



MINUTES
Chelan Fire and Rescue
Wednesday, November 14, 2018 at 5:30 P.M.
232 East Wapato, Chelan, WA



Commissioners in attendance: Russ Jones, Phil Moller and Jay Witherbee

Staff in attendance: Fire Chief Timothy Lemon, Deputy Chief Mark Donnell, Assistant Chief Brandon Asher and District Secretary Carol Kibler

Others: See sign in sheet.

Chairman Jones opened the Public Hearing at 5:30 p.m. and announced the Flag Salute:

Public Hearing: Chief Lemon reviewed the following.

- Review 2019 General Fund Revenues
- Review 2019 General Reserve Investment Funds
- Review and Discuss 2019 General Fund Expenses, Operations and Maintenance Costs
- Review 2019 Capital Fund Revenues
- Review 2019 Capital Reserve Investment Funds
- Review and Discuss 2019 Capital Fund Expenses
- Review 2019 Bond Fund Revenues
- Review 2019 Bond Fund Expenses

CONCLUDE PUBLIC HEARING ON 2019 Budget and Property Tax Levy

Consider Authorization of Resolution: 2018-06 Resolution – 2019 Levy and Certificate to set the property tax rate for collections per thousand in 2019 to fund the Fire District's General Fund for the 2019 Year.

A MOTION was made to APPROVE 2018-06 Resolution 2019 Levy and Certificate as submitted, the MOTION PASSED.

Chairman Jones called the Regular Meeting to Order at 6:15 p.m.:

Approve Agenda: MOTION was made to APPROVE the Agenda as submitted, the MOTION was UNANIMOUS.

Public Comment: Evie Hirschberger



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Consent Agenda: Commissioner Moller MOTIONED to APPROVE the consent agenda as submitted, the MOTION was UNANIMOUS.

- Revenue and Expenditure Report: September 2018
- Payroll: \$138,931.48 October 1-31, 2018 Paid: 11-05-2018
- Vouchers for October General Account: Vouchers #18383 – 18393 for \$2,849.17; Vouchers #18410 – 18430 for \$7,547.03; Vouchers #18397 – 18409 for \$9,679.20; Vouchers #18431 – 18443 for \$7,144.14.
- Vouchers for October Capital Account: Vouchers #17080 for \$110.53.
- Minutes: October 10, 2018.

Fire Chief Report; Fire Chief Tim Lemon reported:

- October financials look fine, the property tax collected was \$548,909 and safer grants monies at \$52,839. We received \$25,000 in wildland fire funds and expect to receive another \$20,000 from the remaining STATE MOB funds.
- Brush 71 had a new engine installed at a cost of \$18,000, we had legal fees of \$2,500 and AAA class foam was purchased at \$1,500 for a 55 gallon barrel. The finances are on track.
- We are still working on FMAG grant post fire monies that refer to the Chelan Hills fire in Orondo.
- Commissioner's received the October emergency response incident statistics for their review.

Facilities and Apparatus: Fire Chief Tim Lemon reported:

- Ladder 71 is out of service, it failed the drift test and has a plumbing leak. Mechanic Goyne reported the hydraulic issue is in a cylinder and it's contained in the boom of the ladder and will have to be addressed by a company that specializes in heavy hydraulic booms. The parts for the water leak have been ordered and should be fixed within the next week. Chief Lemon reported we cannot put anyone on the ladder due to failing the UL Certification Drift Test. We can still use the ladder as elevated water stream. The ladder is a 1992 KME. Mechanic Goyne stated we might not be able to repair everything on the truck due to the age of the truck and parts are obsolete. The repairs could range in the 40-60K range. Chief Lemon stated we will be researching our options regarding the ladder being out-of-service for rescue and/or personnel operating off of the aerial.



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Deputy Chief Operations Report: Operations / Fire Prevention / Public Education / Career Staff. Deputy Chief Mark Donnell reported:

- We have been in review of MSA and Scott packs. A meeting with the other Chiefs is scheduled for next week to determine the outcome of the reviews. Then the process is to go back to the vender and ask for bids. The process should be wrapped up by the end of the year.
- The career staff has logged 250 hours of training and the volunteers have logged 352 hours.
- Live fire training exercise was completed last weekend and we had a low turnout due to open hunting season.
- Firefighters Jonathan Mendoza and Sam Belsky completed the Hazardous Materials class and passed the written test. Congratulations to both of them.
- Chief Lemon and the other Chiefs are meeting with each volunteer Station to provide them with an opportunity to share their thoughts and ideas with the chief's, and receive direct feedback for the 2019 year.
- EMT class is scheduled to start January 10th and continue to April 13th. The class time will log 180 hours of training.
- Public Education presentations took place with the Chelan MOE kindergarteners when they visiting the fire station. Sparky also participated in the event.
- The Halloween event was well attended. The Veterans Day event was also well attended and coffee with the Chief's has been well received and is ongoing. Personnel are going to start having lunch at MOE and the Senior Center once a month or so.
- Lisa Garvich has been researching grants for smoke alarms to replenish our low count. Lisa found a grant through First Alert and we are drafting the request. We are looking into a grant for Sparky. There is a community risk program that offers a \$75,000 to include Sparky and public education. It would cost \$3,000 to replace the Sparky outfit and it is currently budgeted for 2019.

Assistance Chief of Volunteer Services: Volunteer Recruitment and Training / Volunteer Staff; Assistant Chief Brandon Asher reported:

- Recruitment banners and posters have been posted all over the valley for the 2019 Volunteer Firefighter Recruit Academy. Chief Asher has produced recruitment PSA's for KOZI, All Things Lake Chelan and placed an article on their website.



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- Station 75 open house went well, it had a good turnout from the citizens, but no new recruit response.
- He attended a number of events throughout the valley for recruitment of new volunteers to include: Halloween at Station 71 and the Holiday Bazaar in Entiat.
- We have 14 new recruit applications for Chelan Fire and Rescue, four for Entiat and two for Orondo.
- The volunteer stipend shifts are not filling up, we are not having any luck in getting volunteers to participate at this time.

Firefighters Association Report: President Dan Crandall reported:

- The Association has a balance of \$33,474 in their account.
- Chelan Valley Thrive presented information about their program which supports the youth in Chelan. Small Town Christmas is dedicating funds to Chelan Valley Thrive and we are participating in donating a decorated tree and toy fire truck to the Small Town Christmas fund raiser.
- The Gala committee is planning for a September or early October 2019 Gala this year.
- The parade truck received a new storage cover. Thank you Cathy Lemon for creating the cover. The carburetor on the parade truck had to be rebuilt and it is back in service.
- Emergency air bags have been ordered and we should have them by end of the year.
- The By-Laws Committee is bringing forth a proposed change to accommodate the need to distribute emergency funds for people in immediate need. The proposal will allow Association members to vote on-line.
- Elections are coming up at the end of the year. President Dan Crandall, Vice President Dan Miner and Secretary Jean Giddings will remain in their positions. The Association will take nominations for Treasurer as Judy Johnson will be stepping down.
- As a reminder, Small Town Christmas is Friday November 23rd and the Fire Departments Holiday social is Tuesday, December 18th.
- The Association will donate \$1,000 to Chelan Food Bank for the holidays.



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- The Olympia Tree Project in Olympia is scheduled for December 7, 2018. The Association will attend the event and bring home \$1,000 donation and a bag of toys. We will donating the \$1,000 to Chelan Valley Hope and the toys to the toy Manger Mall event.

Unfinished Business:

- **Annexation Issues:** Chief Lemon reported the project is ongoing and will follow up when more information is available.
- **DNR – Forest Land Mutual Aid Mobilization Agreement:** Chief Lemon reported the agreement aligns DNR with State Mobilization practices in hiring Fire District resources when available and needed. **A MOTION was made to APPROVE the agreement as submitted, the MOTION CARRIED.**

New Business:

- **Washington State Audit for 2017:** Administrative Office Manager Carol Kibler reported the audit was a successful one with no findings. The exit interview is scheduled for Monday, November 19 at 11:00 a.m.
- **DNR Phase 2 Grant:** Chief Lemon requested approval to apply for the DNR Phase 2 Grant, which is a \$12,000 matching grant process. The district is looking at two skid tanks/pumps for the two Command Pick-ups and front turrets for Brush 72 and 79. **A MOITON to APPROVE the DNR Phase 2 grant application was made, the MOTION was UNANIMOUS.**
- **Fleet Managers Vehicle Replacement:** Chief Lemon sent a proposal to the Board of Fire Commissioners earlier for their consideration. Fleet Manager John Goynes reported his assigned vehicle is old and needs repairs. Chief Lemon reviewed the history of repairs and cost on the vehicle. A replacement truck will cost around \$40,000.
- **Purchase of a Snow Plow:** Chief Lemon also reviewed the billing for snow plow services from 2017/2018 in the amount of \$8,600. We are looking to purchase a snow plow that would fit on the new Fleet Managers vehicle if approved. Fire Commissioner Witherbee agrees with the purchase of truck but not the purchase of a snow plow at this time. Commissioner Witherbee feels the Fleet Manager's time is better used working on apparatus and not plowing snow. The Board of Fire Commissioners discussed the issue with staff and Commissioner Jones and Moller concur with Commissioner Witherbee position. **Chairman Jones entertained a MOTION to authorize the purchase of a truck for the Fleet Manager at no more the \$40,000. Commissioner Moller MOTIONED to approve the purchase the MOTION was UNANIMOUS.**



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- **Up-grade of the Breathing Air Compressor:** Chief Lemon reported after review of the MSA and SCOTT packs it is most probable that we will be moving to high pressure bottles. Our current compressor does not meet the high pressure needs for the new SCBA bottles and will have to be up-graded or replaced. We are reviewing our options and acquiring quotes. The new high pressure system would be in line with the other fire departments included in the grant. Chief Lemon will keep the Board of Fire Commissioners informed as information is received.
- **Legal Services Contract:** Chief Lemon reported the agreement would stay the same \$210 monthly retainer which rolls up and we don't lose anything while it's retained. The monies are used when service is rendered. Chief Lemon recommended we continue the legal service agreement. The Board of Fire Commissioners concurred.

Special Event:

- 11/11/2018, VFW Parade and BBQ – Station 71:
- 11/23/2018, Santa arrives in Chelan on Parade 71, Tree lighting and Hot Cocoa.
- 12/01/2018, CFR Leadership Training – Station 71 8-5
- 12/18/2018, CFR Holiday Social - Station 71, 6-9

Board for Volunteer Firefighters:

- Invoice – The board reviewed the invoice and Chairman Jones and Secretary Kibler signed the document.

Commissioner Comments: No action to be taken.

Commissioner Witherbee reported attending the Washington Fire Commissioner conference in Yakima stating it was a good conference. One of the classes he attended was in regards to regional efforts and combining fire and EMS to better deliver services to the communities in a cost effective manner. Commissioner Witherbee is interested in bringing the idea to our local partner fire and EMS agencies. Commissioner Witherbee stated it's not a trend it's an evolution for the future. Commissioner Witherbee is interested in getting other Fire Commissioners and/or Board members together to start the conversation, but is not sure on the protocol or process. Chairman Jones thought it's a great idea. Chief Lemon will help establishing a process to discuss the regional ideas with our partner agencies at the Commissioners level.

Commissioner Jones reminded the Board of Fire Commissioners that they had authorized \$5,000 to purchase a boat if we found one that would meet our needs. State surplus has a 25 foot boat available. Chairman Jones stated this is the kind of boat we have been looking for and recommended that we take a look at it. Commissioner Witherbee agreed. Chairman Jones will look it over, and if it fits our needs, is within the \$5,000 range and is in good condition will secure its purchase.



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Executive Session: RCW 42.30.110(1)(f), RCW 42.30.140 and RCW42.30.110(1)(c).

Chairman Jones called for Executive Session RCW 42.30.110(1)(f), RCW 42.30.140 and RCW42.30.110(1)(c). at 6:45 p.m. for 30 minutes.

Chairman Jones opened the regular meeting back up at 7:15 p.m.

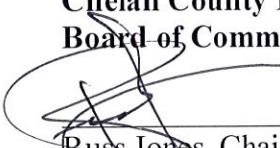
Fire Commissioner Witherbee MOTIONED to approve the Fire Chief's contract the MOTION PASSED UNANIMOUS.

Fire Commissioner Witherbee MOTIONED to approve 2019 increase of 3% COLI for regular staff members and a 2.6% increase for Union members per the district Collective Bargaining Agreement. MOTION PASSED UNANIMOUS.

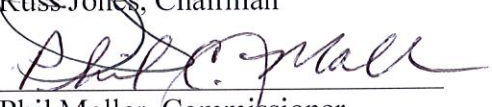
Adjournment:

There was no more business before the board the meeting closed at 7:20 p.m.

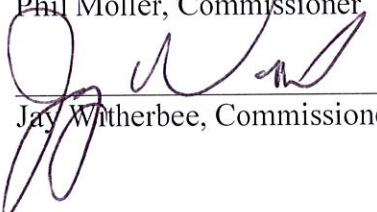
Chelan County Fire District 7
Board of Commissioners:



Russ Jones, Chairman



Phil Moller, Commissioner



Jay Witherbee, Commissioner



Attest: Carol A Kibler, District Secretary