administration to put together a list of future needs for the Board of Fire Commissioners.

Discussion took place on running a fire levy lid lift and what it would entail. The conversation included if any other agencies would be going to the voters in the near future, creating a citizen's advisory committee and/or focus groups and the cost of a consultant to work with the district.

Commissioner Gervais thinks we should plan to go for a lid lift in 2017. Chief Lemon stated 2017 doesn't give the department enough time to put a plan together nor

communicate the information to the public. Chief Lemon suggested 2018 and we would receive funds in 2019 when they would be needed.

The Board of Fire Commissioner's directed Chief Lemon to put together a financial needs plan and a capital improvement plan. We will implement a citizen's advisory committee and research a consultant firm.

There was no more business to discuss the workshop closed at 3:00 p.m.

Chelan County Fire District 7 Commissioners:

Tom Peters, Chairman

Russell Jones, Commissioner

Robert Gervais, Commissioner

Attest: Carol Kibler, Secretary