



MINUTES
Chelan Fire and Rescue
Commissioners Regular Meeting
Wednesday, November 12, 2014 at 4:00 P.M.
232 East Wapato, Chelan, WA



Commissioners present: Robert Gervais, Rick Nedrow and Tom Peters

Staff Present: Fire Chief Tim Lemon, District Secretary Carol Kibler and Captain Pat Moore

Others: see sign in sheet.

Public Hearing:

Commissioner Gervais opened the Public Hearing at 4:00 p.m.

Chief Lemon reviewed:

- The 2015 tax revenues based on preliminary "Fire District #7 – Regular Levy, Preliminary values for 2015 Tax year" report provided by Chelan County for 2015, the carryover revenues and other miscellaneous revenues.
- The 2015 estimated expenditures by each account were reviewed next.
- The Capital Fund Revenues and expenditures were reviewed.
- The Board of Fire Commissioners reviewed the preliminary assessed values document from the County Assessor's Office.

Chief Lemon noted that the budget will change after the first of the year when the accounts are closed out and actual revenue carry-over is known. Other budget adjustment may be made at that time also.

Chairman Gervais explained that the District will be taking the 1% increase that is allowed annually by law. The District is not planning to conduct a Fire Levy Lid Lift at this time.

Commissioner Peters presented a number of questions regarding the 2015 budget. The questions, including topics of bond debt ratio estimates; county assessment values; CPI references, percentage increases, etc... The Board of Commissioners discussed the Commissioner Peters questions.

Adjournment: There being no more business regarding the Public Hearing Chairman Gervais closed the Public Hearing at 4:48 p.m.

Regular Meeting Call to order: Chairman Gervais opened the meeting at 4:48 p.m. and announced the Flag Salute.

Approve Agenda: Commissioner Peters **MOTIONED TO APPROVE** the agenda as submitted, seconded by Commissioner Nedrow, the motion carried **UNANIMOUSLY**.

Public Comment: No comment

Consent Agenda

- Revenue Report and Expenditure Report: September 2014
- Payroll: October 2014 \$122,562.99
- Vouchers for General Account: Voucher #1014001 through #1014009 for \$5,841.31; Voucher #1014011 through #1014024 for \$65184.70; Voucher #1014025 through #1014038 for \$98040.71; Voucher #1014039 through #1014047 for \$36482.85; Vouchers #1014048 through 1014055 for \$9,553.31.
- Vouchers for Capital Account: Voucher #14816 through #141001 for \$126338.67; Voucher #141002 through #141003 for \$78903.89; Voucher #1410004 through 1410007 for \$24828.22; Vouchers #1410008 for \$63,333.00; vouchers #1410009 and 1410010 for \$869.70.



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- Minutes: October 8 and 29, 2014.

Commissioner Nedrow **MOTIONED TO APPROVE** the consent agenda as submitted, seconded by Commissioner Peters, the motion carried **UNANIMOUSLY**.

Fire Chief Report:

Chief Lemon reported the City of Chelan continues to work on the Airport fire flow and the city of Chelan's fire protection agreement. City Administrator Paul Schmidt has been instrumental in moving these items forward.

Lt. Nolen Worley reported that Green Nob repeater antennas have been installed on the tower and the cabinet has been completed. The radios are ready to be programmed. Staff and legal are reviewing the LocalTel agreement. Chief Lemon reported receiving the authorization letter from Chelan County Fire District 9 to use their frequencies. The Green Nob project appears to be coming in under budget. The Board of Fire Commissioners thanked Lt. Worley for his efforts in keeping the costs down and managing the project.

Chief Lemon reported Legislative Day has been cancelled due to the representatives scheduling conflicts.

Chief Lemon reported that the Explorer Scout recruit program has interested some kids and we continue to host events to invite them to the program.

- **Personnel** (Career/Volunteer): No personnel matters to report.
- **Facilities/Apparatus and Equipment:** Station 75 kitchen cabinet work is in process. Station 75's heating elements failed. The company who installed the system was contacted and is working to get the system back up and running, the system is under warranty. Station 75's well is operational and training on programming the well head will take place November 19, 2015.
- Chief Lemon reported on contacting Ms. Dunning from Ford regarding the possible reimbursement for out of pocket cost associated with the repair of the Ford 550 trucks. We will not be able to recover our mechanics cost or the out of service time.
- New Engine 73 will be in service by the end of the week.
- John Goyne will be travel to Kelso next week to pick up new Tender 74.
- **Emergency Response Report:** Chief Lemon distributed the October 2015 Emergency Response summary Report.
- **Fire Prevention Activities:** The Smoke Alarm program, Fire and Life Safety Inspections programs are on-going. PSA's regarding CO Poisoning and Emergency preparedness have been distributed to the media.

Brian Thompson approached the Fire District to obtain a Fire Wise Grant to finish cleaning up Station 75's grounds. The grant is a 50/50 matching funds. Brian plans to use volunteer personnel to conduct the work meeting our 50 % commitment and then forwarding the match funds to the Volunteer Association.



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- **Public Education:** Chief Lemon reported on the Afters Program for school age children that Lt. Dale Rodman is conducting. The programming about fire safety is being well received but he attendees.
- **Training:** Capt. Moore reviewed the October Training Report summary given to the Board of Fire Commissioners. Some of the highlights; NIMS is 97% compliant, 281 hours of district training, historically this drops off in the winter months. At this time we are 2000 hours over last year's training hours for the same time frame. Captain Moore is working with the City of Chelan to process the permitting needed to construct the training props at Station 74.

Firefighters Association Report:

Dan Crandall reported a checking account balance of \$9,014.76. The Auxiliary will be hosting a Firelight Gala February 14, 2014. They have already received \$6,000 in donations. The Association has applied for a 503C non- profit status and an Employer Identification Number (EIN) along with a credit card.

November 28, 2014 the Down Town Historical Society is hosting the tree lighting and arrival of Santa. The association will provide hot coca and a fire truck ride for Santa's arrival.

December 16, 2014 is the annual Holiday Social at Station 71 and January 31, 2015 is the annual Awards Banquet.

Halloween was well attended by over a 1,000 people and a great success.

The Veteran's day parade was also a huge success. A big thank you to Brian Thompson for all of the organizing and planning he did to help with the parade. It was one of the biggest and best so far.

Unfinished Business

- **2015 LRP Approval:** Commissioner Peters would like Chief Lemon to develop funding options other than a Fire Levy Lid Lift to address future funding issues in 2017 and beyond. The Board of Fire Commissioner discussed the issue and decided to address in 2015's LRP workshops next year.

Chairman Gervais **MOTIONED to APPROVE** the LRP, seconded by Commissioner Nedrow and nay by Commissioner Peters, the **motion** carried.

- **New Tender 74:** John Goynes will pick up the truck on next week.
- **Chelan Compensation Survey:** Commissioner Peters handed the Commissioners and Chief Lemon documents of the survey he completed. Commissioner Peters commended Chief Lemon on his expertise on setting fair wages for staff consistent with comparable departments. Commissioner Peters reviewed the document with the other Fire Commissioners pointing out the anomalies. Commissioner Peters will conduct an interview with each staff member to better understand their job function and scope of work so that he can compare it with the job descriptions he received from comparable departments.



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New Business:

- **2015 Budget Approval:**

Commissioner Nedrow **MOTIONED to APPROVE** the 2015 Budget as submitted, seconded by Chairman Gervais, nay by Commissioner Peters the **motion** carried.

- **Resolution 2014-04 2015 Levy / Certification:**

Commissioner Nedrow **MOTIONED to APPROVE** Resolution 2014-04 2015 Property Levy as submitted, seconded by Commissioner Peters, the motion carried **UNANIMOUSLY**.

- **Contract for Legal Services:**

Chief Lemon recommended the District enter into a contract with Attorney Joe Quinn as our district attorney. Commissioner Peters **MOTIONED to APPROVE** the contract as submitted for legal services, Commissioner Nedrow seconded, the motion carried **UNANIMOUSLY**.

- **Resolution 2014-03 Surplus 1987 Peterbilt Tender:**

Commissioner Nedrow **MOTIONED to APPROVE** the Resolution 2014-03 Surplus 1987 Peterbilt tender, Commissioner Peters seconded, the motion carried **UNANIMOUSLY**.

- **Assistance to Firefighter Grant (AFG) Program:**

Chief Lemon recommended the District apply to the AFG grant program for generators in our satellite fire stations. Commissioner Nedrow **MOTIONED to APPROVE** entering into the AFG Grant Program for generators in the satellite fire stations, seconded by Commissioner Peters, the motion carried **UNANIMOUSLY**.

- **WSRB Station 75 Fire Protection Class Ratings:**

Chief Lemon reported the District received a letter from Washington Surveying and Rating Bureau. The Bureau has recognized our station 75 in the South Lakeshore area and has changed the protection class to an 8/8A rating for dwelling and commercial properties located within 5 road miles of the station. Residents in the area should contact their insurance agent and let them know about the change, they may be able to reduce their insurance premiums.

- **Agreement with Local Tel:** Chief Lemon received a draft agreement from LocalTel regarding the Green Nob radio site. Chief Lemon requested Board approval to review the agreement with legal and execute it providing there were no concerns. If any concerns are found, it will be brought back to the Board of Fire Commissioners for further direction. Commissioner Peters **MOTIONED to APPROVE** the Agreement pending counsel recommendations, seconded by Commissioner Nedrow, the motion was **UNANIMOUS**.

- **Station 75 Open Items:** Commissioner Peters handed the Board of Fire Commissioners and Chief Lemon a list of items regarding Station 75. Commissioner Peters would like to review the list during the 2014 goals and objective review at December's meeting.

Special Event:

- 11/14/14, Chelan Chamber of Commerce Awards Dinner

Chairman Gervais closed the regular meeting at 5:58 p.m. to go into Executive Session for the RCW's disclosed below. The session will take 30 minutes.



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Executive Session:

- RCW 42.30.140 for the purpose of Collective Bargaining
- RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase

The Board of Fire Commissioners came out of at Executive Session at 6:30 p.m.

Adjournment: there being no more business before the board the meeting adjourned at 6:30 p.m.

Chelan County Fire District 7 Commissioner:

Handwritten signature of Robert Gervais in cursive.

Robert Gervais, Chairman

Handwritten signature of Rick Nedrow in cursive.

Rick Nedrow, Commissioner

Handwritten signature of Tom Peters in cursive.

Tom Peters, Commissioner

Handwritten signature of Carol Kibler in cursive.

Carol Kibler, Secretary