



MINUTES
Chelan Fire and Rescue
Wednesday, September 18, 2019 at 3:00 P.M.
232 East Wapato, Chelan, WA



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

Staff in Attendance: Fire Chief Mark Donnell, Assistant Chief Brandon Asher and District Secretary Carol Kibler

Others in Attendance: see sign in sheet

Chairman Russ Jones announced the Flag Salute.

Chairman Russ Jones announced the passing of Fire Chief Tim Lemon and stated that his contributions to the fire department and community will not be forgotten. He will be missed!

Chairman Russ Jones announced Commissioner Jay Witherbee resigned as of September 11, 2019 as he no longer resides in Chelan.

The commissioners will not appoint someone to the position and will wait for the election in November.

Annexation Public Hearing Call to Order: Chairman Russ Jones called the Annexation public hearing to order at 3:05 p.m.

There was no comment.

Chairman Russ Jones closed the public hearing at 3:06 p.m.

Regular Meeting Call to Order: Chairman Russ Jones called the regular meeting to order at 3:06 p.m.

Approve Agenda: Commissioner Phil Moller MOTIONED to APPROVE the Agenda as submitted the MOTION PASSED.

Public Comment: None

Consent Agenda: Commissioner Phil Moller MOTIONED to APPROVE the Consent Agenda as submitted the MOTION PASSED.

- Revenue and Expenditure Report: August 2019
- Payroll: \$113,693.70 August 1-31, 2019 Paid: 09-05-2019
- Vouchers for August 1-31, 2019 General Account: Vouchers #19036 – 19039 for \$725.35; Vouchers #19040 – 19049 for \$33,097.77; Vouchers #19050 – 19063 for \$8443.86; Vouchers #19067 – 19078 for \$4,450.51; Vouchers #19091 – 19098 for \$7,944.26.
- Vouchers for August 1-31, 2019 Capital Account: Vouchers #19064 - 19066 for \$2121.99; Voucher #17097 for \$8,340.16; Vouchers #19099 – 19100 for \$1,863.64.
- Minutes: August 21, 2019

Fire Chief Report:

Chief Donnell reported the expenditures in the budget are at 67% as of August 2019. We will collect the second half of property taxes in November.



MINUTES
Chelan Fire and Rescue
Wednesday, September 18, 2019 at 3:00 P.M.
232 East Wapato, Chelan, WA



- **Emergency Responses:**

Chief Donnell presented a power point; highlighting the call volumes: 110 calls for August and Chief Donnell reviewed the breakdown of incidents.

Chief Donnell reviewed the wildfire incident that was in the Washington creek area. The incident turnout was fantastic. A job well done by all who responded.

Chief Donnell reviewed the call comparison, average turnout time (dispatch to enroute).

Commissioner Phil Moller would like a report of second response times for the incident.

Chief Donnell reviewed "Effective Work Force #'s" during incidents.

- **Operational:** Nothing has changed.
- **Community Risk Reduction:** We are getting ready for the Safety Fair this Saturday.

Assistant Chief Report:

- **Volunteer recruitment & Retention / Training**

Chief Asher reported we have new recruits: Morgan Stark, Jesus Alatorre, Christian Scott and Zach Muhly. They will be enrolled for the recruit class this winter. We had no volunteers leave the department this month. We are evaluating the participation of some of our members and measuring the value of keeping those who don't show up to training drills or incidents.

- Chief Asher reported we ordered a new recruit banner for the Chelan Falls area.
- We attended the 911 ceremony in Cashmere.
- Marine 71 participated in the Chelan swim event.
- One of our new recruits is participating the recruit class at Chelan Fire 1. Mitch Mathews is representing us well.
- Chief Asher reported the stipend coverage is dwindling. We held a 38% coverage for the month of August. This month we have 9 days that a stipend shift is being covered. For the month of October, we will have 15 days with no stipend shift coverage. We will be analyzing the program and possible making changes.
- Chief Asher reported we did train at the Wells Dam this month. The training was well received. We have been training on the basics; pulling hose and throwing ladders. We have scheduled a Multi Company Operations drill for next Tuesday at Chelan Fruit the training is as close to live action fire training we can get.

Firefighters Association Report: President Dan Crandall reported a beginning balance of \$17,735 and an ending balance of \$16,983. We wrote \$1,139 in checks and deposited \$9,387.50. We received a donation for the Gala of \$9,000. We continue to raise funds for Marine 71 equipment. We are getting great response in collecting volunteers and pets for the calendar. Marine 71 was a great success in participating in the Chelan Swim event. The association is looking forward in supporting the Safety Fair this coming Saturday. We made a \$500 donation to Christian Johnson who was critically injured this last month in a wildland fire. We will be purchasing Halloween candy for the annual station 71 event. Historic Downtown association has again invited us to participate in Small Town Christmas and asked that Santa ride the parade truck into town.

President Dan Crandall stated the association is deeply touched by the loss of Chief Lemon. Stating it was a pleasure working with Chief Lemon and he will be missed by all.



MINUTES
Chelan Fire and Rescue
Wednesday, September 18, 2019 at 3:00 P.M.
232 East Wapato, Chelan, WA



Unfinished Business:

- **New Hire – Probationary Firefighter:** Chief Donnell reported FF/EMT Darrick Meyers resigned as of August 31, 2019. Chief Donnell stated a conditional offer of employment was given to Samuel Belsky with his first day being September 19, 2019. The next regular meeting October 16, 2019 we will schedule the badge pinning for FF/EMT Samantha Rains and FF/EMT Samuel Belsky.
- **Resolution 2019-05 – Annexation: Chairman Russ Jones MOTIONED to APPROVE Resolution 2019-05 Annexation as submitted with the areas outlined the MOTION PASSED.**
- Chief Donnell stated those property owners who wish to annex into the fire district can contact the fire district and this process will take place annually. When we respond to those out of district areas we will bill for services.
- **Fire Chief Contract:** Chief Donnell stated after last commissioners meeting Commissioner Witherbee wanted to review the contract. Chief Donnell recommendation is to sign contract.
- **NCWFOA Mutual Aid Agreement:** The previous agreement has expired and has been updated to reflect the T-card accountability system.
- **Illegal Burns – Billing for Services:** Chief Donnell reported there is no interest from the other fire departments to pursue illegal burn billing. Chief Donnell proposed to not bill for services of an illegal burn. The board concurred.
- **Proposed 2020 Budget:** Chief Donnell gave a power point presentation. Stating a mandatory meeting was scheduled for volunteers and career staff. Chief Donnell reported the group came up with 5 organizational goals.
 1. Training
 2. Community Relations
 3. Staff Retention
 4. Future Funding
 5. Measurable Goals
 - a) Turnout time – 2 minutes
 - b) Effective work force for critical tasks (SOG 010)
 - c) Fire Loss (\$) vs. Pre-fire Valuation
 - d) Fiscal responsibility to manage budget
 - e) Maintain clean annual audits

Chief Donnell reported the discussion took place regarding the name “Volunteer” as it is long gone. We will call the volunteers “Reserve Firefighters” as those members are making the same sacrifice as the career firefighters.

Chief Donnell reviewed the revenue and expenditure assumptions for 2020 budget. *See attached document.*

Chairman Russ Jones stated we will need to work on the community’s perception of taxation. The impact; lack of staffing, aging apparatus will impact the insurance ratings. Chief Donnell reported the 2020 budget and taxation resolution will need to be approved by the November commissioner meeting.



MINUTES
Chelan Fire and Rescue
Wednesday, September 18, 2019 at 3:00 P.M.
232 East Wapato, Chelan, WA



Chief Donnell stated we can have more budget meetings and discussion and staff will fine tune the budget as recommended.

Chief Donnell reported he has adjusted the overages in the budget line items to reflect actual and increased those line items to reflect the true budgeted amounts for the 2020 budget.

Chairman Russ Jones suggested the board meet at the regular October meeting and meet for the budget meeting late in October.

Chief Donnell and staff will review the stipend shift program and have some recommendations to present to the Board.

Chief's Contract:

Chairman Russ Jones MOTIONED to APPROVE the Chiefs Contract as submitted.

Commissioner Phil Moller stated he wanted to wait until the next commissioner is seated to sign the contract.

The board concurred they would go into Executive Session to further discuss Chief's Contract.

Chairman Russ Jones closed the regular meeting at 4:44 p.m. to go into Executive Session RCW 42.30.110 (1) (g) for 10 minutes.

Chairman Russ Jones closed the Executive Session at 4:54 p.m.

Chairman Russ Jones Opened the Regular meeting at 4:54 p.m.

Chairman Russ Jones MOTIONED to APPROVE the Chief's Contract as submitted the MOTION PASSED.

Chairman Russ Jones MOTIONED to APPROVE the North Central Washington Area Emergency Services Mutual Aid Agreement as submitted the MOTION PASSED.

New Business:

- Douglas County Fire District 15 – Mutual Aid Agreement

Chairman Russ Jones MOTIONED to APPROVE the Douglas County Fire District 15 – Mutual Aid Agreement as submitted the MOTION PASSED.

Special Event:

09-21-2019 Safety Fair 10 a.m. to 3:00 p.m. Station 71

09-25-2019 North Central Washington Fire Chiefs and Commissioners Association – Dinner Station 71 6:00 p.m.

Board for Volunteer Firefighters

- Invoices: District Secretary Carol Kibler reported: Invoice for Mike Mackey Pension, and an invoice for services rendered for a volunteer's injury and an accident report was approved and signed.



MINUTES
Chelan Fire and Rescue
Wednesday, September 18, 2019 at 3:00 P.M.
232 East Wapato, Chelan, WA




Public Comment: Richard Uhlhorn stated he was sorry to hear the passing of Chief Lemon and sends his condolences to his family, friends and the fire department.
He thanked Chief Donnell and the Commissioners for the presentation of the 2020 budget and the setting of the meeting room.

Commissioner Comments: No action to be taken.

Executive Session: see above

Adjournment: There was no more business before the Board of Commissioners the meeting closed at 5:05 p.m.

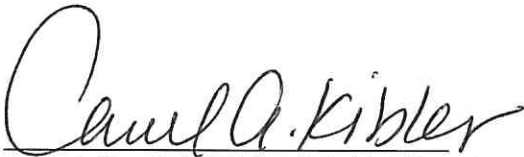
Chelan County Fire District 7
Board of Commissioners:



Russ Jones, Chairman



Phil Moller, Commissioner



Attest: Carol A Kibler, District Secretary



MINUTES
Chelan Fire and Rescue
Wednesday, September 18, 2019 at 3:00 P.M.
232 East Wapato, Chelan, WA



DATE: September 18, 2019

TO: Board of Commissioners

FROM: Mark R. Donnell, Fire Chief

RE: 2020 DRAFT Budget Proposal

The 2020 DRAFT Budget Proposal is based upon estimated revenues for 2020 and current expenditures from the 2019 budget with changes as noted in current programs and project funding. Decisions made during this DRAFT Budget review will affect the current proposed budget resulting in changes to budget line items before the 2020 budget approval date of November 20, 2019. This proposal will address the measurable changes in the General Fund and Operations Budgets as well the current Capital, Reserve and Bond Fund Accounts.

As always, when working with our budgets, there are a couple of assumptions that we must use. First, we must recognize that the figures we are using will change based on the actual balance in each fund at year-end. Secondly, a budget is a plan based on the best available information at the time. A good plan will change as new information is obtained.

Assumptions for 2020 Budget:

- Tax revenue is based upon Commissioner's approval to exercise the 1% increase over last year's budgeted tax revenue. **(\$2,074,138.71)**
- Revenue from new construction is based upon an increase of \$5,000 over 2019 actual new construction revenue. **(\$50,000.00)**
- Revenue from all other sources will remain at 2019 levels. **(\$15,000.00)**
- Increase General Reserve Account to cover 25% as outlined in SOG 103. **(\$228,599.69)**
- No increase to Capital Reserve Investment Account (Apparatus Replacement)
- Funding for Bond General Fund set at principal and interest with no additional payment. **(\$90,400.00)**

General Fund (these are our current best estimates):

Starting Fund:	\$ 910,814.00
Tax Revenue:	\$2,074,139.00
SAFER Grant:	\$ 227,129.00
Other Revenue:	\$ 65,000.00
Transfer In	\$ 0.00
Sub-Total:	\$3,277,081.00
 Expenses:	 \$2,249,582.00*
Transfer to Capital	\$ 78,000.00
To General Reserve Investment	\$ 228,599.00**
To Capital Reserve Investment	\$ 0.00
Transfer Out Bond	\$ 90,400.00
Sub-Total	\$2,646,581.00



MINUTES
Chelan Fire and Rescue
Wednesday, September 18, 2019 at 3:00 P.M.
232 East Wapato, Chelan, WA



Ending Balance:	\$ 630,500.00
Desired Carry Over:	\$ 800,000.00
Uncommitted Funds	\$ 169,500.00 (\$ 59,099.00)**

General Reserve Investment:

Starting Fund:	\$460,414.00
Tax Revenue:	\$ 0.00
Other Revenue:	\$ 8,975.00
Transfer In	<u>\$228,599.00</u>
Total:	<u>\$697,988.00</u>
Expenses:	\$0.00
Ending Balance:	<u>\$697,998.00</u>

Capital Reserve Fund:

Capital Reserve Funds cover the cost of capital projects that have been approved. This area has been set up to show items that are currently funded in the 2020 budget.

Revenues:

Starting Fund:	\$ 0.00
Tax Revenue:	\$ 0.00
Other Revenue:	\$ 0.00
Transfer In	<u>\$ 78,000.00</u>
Total:	<u>\$ 78,000.00</u>

Administration

- Server Replacement (5-year cycle) \$ 5,000.00

Suppression Equipment

- PF Equipment Request \$ 4,000.00
 - Structural Protective Clothing \$ 6,000.00
 - Wildland Protective Clothing (20 sets) \$ 8,000.00
- \$18,000.00**

Training

- Training Props (Station 74) \$ 5,000.00
 - Rescue Swimmer Gear \$ 2,000.00
- \$ 7,000.00**

SAFER Grant Volunteer Services

- Structural Protective Clothing \$48,000.00



MINUTES
Chelan Fire and Rescue
Wednesday, September 18, 2019 at 3:00 P.M.
232 East Wapato, Chelan, WA



Capital Reserve Investment Fund:

This account is set up for apparatus and equipment replacement. Currently we have 4 front line structural engines that are at or are approaching their 25-year effective life cycle. This fund has been recognized as a critical need for funding in order to replace critical apparatus and equipment.

Revenues:

Starting Fund:	\$138,252.85
Tax Revenue:	\$ 0.00
Other Revenue:	\$ 3,000.00
Transfer In	\$ 0.00
Total:	\$141,252.85

Bond General Fund:

Station 75 non-voter approved bonds. We will be transferring the amount below from the General Fund to the Bond Fund to make the annual interest and principal payment for 2020.

Starting Fund:	\$885,000.00
Tax Revenue:	\$ 0.00
Other Revenue:	\$ 0.00
Transfer In	\$ 90,400.00
Total:	\$ 90,400.00

Expenses:

• Interest Payment:	\$ 30,400.00
• Principal Payment	\$ 60,000.00

Ending Balance:	\$794,600.00
------------------------	---------------------

***Budget Expense Proposals:**

Legislative: \$18,405.00

- 2020 Board members are to stay at three elected officials.
- No change to salary and benefits.
- Increase in conferences and education to reflect actual conference costs. **(\$1,200.00)**
- No elections are anticipated for 2020 but we will see expense for 2019 election reflected in 2020 budget. **(\$3,000.00)**

Administrative: \$459,170.00

- Decrease in administrative staff numbers from 4 to 3, with the elimination of the Deputy Chief position (effective August 2019.) This will reflect in a cost savings of approximately \$140,000.00 from 2019. **(\$140,000.00)**
- Salary increases for 2020 are budgeted at 3% to cover any raises that the Board of Fire Commissioners may choose to provide. This assumption is based upon CPI-U for the Seattle/Tacoma is 3.15% for 2018 and 2.46% for the first half of 2019. CPI-U (West – Size Class B/C) is 2.9% for 2018 and 2.50% for the first half of 2019. **(\$7,385.00)**



MINUTES
Chelan Fire and Rescue
Wednesday, September 18, 2019 at 3:00 P.M.
232 East Wapato, Chelan, WA



- The Fire District's medical health premiums will not increase for 2020
- Increases in Administrative Professional Services, Hiring & Testing, Conferences & Education, Insurance, and Miscellaneous to reflect actual expenses. **(\$19,108.00)**

Suppression: \$714,849.00

- Career staffing will remain at 7 Firefighter/EMTs with 1 Lieutenant and 1 Firefighter/EMT for each of the three shifts and the 7th Firefighter/EMT floating to cover Kelly Comp Time (work week reduction.)
- Salary increases for 2020 are budgeted at 3% to cover any raises that the Board of Fire Commissioners may choose to provide. This assumption is based upon CPI-U for the Seattle/Tacoma is 3.15% for 2018 and 2.46% for the first half of 2019. CPI-U (West – Size Class B/C) is 2.9% for 2018 and 2.50% for the first half of 2019. **(\$1,929.00)**
- The Fire District's medical health premiums will not increase for 2020
- The addition of two Probationary Firefighter/EMTs (replacing two vacated positions in 2019) and the promotion of one Firefighter/EMT to Probationary Lieutenant will reflect in a cost savings of approximately \$20,000.00 from 2019. **(\$20,000.00)**
- Increase in overtime costs necessary to maintain staffing levels during critical operational periods, required training) and to cover cost of Duty Officer rotation by line officers. **(\$20,000.00)**
- 2019 Acting Lieutenant expenses will decrease with the promotion of the Probationary Lieutenant in November 2019. **(\$1,200.00)**
- Increase to Suppression Equipment to reflect actual expenses. **(\$3,000.00)**

Public Education: \$20,000.00

- Increase in public education account to support 2020 goal of improving community relations through effective public education programs. **(\$20,000.00)**

Prevention: \$3,000.00

- Increase Prevention Operational Supplies to reflect actual expenses. **(\$1,500.00)**
- No other program changes

Training: \$55,692.00

- Rescue Swimmer Program **(\$6,652.00)**
- Technical Rescue: Rope Rescue and Confined Space **(\$8040.00)**
- Transition to combination learning system (practical and online training modules.) This will also include transition to new EMT OTEP program as the current emsonline program will no longer be available to agencies outside of King County after 2020. **(\$7,500.00)**
- Increase to Training Budget to enhance and improve overall training delivery and evaluation of career and reserve firefighters. **(\$5,000.00)**
- Conference expenses will remain unchanged as the 2 major Firefighter (WSFFA and WSFCTO) conferences will be held in Wenatchee in 2020. **(\$21,400.00)**

Facilities: \$68,000.00

- Increase to Facilities Professional Services to reflect actual expenses, specifically snow removal services if we continue to work with a private contractor. **(\$12,000.00)**



MINUTES
Chelan Fire and Rescue
Wednesday, September 18, 2019 at 3:00 P.M.
232 East Wapato, Chelan, WA



- Review of current facilities and needed repairs/maintenance to be conducted later in September 2019 with recommendations coming to the Board before the October meeting. Adopted items will be reflected in Capital Expenses.

Fleet: \$208,625.00

- No major changes anticipated for Fleet account in 2020.
- Fleet staffing to remain unchanged with one Fleet Manager.
- Salary increases for 2020 are budgeted at 3% to cover any raises that the Board of Fire Commissioners may choose to provide. This assumption is based upon CPI-U for the Seattle/Tacoma is 3.15% for 2018 and 2.46% for the first half of 2019. CPI-U (West – Size Class B/C) is 2.9% for 2018 and 2.50% for the first half of 2019. **(\$1945.00)**
- The Fire District's medical health premiums will not increase for 2020.
- Increase in Fleet Fuel, Equipment, Operational Supplies, Fleet R & M (In House) to reflect actual expenses. **(\$24,257.00)**
- Marine 71 Operational expenses to be line itemed to reflect actual operational costs.

Communications: \$62,000.00

- No major changes anticipated for Communications account in 2020.

EMS and Aid: \$9,800.00

- All career staff salaries and benefits moved to Suppression.
- No major changes anticipated for EMS Equipment, Operating Supplies, and Professional Services.

Volunteer: \$250,000.00

- Current point system for reserve firefighter emergency response, training, and special events to remain unchanged
- Stipend Shift program needs to follow FLSA requirements: **(\$15,000.00)**
 - Maximum of 5 X 24-hour or 10 X 12-hour shifts per month (premium for weekend or holiday shifts)
 - Consider demand coverage shifts (1000 to 2200 hours)
 - Paid, part-time or seasonal employees
- Increase Volunteer Uniform line item to reflect actual expenses. **(\$7,000.00)**

SAFER Volunteer Coordinator: \$185,000.00

- SAFER Volunteer Coordinator position remains as Assistant Chief with primary responsibility of recruitment and retention.
- Salary increases for 2020 are budgeted at 3% to cover any raises that the Board of Fire Commissioners may choose to provide. This assumption is based upon CPI-U for the Seattle/Tacoma is 3.15% for 2018 and 2.46% for the first half of 2019. CPI-U (West – Size Class B/C) is 2.9% for 2018 and 2.50% for the first half of 2019.
- Need to consider higher increase with increase in overall job responsibilities due to the elimination of the Deputy Chief position. **(\$5,000.00)**
- The Fire District's medical health premiums will not increase for 2020
- No other program changes.
- No other changes anticipated for this program.



MINUTES
Chelan Fire and Rescue
Wednesday, September 18, 2019 at 3:00 P.M.
232 East Wapato, Chelan, WA



- NOTE: This program will end on December 31, 2021. Considerations for continuing this position in either full or limited scope, with regional interest, if considered beneficial to organization and community.

END