



**MINUTES**  
**Chelan Fire and Rescue**  
**Wednesday, February 20, 2019 at 3:00 P.M.**  
**232 East Wapato, Chelan, WA**



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

**Staff in attendance:** Fire Chief Timothy Lemon, Assistant Chief Brandon Asher, Faye Barker

**Others in attendance:** see sign in sheet

Chairman Jones announced the Flag Salute and called the meeting to Order at 3:00 p.m.

**Approve Agenda: Commissioner Moller MOTIONED to APPROVE the agenda as submitted, the MOTION CARRIED**

Public Comment: None

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

- Revenue and Expenditure Report: December 2018 and January 2019
- Payroll: \$124,605.18 January 1-31, 2019 Paid: 02-05-2019
- Vouchers for January 2019 General Account: Vouchers #18575 – 18596 for \$18,846.97; Vouchers #18597 – 18612 for \$21,964.57; Vouchers #18624 – 18634 for \$7,337.36.
- Vouchers for January 2019 Capital Account: Vouchers #17088 - 17089 for \$5,405.71; Vouchers #17090 for \$5,500.00.
- Minutes: January 9 and 30, 2019.

**Fire Chief Report:**

**2019 Budget:** Chief Lemon explained the expense for the April 2018 election and the balance of the bill for the State Audit for 2018 are reflected in the report for January. Chief Lemon also reported the balance due from state mob fires has been received, and more funds have been invoiced to the FEMA SAFER grant.

**January Incident Response Report:** The January report is available. Chief Lemon reviewed the district response time for urban, suburban, and rural areas. Chelan Fire and Rescue is using the NFPA 1720 response standards for a combination fire department.

**False Alarms:** Commissioner Jones asked for information on the frequent false alarm calls. Chief explained that false alarms fall into three general areas, system malfunction, malicious alarms and unintentional no fire. Most false alarms are unintentional, no fire. In these cases the system is working as designed and being set off by any number of outside sources from steam from a shower to dust during remodel projects. The one building that has had the most false alarms is working to change out the type of detectors to reduce the activations.



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**Apparatus:** Fleet Manager John is working on the pump on Brush 72. All other apparatus are in service.

**Ladder Truck:** The replacement ladder truck should be ready to pick up the end of February. The company is going through the list of items identified for repair and/or modification to include the stripes and changing out emergency light lens from blue to red. Fleet Manager John Goyne and Assistant Chief Brandon Asher went through the vehicle and did not find any major problems that stood out. When the ladder is ready, Chief Lemon will determine who is available and select two driver to go pick-up and drive the apparatus out.

**Safer Grant:** Chief Lemon reported that the 2018 SAFER Grant for Safe Staffing is open. This year's SAFER Grant for Safe Staffing covers provides 75% of the staffing cost for the first two years and 35% for the third year. Chief Lemon stated we are not in position financially to apply for this grant due to the matching funds required. Chief Lemon also reported on a SAFER Grant available for a Needs Assessment. If awarded this would be done by a third party, ESCI group out of Portland OR. This would be a good tool to reaffirm from a 3<sup>rd</sup> party, where the District is and where we will be concerning staffing and our standards of coverage. The Board of Fire Commissioners concurred that it would be a good tool, but did not want spend any funds to meet a match fund requirement.

**Facilities:** Nothing to report

**Deputy Chief Operations Report:** Deputy Chief Mark Donnell is at a class and was excused from today's meeting.

**Assistant Chief of Volunteer Services:**

Assistant Chief Brandon Asher reported that he is getting caught up and back up to speed after time off due to an on the job injury.

**Recruit Class:** Three additional recruits have joined the recruit class and three have left. There is a total of sixty one volunteers. The Stipend use has increased.

**Volunteer Stipend Program:** March has 25 fully staffed days and Assistant Chief Asher anticipates having good participation during the fire season.

**Firefighter Association Report: Dan Crandall:**

President Dan Crandall reported the account balance is \$21,962.85. They took in \$523 and spent \$274 in the last month.



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He reminded the Board of Fire Commissioners that on 3/10/19 two of our firefighters are participating in the Scott Firefighter Stair Climb to raise funds for the Leukemia Society. Please consider supporting their efforts.

The Auxiliary is moving forward with planning for the 2019 Firelight Gala. They currently have two sponsors, a venue, and auctioneer and are looking for additional sponsors. This is a major fund raiser for their organization.

Jasmine Shattuck was voted in as secretary, but cannot take over the duties until recruit class graduation. Jeanne Giddings will continue through April. Judy Johnson agreed to stay as treasurer until then.

The Association had a hot cocoa booth at Winterfest and raised about \$150.

Under new business, the association approved purchasing the two Honda engines for the rescue boat, Marine 71.

**Unfinished Business:**

**Ladder 71:** The replacement ladder was discussed earlier in the meeting.

**AFG – SCBA Grant:** we are still waiting for delivery, the packs should arrive the end of February. We are also collecting bids on upgrading the air compressor systems.

**Rescue Boat:** Commissioner Jones reported that the engines will be on their way soon. Reed's Marine has offered to install them. He purchased the batteries and there are miscellaneous other items that were submitted for through an Emergency Management Grant. A variety of haz-mat items will be obtained such as harbor booms, floating booms and a variety of absorbent pads.

**Hiring Process Administrative Assistant:** Candidates have been through the skills test and oral interviews. Three applicants will be interviewed by Chief Lemon and Carol next week.

**New Business:**

**Resolution 2019-02 Surplus Fire Apparatus:** Chief Lemon consulted with our attorney to make sure the process is done correctly. He was advised to advertise over a two week window with a minimum market value bid. Then try sell them through a used fire apparatus vendor. If nothing is received after that you can sell/dispose of them anyway you would like. Commissioner Jones called for a motion to approve Resolution 2019-02, Surplus Apparatus. Commissioner Moller stated he does not want to sell them for scrap metal prices. Commissioner Moller then MOTIONED to approve Resolution 2019-02. MOTION PASSED. Chief Lemon will keep the Board of Fire Commissioners apprised.



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**DNR Phase II Grant:** The Board of Fire Commissioners authorized staff to apply for that DNR Phase II grant and we have been approved for matching funds. The District will contribute \$12,000 and DNR will match up to \$12,000. The funds are planned to purchase two slip tanks for staff pick-ups and two turrets, one for Brush 72 and the other for Brush 79. The district's matching funds will come out of the Capital Reserve Fund (Apparatus and Equipment fund). The Board of Fire Commissioners agreed to accept the grant and conditions of \$12,000 matching funds.

**Lake Chelan Emergency Services Summit:** The Lake Chelan Emergency Services Summit was scheduled for 03/07/2019, 0900hr to 1100hr: Chief Lemon wanted to confirm that we are ready to proceed with planning the summit. This will include letters out to partner agencies to include Chelan County Fire District 8, Douglas County Fire District 4, Lake Chelan EMS, Chelan County Department of Emergency Management, City of Chelan and Fire District 5.

**Special Event:**

- 03/16/2019, 1800 – 2018 Awards Banquet, Campbell's Resort
- 03/29/2019, 1800 – Faye Barker's Retirement Party, Senior Center
- 06/01/2019 – Commissioner Conference in Chelan. If Board members are interested, please let staff know so arrangements can be made.

**Board for Volunteer Firefighters:** Nothing to report.

**Commissioner Comments:** No action will be taken.

Fire Commissioner Moller wondered if Fire Commissioner Jones had met with the Manson Fire Commissioners. Fire Commissioner Jones reported there were other distractions.

Fire Commissioner Witherbee would like to postpone hiring a replacement Administration Assistant. He is not in favor of stopping the process, but would like to postpone it. Fire Commissioner Jones stated he will rely more on the Chief Lemon's guidance on this, if they feel there is a need for that person, he won't counter that. Discussion was held regarding consideration to postponing it. Chief Lemon explained that it is essential to the operation of the department. Fire Commissioner Witherbee stated he did not want to cut the position, but would like to postpone it until future LRP meeting. Fire Commissioner Jones suggested the discussion be postponed until after executive session.

Adjournment for executive session at 4:00. Commissioner Jones stated there may or may not have action, and executive session will be 30 minutes.



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Executive Session:

RCW 42.30.110(1)(g). To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

RCW 42.30.110(1)(c) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of increased or decreased price.

Executive Session was extended for 10 more Minutes.

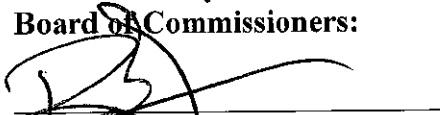
Regular session was continued.

Discussion continued on the Administrative Assistant hiring process. Fire Commissioner Jones favors continuing with the process, Fire Commissioner Witherbee favors continuing the process, but postponing hiring until after the LRP meeting. Fire Commissioner Moller agreed it should continue, but after the LRP meeting. It was decided with a 2 to 1 to postpone the hiring process of the Administrative Assistant.

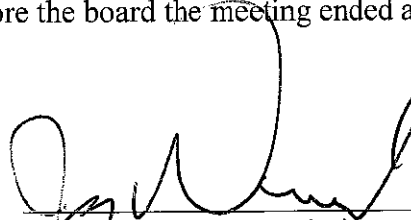
LRP meeting will be held on 3/14/19 at 11:00 a.m.

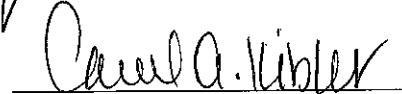
Adjournment: There being no more business before the board the meeting ended at 4:50 p.m.

**Chelan County Fire District 7  
Board of Commissioners:**

  
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Russ Jones, Chairman

  
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Phil Moller, Commissioner

  
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Jay Witherbee, Commissioner

  
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Attest: Carol A Kibler, District Secretary