



Minutes
Chelan Fire and Rescue
Commissioners Regular Meeting
Wednesday, December 14, 2016 at 4:00 P.M.
232 East Wapato, Chelan, WA



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

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 Gervais **MOTIONED** to **APPROVE** the consent agenda as submitted the **MOTION CARRIED**.

- Revenue and Expenditure Report: October 2016
- Payroll: \$98,316.58 November 2016 Paid 12-05-2016
- Vouchers for General Account: November Vouchers, Voucher #625 through #634 for \$4,457.58; Voucher #635 through #643 for \$3,070.71; Voucher #654 through #667 for \$7,618.17; Voucher #668 through #683 for \$5,491.99; Vouchers #685 through #693 for \$3657.89.
- Vouchers for Capital Account: Voucher #635 for \$2,004.03; Vouchers #684 for \$5,594.70; Voucher #694 through #696 for \$20,021.31.
- Minutes: November 9, 2016

Fire Chief Report:

- **2016 Budget Revenue & Expense Report:** Chief Lemon reviewed the revenue and expenditure report. Current expenses for the year are at 97%, he explained that the social security funds will be a wash paid to the individuals and both social security and mob funds are reflected in revenues. We will pay interest and principle in December for the bond in the amount of about \$72,000. Current carry over projections for end of year is at \$549,000 carrying us thorough April expenditures.
- **2016 Goal and Objectives:** Chief Lemon reviewed the objectives that have not been completed and the status of each of them.

The Emergency Coordinating/Communication Group will meet in January to determine what needs to be done and what can be done.



Minutes
Chelan Fire and Rescue
Commissioners Regular Meeting
Wednesday, December 14, 2016 at 4:00 P.M.
232 East Wapato, Chelan, WA



- **Standard Operating Guidelines (SOG):** Chief Lemon reported he has been in review of the SOG's and they should be completed by year end.
- **2017 Goal and Objectives:** Chief Lemon presented the 2017 Goals and Objectives for the Board of Fire Commissioner's review. Chairman Peters asked for projected completion dates for each one.

Chairman Peters recommended the Board of Fire Commissioners review the list of goals and objectives for the January meeting.

- **Fire and Life Safety Inspections (FLSI):** Chief Lemon reported the next status report for completed FLSI for 2016 will be at the end of the year. In 2017 we will be looking at an increase in the number of FLSI completed a year.

With the FLSI we will also be working on additional Tactical Response Guidelines for down town Chelan and the industrial area off SR150.

Chairman Peters asked if we could do more on the residential side of FLSI. Chief Lemon stated we could, but do not have any immediate plans to do so right now. Chairman Peters asked what happened to the South Shore residential information that was gathered prior to the Chelan Complex fire by the Incident Management Team on the Wolverine Fire. Chief Lemon stated the information was gathered and nothing was done with it as far as he knew. Chief Lemon called on Lt. Hal Jones that worked on the project. Lt. Jones indicated they were working on it and then August 14, 2015 happened and he doesn't know what became of the information. Chief Lemon will contact Chris Schulte and see if that information is still available.

The apartment building behind the Shell Gas Station has been torn down. This building has had a number of code violations over the years. CFR considered it a high risk building for life safety if there had been a fire. The property owners worked with local government in an attempt to bring it up to compliance, but decided to demolish it after a cost analysis indicated it would be more cost effective to tear it down and build a new building.

- **City Fire Protection Agreement:** Chief Lemon reported the negotiations with the City of Chelan for a fire protection service agreement for city properties in accordance with RCW 52.30.020 is still in negotiations.
- **False Alarm Ordinance:** Chief Lemon has sent a draft false alarm procedure to the City of Chelan's Building Official/Fire Marshal and we are waiting for a response, which may take some time since the current Building Official/Fire Marshal has resigned and the city is in the process of hiring for the position.
- **Task Manuals:** Chief Lemon reported that all personnel are updating the department's task manuals that they are responsible for. Task assignments will be changing after the first of the year.



Minutes
Chelan Fire and Rescue
Commissioners Regular Meeting
Wednesday, December 14, 2016 at 4:00 P.M.
232 East Wapato, Chelan, WA



- **Training Report:**

- **Membership Qualification:** Assistant Chief Donnell provided the Board of Fire Commissioners the 4th quarter membership qualifications report for their information.
- **New Volunteer Members:** Assistant Chief Donnell reported we have three new volunteer applications in process for:
 - Robert Takagi
 - Chrys Fine
 - Thomas Stocker
- **New Hires SAFER GRANT:** Assistant Chief Donnell stated we have hired the six new Firefighter/EMTs and they are completing their physical exams this week. Assistant Chief Donnell stated five of the six individuals are in attendance tonight. Introduced where;
 - Justin Thorp from Chelan Fire and Rescue where he served as a volunteer FF/EMT.
 - Steven Saugen from Lake Wenatchee Fire and Rescue where he served as a volunteer Fire Lieutenant/EMT.
 - Joe Cox from Douglas County Fire Protection District 2 where he served as a volunteer Fire Lieutenant.
 - Taylor Rains from Chelan Fire and Rescue where he served as a volunteer FF/EMT.
 - Marco Aurilio from Chelan County Fire Protection District 3 where he served as a volunteer Fire Lieutenant.

Unable to attend due to current work requirements:

- Tye Zacher from Cashmere Fire Department where he served as volunteer Fire Lieutenant.

Each new employee introduced themselves expressing their excitement and thanks to Chelan Fire and Rescue for the opportunity.

Assistant Chief Donnell reported we will see a cost savings in relation to the new employee's recruit training. All six of the Firefighters are EMT certified. And five of the six have Firefighter I and HazMat Awareness and Operations. We will conduct in-house training to certify them all as Firefighter II. Recruit training is scheduled for six weeks starting January 2 and ending February 10, 2017. We will be utilizing Chelan Co Fire District 1 training burn facility in Malaga for a week.



Minutes
Chelan Fire and Rescue
Commissioners Regular Meeting
Wednesday, December 14, 2016 at 4:00 P.M.
232 East Wapato, Chelan, WA



- **NIMS Compliance:** Chief Donnell reported we are almost 100% NIMS compliant.
- **Facility:** Chief Lemon provided the following report:
 - Station 71 had some bathroom plumbing issues in the dormitory men's bathroom and in the utility room with the sink, they have been fixed.

Dryer in the utility room is worn out and not worth repairing, it is being replaced
 - Station 72 good to go.
 - Station 73's cistern discharge is froze we are looking into it.
 - Station 74, good to go.
 - Station 75 heating elements burned out and are being replaced. Portable floor heaters are being used temporarily until the heating elements are replaced.
- **Apparatus:**
 - Engine 71 was sent to Spokane for repair. Mechanic John Goynes explained that the turbo and actuator were bent; the cause is possible heat damage. The estimated repairs was around \$5,000.
- **Equipment:**
 - FEMA AFG Mini grant for bunker gear grant has been submitted.
 - The two Gas monitoring detectors are unable to hold a battery charge and it will cost \$450.00 each to repair them. We applied for a local grant, but it was denied. Two new ones have been ordered at a cost of \$750 each.

Firefighter Association Report: President Justin Thorpe reported the association board members will stay the same for the 2017 year. Justin Thorpe reported the association is putting together a comprehensive year-end report and will provide a copy to the Board of Fire Commissioners and the Fire Chief.

Justin Thorpe reported that the three additional AEDs donated from the Association are in service and on assigned apparatus.

Anne Clark reported the 2017 GALA planning is coming together. The group is procuring items for the auction. There will be advertising going out after Christmas and tickets are \$65 a person.



Minutes
Chelan Fire and Rescue
Commissioners Regular Meeting
Wednesday, December 14, 2016 at 4:00 P.M.
232 East Wapato, Chelan, WA



Unfinished Business:

- **2015 State Audit:** Commissioner Russ Jones reported on the exit meeting from December 12th and the results. The district had a clean audit. The state auditor made a couple recommendations that included: 1.) Establish a self-insured funding plan for employment security. 2.) Develop a process to review related party transactions and 3.) Report PERS I liabilities in the financial schedules and notes for the year end reporting.
- **Department Survey:** Assistant Chief Donnell reported sending a volunteer incentive survey out to the membership. Fifty five were sent out and twenty received back. Chief Donnell compiled the responses and received some good information. The consensus is a global one: more training and more community involvement. Chief Donnell will send out the results for the membership to review.
- Commissioner Peters recommended purchasing winter jackets for members in good standing with two or more years of service. Chief Donnell estimated the cost to be about \$4,500.

Chairman Peters MOTIONED to APPROVE the purchase of winter jackets for those members who have two or more years of service and are members in good standing, Commissioner Gervais seconded, the MOTION CARRIED.

- Chairman Peters also recommended purchasing long sleeve t-shirts for the membership that want them, Chief Donnell estimated the cost to be about \$700.

Commissioner Gervais MOTIONED to APPROVE the purchase of long sleeve t-shirts for the membership, Commissioner Jones seconded, the MOTION CARRIED.

Commissioner Peters asked Assistant Chief Donnell to make sure the uniform SOG's are up-date to reflect the additional garments.

New Business:

- **Proposal - Reporting Management System:** Chief Lemon reviewed the proposal that had been sent to the Board of Fire Commissioner's to replace our current report management system (Firehouse) with Emergency Reporting System. We currently pay \$1,790 annually for Firehouse. Emergency Reporting will cost \$2,600 for the first year to include set-up and \$1,550 annually thereafter. Benefits of the change were discussed to include: the information is housed in the cloud and accessible wherever you have internet connectivity; RiverCom has a data down load for calls so that personnel are not re-entering information already captured, this will help eliminate errors and save time; the program is more user friendly for the employees. Commissioner Peters inquired if this is the same system we heard about last year at the North Central Washington Fire Chiefs and Commissioner Association meeting. Chief Lemon affirmed that it was and that most of the Chelan and Douglas County Fire Departments already have or are moving to it.



Minutes
Chelan Fire and Rescue
Commissioners Regular Meeting
Wednesday, December 14, 2016 at 4:00 P.M.
232 East Wapato, Chelan, WA



Emergency Reporting automatically conducts up-dates at no cost and with no interruptions of service; the program has an application for our IPADS for doing inspections in the field providing you have connectivity; some of the Firehouse data base will be transferred; initial training will be through webinar and a representative will still make a site visit if we request it.

Commissioner Jones MOTIONED to APPROVE the purchase of the Emergency Reporting, Reporting Management System, Commissioner Gervais seconded, the MOTION CARRIED.

- **Proposal – Dormitory/Kitchen Storage Lockers:** Chief Lemon reviewed the proposal that had been sent to the Board of Fire Commissioner's to provide dormitory lockers and kitchen food lockers for station 71. All lockers will be built off site and shipped to station 71. The new lockers will provide three dormitory lockers per bed (six per room) and 24 food lockers in the kitchen pantry area. Total cost will be around \$10,000.

Commissioner Jones MOTIONED to APPROVE the proposed purchase for dormitory/kitchen storage lockers, the MOTION CARRIED.

- **SOG 600 Asset Inventory Tracking and Management:** Chief Lemon presented the new SOG for policy approval.

Commissioner Gervais MOTIONED to APPROVE SOG 600 Asset Inventory tracking and management, the MOTION CARRIED.

- **2017 Chairperson for the Board of Fire Commissioners:**
Commissioner Gervais MOTIONED to retain Commissioner Peters as Chairman, Commissioner Jones seconded, the MOTION CARRIED.
- **2017 District Secretary to the Board of Fire Commissioners:**
Commissioner Gervais MOTIONED to appoint Carol Kibler as District Secretary, the MOTION CARRIED.

Special Events:

- 01/28/2017 CFR Awards Banquet
- 02/11/2017 CFR Fire Light Gala



Minutes
Chelan Fire and Rescue
Commissioners Regular Meeting
Wednesday, December 14, 2016 at 4:00 P.M.
232 East Wapato, Chelan, WA



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

Chairman Peters announced the Board of Fire Commissioners will go into executive session (RCW 42.30.140) at 18:10 for 30 minutes.

Chairman Peters closed the executive session at 18:40 and open the regular meeting.

Commissioner Gervais MOTIONED to provide the following raises to the regular staff effective January 1, 2017, Commissioner Jones seconded, the MOTION CARRIED.

Assistant Chief Mark Donnell 4.25%
Carol Kibler 2.5%
Faye Barker 3.0%
John Goyne 2.5%.

Adjournment: there being no further business before the Board of Fire Commissioners, Chairman Peters closed the meeting at 18:50

Chelan County Fire District 7 Commissioners:

Tom Peters, Chairman

Russell Jones, Commissioner

Robert Gervais, Commissioner

Attest: Carol Kibler, Secretary