



**MINUTES**  
**Chelan Fire and Rescue**  
**Wednesday, October 16, 2019 at 3:00 P.M.**  
**232 East Wapato, Chelan, WA**



**Commissioner in Attendance:** Russ Jones and Phil Moller

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

**Others in Attendance:** see sign in sheet.

**Chairman Jones announced the Flag Salute and called the regular meeting to order at 15:00.**

**Approve Agenda: Chairman Jones MOTIONED to APPROVE the agenda as submitted the MOTION CARRIED.**

**Public Comment:** None

**Consent Agenda: Chairman Jones MOTIONED to APPROVE the consent agenda as submitted the MOTION CARRIED.**

- Revenue and Expenditure Report: September 2019
- Payroll: \$143,597.96 September 1-30, 2019 Paid: 10-05-2019
- Vouchers for September 1-30, 2019 General Account: Vouchers #19101 – 19108 for \$1,807.45; Vouchers #19110 – 19117 for \$,.29; Vouchers #19118 – 19136 for \$9,002.64.
- Vouchers for September 1-30, 2019 Capital Account: Vouchers #17098, 17099 and 19105 for \$5,126.93; Voucher #19109 for \$1,732.28.
- Minutes: September 18, 2019

**Fire Chief Report:**

Chief Donnell reported the overall budget is at 80%. The payout for Chief Lemon impacted the budget by 5%, we typically should be at 75% this time of year. We saw a \$40,000 loss in revenue in the fire suppression line item of the budget this was due to not having any wildfire events and state mobilizations.

Chief Donnell reported that we have completed most of the capital improvements allocated in the 2019 budget. We are compiling quotes for station 73 domestic water hook up. The quotes are anywhere from \$10,000 to \$2,700 we are waiting on one more quote.

Chief Donnell reported we have not completed the purchase of training props for station 74, we have budgeted \$5,000 for training props in the 2019 budget.

Chief Donnell reported we responded to 66 calls this month; 3 fires, one was a brush fire in the Washington Creek area. Chief Donnell reported we had a district response of 27 people, we had 7 personnel on the scene within 20 minutes. It was a holiday weekend so we had people available. The next 10 people arrived within the first hour, and 7 people were staged at station 71 as standby. Chief Donnell stated if this would have been a regular work day we most likely would not have had the response from as many people. Total personnel on scene was about 80 as it was a mutual aid response. Chief Donnell reported DNR was right there and called for the helicopter, which helped in extinguishing the fire quickly.



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Chief Donnell reported in addition to the 3 fire responses we had a house fire in Chelan Falls, the resident forgot they left a boiling pan of eggs on the stove and it ended up burning on the stove causing lots of smoke. It was mitigated quickly and extinguished.

Chief Donnell reported that on Saturday, October 12<sup>th</sup>, CF&R responded to a 911 call in the Navarre Coulee area we responded as mutual aid for a structure fire in Chelan Fire District 8. It should be noted that no personnel from District 8 responded to that call.

Chief Donnell reported the turn out average times remained at under 2 minutes for personnel on duty at Station 71 with average turn out times for the outlying stations staying consistent. Measurement of effective work force on scene consistent with District Operational Objectives.

Chief Donnell reported we have 2 firefighters that will have completed their IFSAC Firefighter II task books and that 3 firefighters will take the test here in the next couple weeks (November 23<sup>rd</sup>.)

Chief Donnell reported we have scheduled the promotional Lieutenants Assessments for this Thursday. The three candidates are Troy Keene, Adam Jones and Taylor Rains. Chief Donnell scheduled interviews for Tuesday October 22<sup>nd</sup>. The position will be offered and filled by November 2<sup>nd</sup> with the newly promoted Lieutenant assigned to C-Shift.

Chief Donnell reported all of the fleet is in service. The ladder truck did not sell at auction, we will reach out to a broker to see if they can sell it for us.

Chief Donnell reported that the Safety Fair went well, we are getting feedback from the vendors who participated. We had a good response from the public, but hoped for a better turnout. We will look at changing the date, but keep it in September as it is prevention month. We had great interaction from the vendors and they are all interested in coming back next year.

Chief Donnell stated we have had some community members who have expressed their concern regarding nepotism within our fire district. Chief Donnell reported we have a written nepotism policy (SOG 152) which has been in place since 2010. This policy has been vetted through our attorney as well as the Board of Commissioners. It was also reviewed with the IAFF Local 4816 prior to our recent Probationary Firefighter hiring process, with all parties agreeing that the hiring of Samantha Rains and Sam Belsky will in no way be in violation of our Nepotism Policy. Chief Donnell reported we hired Rains and Belsky within the fire department and the individuals are local residents.

Commissioner Moller requested Chief Donnell contact our attorney and review the nepotism policy and address the hiring of Samantha Rains and Sam Belsky. \*Refer to Samantha's husband FF/EMT Taylor Rains and Fire Commissioner Candidate Bill Bassett as he is Sam Belsky's stepfather.

Chief Donnell stated this is another opportunity for the public to see that we are transparent and have policies that we follow.





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**Assistant Chief Report:**

Chief Asher reported this is the first time that we have not had any volunteer applications submitted. Chief Asher handed out 7 applications at the safety fair, he is hopeful that the applications will get turned in.

Chief Asher reported this next week we are scheduled to participate in the Chelan High School job fair.

Chief Asher reported the volunteer stipend coverage is down, we had 8.8 shift coverage and 24 days of no volunteer stipend shifts covered. We have 0 coverage of stipend shifts for the next 2 months. We possible could lose some of our volunteer stipend shift people due to Douglas County Fire District 2 hiring Firefighters.

Chief Asher stated that the Chelan Falls residential fire this last month only had 2 firefighters respond and he was the third person responding. The 2 firefighters would have not been able to enter the house if someone would have been in the house until the 3<sup>rd</sup> person arrived.

Chief Asher stated when he arrived on the scene smoke was coming out of the eaves of the house, this did not look good. The pressure is on in not having people to respond and we are lucky the fire was only a hot pan burning on the stove.

Chief Asher reported we had an Multi Company Operations drill for commercial properties in real time with practical's; pulled line into the building and upstairs it was a great dill. Lessons learned from the scenario and we will have another drill soon.

Chief Asher reported we may have a house to burn down in the residential area of Chelan. The opportunity will bring other fire district into the training.

Chief Asher reported the volunteers and crews have been working with the SCBA packs to better simulate their deficiencies using the equipment and throwing the air pack on in a timely matter. The volunteers and crew need to get use to the equipment.

Chief Donnell stated Chief Lemons memorial was well attended. Pictures and video can be found on the fire district Facebook page.

**Firefighters Association Report:**

President Dan Crandall reported a beginning balance of \$16,983.00 ending \$20,304.00 taking in \$3,836.00. The Firelight Gala is this Saturday at Sorento's. We have sold 90 of the 144 tickets available. We received \$9,300 in donations and taken in a number of auction items.

Chief Lemons memorial service was well attended and a great presentation of his life. The parade truck was present and transported Cathy Lemon to the memorial.

The firefighter calendar is complete and will be sold for \$20 at the gala.

The association donated \$1,000 to fallen Assistant Fire Chief Christian Johnson family.

The association donated \$1,000 to Washington Council of Firefighter Burn Foundation.

We purchased Halloween candy for the Halloween event.

Reminder that the Veterans parade is scheduled for November 11, 2019 downtown Chelan.

**Unfinished Business:**

- Badge Pinning: Chairman Jones gave the oath of Probationary Firefighter to Samantha Rains and Sam Belsky. Congratulations!



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- Proposed 2020 Budget – schedule Budget workshop

Budget workshop scheduled for Wednesday, October 30, 2019 starting at 11 ending at 13:00

\*see attached 2020 Draft Budget proposal – Chief Donnell reviewed

**New Business:**

- **Resolution 2019-06 Surplus Items; Bunker Gear and MSA items:**

Chief Donnell reported we found more SCBA packs and mask bags with addition of tan bunker gear that needs to be surplus.

**Chairman Jones MOTIONED to APPROVE Resolution 2019-06 Surplus Items; Bunker Gear and MSA items as submitted the MOTION CARRIED.**

**Special Event:**

10-19-2019 Firelight Gala – Sorento's Restaurant

10-21&24, 2019 Washington State Fire Marshal Conference – Campbells Resort

10-23-26, 2019 Washington State Commissioners Association Conference – Tulalip Resort Casino

10-31-2019 Halloween – Station 71 Event

**Board for Volunteer Firefighters**

- Invoice – Pension

Chairman Jones approved the pension document for James Ramella the document was signed.

**Public Comment:** None

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

**Executive Session:** RCW 42.30.110 (1) (c) To consider the minimum price at which real estate will be offered for sale or lease.

Chairman Jones closed the regular meeting for executive session for 10 minutes at 16:23 may or may not have action.

Chairman Jones closed executive session at 16:43 opened the regular meeting.

No action was taken.



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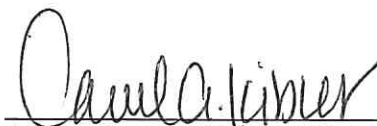


**Adjournment:** Chairman Jones adjourned regular meeting at 16:45.

**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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Attest: Carol A Kibler, District Secretary

\*attached 2020 Draft budget





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DATE: October 16, 2019

TO: Board of Commissioners

FROM: Mark R. Donnell, Fire Chief

RE: 2020 DRAFT Budget Proposal (with 2021 Projections) **DRAFT 3**

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. **(\$2,069,493.64)**
- Revenue from new construction is based upon an increase of \$5,000 over 2019 actual new construction revenue. **(\$44,713.49)**
- 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. **(\$228,600.00 over three-year period = \$76,200.0- annually)\*\***
- 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)**
- Budget expense proposals per account as listed below.

**General Fund (these are our current best estimates):**

	2020	2021
Starting Fund:	\$ 600,000.00	\$ 600,000.00
Tax Revenue:	\$2,069,494.00	\$2,090,490.00
SAFER Grant;	\$ 227,129.00	\$ 277,129.00
Other Revenue:	\$ 55,000.00	\$ 55,000.00
Transfer In	\$ 0.00	\$ 0.00
<b>Sub-Total:</b>	<b>\$2,951,623.00</b>	<b>\$2,972,619.00</b>
Expenses:	\$2,039,849.00*	\$2,094,464.00*
Transfer to Capital	\$ 88,000.00	\$ 72,000.00
To General Reserve Investment	\$ 76,200.00**	\$ 76,200.00**
To Capital Reserve Investment	\$ 0.00	\$ 0.00
Transfer Out Bond	\$ 90,400.00	\$ 88,900.00
<b>Sub-Total</b>	<b>\$2,294,449.00</b>	<b>\$2,331,564.00</b>



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<b>Ending Balance:</b>	<b>\$ 657,174.00</b>	<b>\$ 641,055.00</b>
Desired Carry Over:	\$ 600,000.00	\$ 600,000.00
Uncommitted Funds	<u><b>\$ 57,174.00</b></u>	<u><b>\$ 41,055.00</b></u>

**General Reserve Investment:**

General Reserve Investments cover contingency expenses, meet seasonal cash flow shortages, and upgrade or maintain the Fire District's credit rating. This fund has not been maintained per SOG 103 and amount listed would meet 3-year requirement for bringing this account up to date.

	<b>2020</b>	<b>2021</b>
Starting Fund:	\$474,724.00	\$559,899.00
Tax Revenue:	\$ 0.00	\$ 0.00
Other Revenue:	\$ 8,975.00	\$ 9,500.00
Transfer In	<u>\$ 76,200.00**</u>	<u>\$ 76,200.00**</u>
<b>Total:</b>	<b>\$545,589.00</b>	<b>\$645,599.00</b>
Expenses:	\$0.00	\$ 0.00
<b>Ending Balance:</b>	<u><b>\$559,899.00</b></u>	<u><b>\$ 645,599.00</b></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.

	<b>2020</b>	<b>2021</b>
Starting Fund:	\$ 0.00	\$ 0.00
Tax Revenue:	\$ 0.00	\$ 0.00
Other Revenue:	\$ 0.00	\$ 0.00
Transfer In	<u>\$ 88,000.00</u>	<u>\$ 72,000.00</u>
<b>Total:</b>	<b>\$ 88,000.00</b>	<b>\$ 72,000.00</b>

**Administration**

	<b>2020</b>	<b>2021</b>
• Server Replacement (5-year cycle)	\$ 5,000.00	\$ 5,000.00
• Lock change out	<u>\$ 3,000.00</u>	<u>\$ 0.00</u>
	<b>\$ 8,000.00</b>	<b>\$ 5,000.00</b>

**Suppression Equipment**

• PF Equipment Request	\$ 4,000.00	\$ 0.00
• Structural Protective Clothing	\$ 6,000.00	\$ 6,000.00
• Wildland Protective Clothing (20 sets)	\$ 8,000.00	\$ 8,000.00
• Dorm Mattress Replacement (5)	<u>\$ 1,000.00</u>	<u>\$ 0.00</u>
	<b>\$19,000.00</b>	<b>\$14,000.00</b>

**Training**

• Training Props (Station 74)	\$ 5,000.00	\$ 5,000.00
• Rescue Swimmer Gear	<u>\$ 2,000.00</u>	<u>\$ 0.00</u>
	<b>\$ 7,000.00</b>	<b>\$ 5,000.00</b>

**Fleet**

• Scan Tool Kit	\$ 6,000.00	\$ 0.00
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**SAFER Grant Volunteer Services**

• Structural Protective Clothing	\$48,000.00	\$48,000.00
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**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.

	2020	2021
Starting Fund:	\$138,252.85	\$141,252.85
Tax Revenue:	\$ 0.00	\$ 0.00
Other Revenue:	\$ 3,000.00	\$ 3,000.00
Transfer In	\$ 0.00	\$ 0.00
<b>Total:</b>	<b>\$141,252.85</b>	<b>\$144,252.85</b>

**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.

	2020	2021
Starting Fund:	\$885,000.00	\$794,600.00
Tax Revenue:	\$ 0.00	\$ 0.00
Other Revenue:	\$ 0.00	\$ 0.00
Transfer In	\$ 90,400.00	\$ 88,900.00
<b>Total:</b>	<b>\$ 90,400.00</b>	<b>\$ 88,900.00</b>

**Expenses:**

• Interest Payment:	\$ 30,400.00	\$ 28,900.00
• Principal Payment	\$ 60,000.00	\$ 60,000.00

<b>Ending Balance:</b>	<b>\$794,600.00</b>	<b>\$705,100.00</b>
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**\*Budget Expense Proposals: (2019 Budgeted Amounts)**

**Legislative: 2020 - \$18,405.00 (\$14,205.21)**

**2021 - \$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 Commissioner election reflected in 2020 budget. **(\$3,000.00)**

**Administrative: 2020 - \$459,170.00 (\$568,500.12)**

**2021 - \$463,520.00**

- 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 \$133,000.00 from 2019.
- 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





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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)**

- 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: 2020 - \$714,849.00 (\$714,978.19)**

**2021 - \$752,764.00**

- Career staffing will remain at 7 Firefighter/EMTs with 1 Lieutenant and 1 Firefighter/EMT for each of the three shifts and the 7<sup>th</sup> 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.
- 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: 2020 - \$20,000.00 (\$7,920.00)**

**2021 - \$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: 2020 - \$3,000.00 (\$1,500.00)**

**2021 - \$3,000.00**

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

**Training: 2020 - \$41,000.00 (\$28,500.00)**

**2021 - \$38,000.00**

- Rescue Swimmer Program **(\$5,000.00)**
- 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)**
- Conference expenses will remain unchanged as the 2 major Firefighter (WSFFA and WSFCTO) conferences will be held in Wenatchee in 2020.

**Facilities: 2020 - \$68,000.00 (\$56,026.72)**

**2021 - \$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)\***



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- 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: 2020 - \$208,625.00 (\$180,358.04)**  
**2021 - \$212,125.00**

- 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: 2020 - \$62,000.00 (\$61,191.00)**  
**2021 - \$63,000.00**

- No major changes anticipated for Communications account in 2020.

**EMS and Aid: 2020 - \$ 9,800.00 (\$94,832.64)**  
**2021 - \$10,000.00**

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

**Volunteer: 2020 - \$250,000.00 (\$226,212.10)**  
**2021 - \$257,500.00**

- 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: 2020 - \$185,000.00 (\$185,000.00)**  
**2021 - \$188,150.00**

- 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 wage increase (5%) 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 changes anticipated for this program.





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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