



MINUTES
Chelan Fire and Rescue
Commissioners Regular Meeting
Wednesday, January 14, 2015 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, Captain Pat Moore, Administrative Assistant Faye Barker

Others: see sign in sheet.

Regular Meeting Call to order: Chairman Nedrow called the meeting to order at 4:00 p.m. and the flag salute was announced.

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

Public Comment: No comment

Consent Agenda

- Revenue Report and Expenditure Report: November 2014
- Payroll: December 2014 \$102,639.41
- Vouchers for General Account: Voucher #1412001 through #1412023 for \$19,776.63; Voucher #1412025 through #1412037 for \$5,555.64; Voucher #1412038 through #1412045 for \$3,448.96;
- Vouchers for Capital Account: Voucher #1214001 through #1214004 for \$1,128.70; Voucher #1214005 through #1214006 for \$8,547.80; Voucher #1214007 through 1214009 for \$608.79;
- Minutes: December 10, 2014

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

Fire Chief Report:

- **Thank You:** Chief Lemon received a thank you note from a neighboring fire district for the assistance provided by our administrative staff with some administrative work.
- **Personnel (Career/Volunteer):** – Chief reported that an employee had been terminated on 12/29/14 for cause. The district also has a new volunteer, Julio Hernandez, has joined the district.
- **City of Chelan:** Chief Lemon has a meeting scheduled with the City Administrator in January to continue to work on mutual areas of fire safety interest with the City of Chelan.
- **Radio Communications:** Chief Lemon called upon Lt. Nolan Worley who explained that the District is waiting for a power module for the new tower on Green Nob that is on order. When it arrives, they will install it and we will be able to start doing testing on the Green Nob radio repeater.



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- **Assistance to Firefighter Grant Program (AFG):** The AFG Grant application for generator for out satellite fire stations has been submitted. The Safer Grant application period will be opening soon, and Chief Lemon is reviewing the guidelines.
- **Facilities/Apparatus and Equipment:** The station 75 heating system has been fully repaired. The hot water tank for that station has been installed and we will be scheduling the electrician in to wire the hot water tank and install a few additional outlets. Commissioner Peters inquired about the change out of the combination locks. Chief Lemon reported that they have not been completed. Commissioner Peters replied "that's unacceptable." Commissioner Gervais suggested hiring someone other than the contractor to perform that job and take the money out of the contractor's retainer. Chief Lemon reminded the Board that the contractor had met the contractual requirements for the door locks, that we had the wrong door lock spec in the contract and that the architect was working to make the change we wanted at his own expense. It was determined to let Chief Lemon use his good judgment in accelerating the change of the door locks. Commissioner Peters then asked if the District has a final occupancy permit for Station 75. Chief Lemon said he wasn't sure but would check.
- **Apparatus/Equipment:** New Tender 75's tank is built and the chassis has been painted, we are waiting for the pump to be delivered and installed. New Engine 75 should be in service by the end of the month. Station 75 officers have been working with B-Shift to change out equipment between the current Engine 75, with the new Engine 75.
- **Emergency Response Report:** The December Emergency Response Report was provided to the Board of Fire Commissioners for their review.
- **Training Report:** Captain Moore reported that members finished off 2014 with 12,400 hours of training. The Leadership 3 course was held at the beginning of the month. This weekend is the National Fire Academy Incident Safety Officer's course and the National Fire Academy Strategies and Tactics for the Initial Company Officer (STICO) will be held the end of February. There was 4600 hours of outside specialized classes made available for the members in 2014.
- **Volunteer Recruitment & Recruit School:** Captain Moore explained that the recruit school will be laid out over the course of the year vs. in just the spring. The spring portion of the recruit school will focus on Incident Command, Safety, Communication, Wildland firefighting, Emergency Vehicle Incident Prevention (EVIP) and driver operator training. The structural firefighting portion will be presented in the fall.
- **Certifications:** Captain Moore reported that he and Lt. Shawn Sherman both received their Fire Officer II, International Fire Service Accreditation Congress (IFSAC) certificates. The Commissioners all congratulated both of them on their achievement.



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Chelan Fire District 7 Firefighters Association, Report: Dan Wright has been newly elected as the president of the Association for 2015. President Wright explained that there will be an Introduction meeting for any interested people that might be curious about being a volunteer. This meeting will be held on March 25 at 6:00 p.m., before the recruit academy begins.

Unfinished Business:

- **2015 Objectives:** Commissioner Gervais wanted to add an objective to the 2015 list that stated "Complete negotiations with the City of Chelan for a mutual financial arrangement to provide fire protection service to city properties for the like exchange of city services (RCW 52.30.020)." **Commissioner Peters made a MOTION to add the Objective to the 2015 list, Commissioner Gervais seconded, MOTION Carried.**

New Business:

- **Budget Process Revision Recommendation:** Commissioner Peters presented the idea of adding a couple of additional columns to the annual Budget Narrative which will help with the planning and future projections for the next budget. One column would show the year to date actuals and the second column would show the percent difference between those actuals and the next year's budget. Commissioner Peters feels this will provide a clearer picture when working on the next year's budget. Chief Lemon identified that the year-to-date information is provided in the monthly budget reports and should be able to be added to the worksheets without a problem. Discussion followed and Chief Lemon stated he understood and would make change being requested. Commissioners Nedrow and Gervais did not object to the change in the format.

Special Events:

- **01/17/15 – Firefighter Stairclimb Pancake Breakfast Fundraiser:** Captain Moore reported on the plans for the breakfast. He explained that 100% of the donations raised goes to the Leukemia, Lymphoma Society.
- **01/31/15 – Awards Dinner:** The annual Awards Dinner will be held at the Community Gym in the foyer area. Social hour starts at 6:00 p.m.
- **02/10/15 – Legislative Day in Olympia:** Chief Lemon will be attending the event, to discuss fire service issues. He will also be representing the North Central Washington Fire Chiefs and Commissioners Association. He is hoping to not only meet with the local legislators, but also the two legislators that sponsored the Brewster "*2015 Preparing for Wild Fire Season*" meeting.
- **02/14/15 – Firelight Gala:** Joan Simpson provided information regarding the event. She explained this is the first time that the auction held to benefit the Volunteer Association will be open to the public. She is encouraging all to purchase their tickets and support the event. This is the main fundraiser for the Association this year.



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Chairman Nedrow closed the regular meeting at 4:40 p.m. to go into Executive Session for the RCW's disclosed below. The session will take 30 minutes.

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
- RCW 42.30.110 (1) (g) to review the performance of a public employee

Chairman Nedrow announced at 5:10 p.m. that executive session would be extended for 15 minutes.


Executive Session adjourned at 5:25 p.m.
No action was taken.

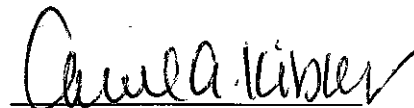
Adjournment: there being no more business before the board the meeting adjourned at 5:25 p.m.

Chelan County Fire District 7 Commissioner:


Rick Nedrow, Chairman


Robert Gervais, Commissioner


Tom Peters, Commissioner


Carol Kibler, Secretary

Minutes Prepared by Faye Barker