



Special Meeting Minutes
Chelan Fire and Rescue
Thursday, March 7, 2019 at 11:00 p.m.
232 East Wapato, Chelan, WA



Commissioner's in Attendance: Russ Jones, Phil Moller and Jay Witherbee.

Staff in Attendance: Fire Chief Timothy Lemon, Deputy Chief Mark Donnell, Assistant Fire Chief Brandon Asher and Administrative Office Manager Carol Kibler.

Others in attendance: see sign in sheet

Call to order: Chairman Jones called the meeting to order at 11:00 a.m. and announced the Flag Salute.

Chairman Jones announced that Fire Chief Lemon has submitted a letter of intent to retire on December 31, 2019

Executive Session: RCW 42.30.110 (1)(g): Chairman Jones announced going into executive session for 20 minutes at 11:00 a.m. Chief Lemon entered into executive session with the Board of Fire Commissioners.

Chairman Jones announced Executive Session ended at 11:20 a.m. and opened the special meeting

Chairman Jones announced the Board of Fire Commissioners have decided to discontinue the Deputy Fire Chief Position after December 31, 2019 and stated Deputy Chief Donnell may apply for the Fire Chief's position.

Unfinished Business:

Administrative Assistant Position: Chairman Jones stated the position has been budgeted and he is convinced the position is necessary, he is in favor of hiring an Administrative Assistant. Fire Commissioner Witherbee is not in favor of moving forward in hiring the Administrative Assistant at this time. He would like to delay the process until after the LRP meeting. Fire Commissioner Moller stated he understands the need for the position, and understands Fire Commissioner Witherbee position, but wants to move forward in hiring the Administrative Assistant. Staff is authorized to complete the fire process.

Chairman Jones MOTIONED to APPROVE hiring the Administrative Assistant the motion was second by Commissioner Moller and PASSED two to one.

Current and Future Staffing Models: Chief Lemon briefly reviewed initial projections of hiring two additional firefighters and the district's revenue projects. Chief Lemon stated we are not in a position to hire any additional personnel without new revenue to pay for them. Chief Lemon reminded the Board of Fire Commissioner that the SAFER Grant for Volunteer Recruitment and Retention in the amount of \$227,000 will run out the end of 2021. These funds are currently paying for Assistant Chief Asher position, bunker gear, physicals and other volunteer recruitment items. Even by reducing the budget expenditures by the removing the Deputy Chief's position there will not be revenues to hire firefighters. The district will need to successfully run a Fire Levy Lid Lift.



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Long Range Plan Agenda Items: The two areas that the Board of Fire Commissioners want to study will be future staffing models and apparatus replacement. Staff will develop information to address both of these items for the LRP meeting.

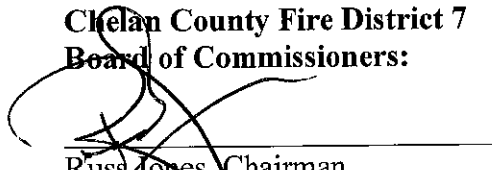
There was brief discussion regarding the emergency response summit. Chairman Jones did not feel we were ready to hold the meeting yet, but wants to continue forward to hold the meeting in the near future. Chairman Jones wants a little more time to meet with each agency that was going to be invited. Chief Lemon was given direction from Chairman Jones to continue to organize the summit.

Chief Lemon stated Assistant Chief Brandon Asher has completed his one year probationary period and recommended a 5% merit wage increase.

Chairman Jones MOTIONED to APPROVE the 5% wage increase retro-active January 1, 2019 the MOTION PASSED UNANIMOUS.

Adjournment: There was no more business before the board the meeting ended at 11:45 p.m.

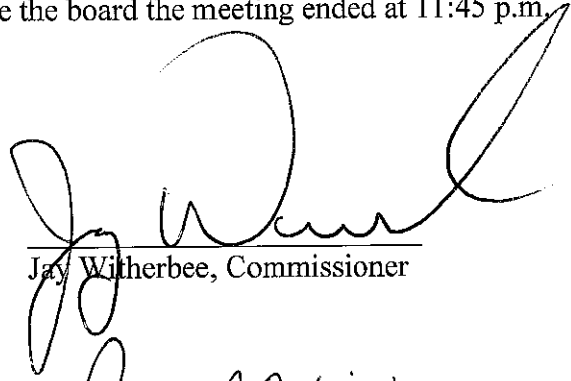
**Chelan County Fire District 7
Board of Commissioners:**



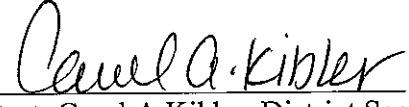
Russ Jones, Chairman



Phil Moller, Commissioner



Jay Witherbee, Commissioner



Attest: Carol A Kibler, District Secretary