



MINUTES
Chelan Fire and Rescue
Commissioner Regular Meeting
Wednesday, October 11, 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 Admin. Assistant Faye Barker

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.

Introduction: Chief Lemon introduced Bob Merrett and Citizen Task Force Members to the Board. Commissioner Peters thanked the members of the task force, who have volunteered their time to participate in this important process. The Board appreciates their participation in this decision making time, as the district is looking forward to the communities needs over the next five to ten years. Task Force members took the oath read by Commissioner Peters. Then adjourned to their first workshop with Consultant Bob Merrett.

Approve Agenda: Chief Lemon requested to add to New Business a request for State Mobilization for the State of California. **Commissioner Jones MOTIONED to APPROVE the agenda with the request adding the New Business, 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: August 2017
- Payroll: \$158,599.07 September 1-30, 2017 Paid 10-05-2017
- Vouchers for September General Account: Vouchers #1019 through #1025 for \$3,873.78; Voucher #1039 through #1049 for \$3,235.08; Voucher #1051 through #1064 for \$5,071.62; Vouchers #1090 through #1100 for \$7,025.19; vouchers #1102 through #1108 for \$5,179.09.
- Vouchers for September Capital Account: Vouchers #1026 for \$10,458.07; Voucher #1065 for \$477.17; Vouchers #1109 for \$568.07.
- Minutes: September 13, 2017

Fire Chief Report:

- Chief Lemon shared a thank you card from a citizen that firefighters helped.

2017 Budget Expense Report: The Board received the financial report. There was nothing significant outside the normal expenditures and the Board did not have any questions.



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2017 Goals and Objectives: Chief Lemon explained that most everything has been completed, except for items that need action from other entities. The task manuals the crews are working on are an on-going project. The FEMA grant application process has not opened yet. There is nothing to report on the Emergency Communication and Coordination group. Discussion followed on what we can do to encourage the rest of the community to become more involved in emergency management. Commissioner Peters requested Chief Lemon research getting his name on the city council meeting agenda to discuss this issue.

Capital Improvements: the list of capital improvements is completed, except for the installation of the hydrant adapters. Volunteer Firefighter Jim Belch will be helping to install these in the south shore areas that have hydrants.

Facilities/Apparatus and Equipment: Chief Lemon distributed information regarding an Interlock Kit to use in connecting the portable generators at stations 72, 73 and 75 to the breaker boxes. Station 74 has a three phase system that it will not work on, other solutions will be investigated.

Surveying and Rating Bureau: We have not received the report yet, but have been assured it is on its way.

Staff Report: Chief Donnell is currently working on the entry level test for firefighter. There are 28 applicants scheduled to take the test. The application period for lieutenant testing closes on 10/15. We have received applications for four new volunteers: Andy Baker, James Whipp, Ernesto Radillo and Cameron Kimbrough.

Explorer Program: Chief Donnell explained the program has been put on hold. We have had interest shown from the community. The new Volunteer Coordinator will be responsible for this program.

Facilities: The new servers for the computers should be installed on 10/22, 23.

Apparatus: the head sets have been installed on the rigs.

Equipment: The Wildland hose has all arrived.

Emergency Response Report: This was distributed to the Board previously. Chief Lemon noted the call volume has lessened, which is typical for this time of the year.

Fire Prevention: the burn ban has been lifted. Forestry has been doing some prescribed burns. Chief Lemon reported on current projects that are being worked in the city to include a 284 home development by the ball fields off Apple Blossom Drive, 79 home development near Pat & Mikes on the south shore and 4 townhomes proposed for Peterson Place.



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Operations / Training: Chief Donnell recapped the 3rd quarter training reports for the Board. He reported on the shifts progress on tactical response plans, hydrant maintenance and Fire and Life Safety Inspections. At this time there are 92 FLSI inspections completed. District members are close to 100% compliance on their NIMS training.

Public Education: Lt. Rodman reported that the NFA Fire Prevention week is this week. KOZI will be broadcasting PSA's regarding smoke detectors and two ways out. The visit to the grade school is scheduled for 10/30/17.

Firefighter Association Report: Dan Crandall provided a report on the Association events. This month's balance in their fund is \$58,299.12. New funding proposals have been discussed. The Association is going to participate in the "Festival of Trees," a fund raiser for the food bank. The Association also approved sponsoring the Lake Chelan Swim. They will be donating \$1,000, to help with swimming lessons that are held in Manson. Dan reviewed upcoming events that District and Association will be participating in.

Unfinished Business:

2018 Draft Budget: A copy of the draft budget was forwarded to the Board. Chief Lemon asked to schedule a workshop before the November meeting. An open public hearing on the budget will be held at the beginning of the regular November meeting. The budget must submitted to the county by December 1. A Special Meeting was scheduled for November 1 at 9:00 a.m. to review the draft budget.

Marine/Water Rescue Response Update: Commissioner Jones reported on a discussion he had with Chief Lemon, Assistant Chief Donnell, FF Aurilio and Lt. Sherman. A personal water craft for rapid response was discussed. Commissioner Jones continues to work with staff to come up with alternatives to compare costs and what can be done with each type of tool. He hopes to have a refined proposal with two or three choices to present to the Board in the next two or three months.

Annexation Proposal Update: Chief Lemon reported that 62 letters were sent out, we have received 16 responses in favor of annexing and three people have declined.

New Business:

FEMA SAFER Grant for Volunteer Coordinator: The District was approved to receive a \$924,000.00 regional grant award for a Volunteer Coordinator. The grant will fund a full time Volunteer Coordinator position and 20 new volunteers a year for each of the next four years. Chelan County Fire District 8, and Douglas County Fire District 4, are part of the regional grant. The Chiefs of each department met to discuss the grant award.



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The District received denials on the PPE and apparatus grant applications.

California Strike Team: California is requesting ten strike teams from Washington State. The District is checking staffing availability. This will be a 14 to 18 day assignment. We will be working with Chelan County for a complete strike team or the possibility of joining another team if authorized. To move forward we need the Board approval. **A MOTION was made to approve sending one engine with up to four personnel to California under the Washington State Emergency Management State Mob request. MOTION was seconded and PASSED.**

Special Events:

- 10/31/17: Halloween at the Fire Station
- 11/11/17: Veteran’s Day parade and luncheon
- 11/24/17: Tree Lighting Ceremony
- 12/12/17: Annual District Holiday Social

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

Chairman Peters closed the regular meeting at 17:15 to go into Executive session for 15 minutes.

Chairman Peters closed the executive session at 17:30 no action was taken.

Adjournment: There was no more business before the board the meeting closed at 17:30

Chelan County Fire District 7 Commissioners:

 Tom Peters, Chairman

 Russ Jones, Commissioner

 Robert Gervais, Commissioner

ATTEST

 Carol A. Kibler, District Secretary