



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



Commissioners in Attendance: Russ Jones and Phil Moller

Staff in Attendance: Fire Chief Mark Donnell, Assistant Fire Chief Brandon Asher, and Administrative Assistant Karla Mendoza

Other in Attendance: see sign in sheet

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

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

Public Comment: Cathy Lemon aka Mrs. Chief stated Tim was proud of the fire department and mentioned us a lot. Cathy stated having a combination fire department you need to keep reminding yourself it makes sense it works. You need paid people and volunteers; it works it makes this community safe. Cathy stated this was important to them both, Tim worked all of the time. Tim's top priority was this community and fire department. Cathy asked for the fire department to remember what it takes to be a combination department. Cathy stated Tim did not know he was sick when he went into the hospital. They found out later he had cancer and an infection. Cathy thanked everyone for reaching out to her and family. THANK YOU!

John Corbin asked as we move forward for the new year what are the staffing goals? He stated that with the loss of 6 firefighters he is concerned about staffing. He wants to know if anything is in the plans to increase staffing. He is concerned! Is the board going to increase the staffing and will anything be done in the future?

Mike Cooney from Chelan Valley Housing Trust thanked the fire department for the flawless burn at the house, THANK YOU!

Chairman Jones stated this is a well-attended meeting and stated we don't get a lot of people to our meetings.

Consent Agenda: MOTION was made to approve the consent agenda as submitted the MOTION CARRIED.

- Revenue and Expenditure Report: October 2019 Revenue & Expenditure Report has not been reviewed. Recommend moving approval to the December Meeting
- Payroll: \$133,054.95 October 1-31, 2019 Paid: 11-05-2019
- Vouchers for October 1-31, 2019 General Account: Vouchers #19150 – 19161 for \$33,203.41; Vouchers #19163 – 19176 for \$16,809.86; Vouchers #19200 – 19209 for \$8,555.80; Vouchers #19178 – 19198 for \$8,498.06.
- Vouchers for October 1-31, 2019 Capital Account: Vouchers #17100 - 17102 for \$12,947.13; Voucher #19199 for \$2,433.69; Voucher #19177 for \$2,674.00.
- Minutes: October 16 and 30, 2019

Fire Chief Report:

- 2019 Budget / Emergency Response Report /Operations/ Community Risk Reduction Chief Donnell reported we did not get the financial statements from the county on time to report on.



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Chief Donnell reported we had 56 emergency calls this month a bit down from last month. We are currently at 767 incidents for the year and this is the slowest October we have had since 2009.

Chief Donnell reported that a shop fire (Incident 2019-790, 920 Bradley) was brought under control by homeowner but could have been a major incident had it burned a little longer.

Chief Donnell reported that crews responded to a house fire in Manson (Incident 2019-791) and returned later that night for a rekindle at the same location. Chief Donnell reported that the on-duty crew along with M-3152 and C-503 were the only responders on this call for some time until 4 other Manson volunteers showed up. Chief Donnell discussed the incident with Chief Baker and believe that there were issues with the tone out from dispatch.

We have established time goals and hit consistent on average turn out time. Chief Donnell reported apparatus response status along with our ability to staff an effective work force according to our SOGs. Our current SOGs require effective staffing of eight firefighters and NFPA standards are set at 18. Even with our current member numbers we are missing that goal.

Chief Donnell reported Brush 74 is having a transmission issue (DNR apparatus) and that we will not replace this apparatus. Possible estimated cost \$3,600 for a transmission. We are looking for chassis 6x6 from DNR surplus.

Community Reduction: Chief Donnell reported we have completed the MOE safe programs for the kindergarteners.

Chief Donnell reported 1751 fire fatalities total in the United State and 46 of the fatalities were in Washington State. The total property dollar loss for Washington State is currently estimated at \$160,000,000.00

Assistant Chief Report:

Chief Asher reported we have 2 more volunteers for Entiat, 1 for Orondo and 1 for station 75 and 2 more for station 71 that are going through the application process.

Recruitment is picking up people are seeing the recruit signs around town.

We lost one volunteer Manuel Verria.

Chief Asher reported we participated in the Veterans Day parade and did the lunch event.

Chief Asher reported we will start the recruit academy in January.

Chief Asher reported we are not getting participation for the stipend program; we have no participation for December and January. We are in constant review of the program; we do have one individual who will graduate from the recruit academy that is EMT certified and will have his FF1 certification that will fill some of the stipend shifts once he graduates.

Chief Asher reported we burnt down a house last Saturday, this gave us the opportunity to train in a live fire. The training was great and we saw a great improvement of the individuals who participated. We had no injuries and thank you all who participated great job done by all. Chief Asher reported that Chelan County Fire District 5(Manson), Douglas County Fire District 4 (Orondo) along with our personnel participated in the training.



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Firefighters Association Report:

Anne Clark stated the association had the Firelight Gala and raised \$42,000.00 of which \$18,000.00 is dedicated to Marine 71. Anne Clark asked the Commissioners to consider matching the \$18,000.00 when determining needs for outfitting Marine 71.

Unfinished Business:

- **Proposed 2020 Budget – Open for Public Hearing**
Chief Donnell reviewed the 2020 draft budget.
*see attached 2020 Budget documents

Public Hearing for the 2020 Budget

Chairman Jones closed the regular meeting 3:45 for the Public Hearing on the 2020 Budget. No comments were made.

Chairman Jones closed the Public Hearing and opened the Regular meeting at 3:46.

New Business:

- **Promotional Badge Pinning – Lieutenant Taylor Rains**
Chief Donnell stated the promotional testing had three members who participated in the testing process and that all three candidates performed well. In the end FF/EMT Taylor Rains came out on top and was promoted to the rank of Lieutenant.
Sammy Rains pinned the badge on Lt Taylor Rains
Congratulations Lt. Rains!

- **Resolution 2019-07 2020 Levy and Certificate:**

Commissioner Moller MOTIONED to APPROVE the Resolution 2019-07 as Submitted the MOTION CARRIED.

Special Events:

- 11-29-2019 Santa – Downtown Chelan
- 12-10-2019 Santa's Stars – Station 71
- 12-17-2019 Holiday Social – Layla's 1800-2000

Board for Volunteer Firefighters: Nothing to report

Public Comment: Nothing

Commissioner Comments: No comments

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.

Chairman Jones closed the regular meeting at 4:30 for Executive Session 42.30.110.(1)(g) for 10 minutes.

Chairman Jones closed the Executive Session at 4:40 and opened the regular meeting.



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DATE: November 15, 2019

TO: Board of Commissioners

FROM: Mark R. Donnell, Fire Chief

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

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. **(\$2,069,494.00)**
- Revenue from new construction is based upon an increase of \$5,000 over 2019 actual new construction revenue. **(\$44,713.00)**
- Revenue from all other sources will remain at 2019 levels. **(\$10,000.00)**
- 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	\$2,090,189.00
SAFER Grant;	\$ 227,129.00	\$ 277,129.00
Other Revenue:	\$ 54,713.00	\$ 50,000.00
Transfer In	\$ 0.00	\$ 0.00
Sub-Total:	\$2,951,336.00	\$2,967,318.00
Expenses:	\$2,018,602.00*	\$2,094,464.00*
Transfer to Capital	\$ 102,000.00	\$ 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
Sub-Total	\$2,287,202.00	\$2,312,277.00



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Ending Balance:	\$ 664,134.00	\$ 641,055.00
Desired Carry Over:	\$ 600,000.00	\$ 600,000.00
Uncommitted Funds	<u>\$ 64,134.00</u>	<u>\$ 55,041.00</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.

	2020	2021
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>
Total:	\$545,589.00	\$645,599.00
Expenses:	\$0.00	\$ 0.00
Ending Balance:	<u>\$559,899.00</u>	<u>\$ 645,599.00</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.

	2020	2021
Starting Fund:	\$ 0.00	\$ 0.00
Tax Revenue:	\$ 0.00	\$ 0.00
Other Revenue:	\$ 0.00	\$ 0.00
Transfer In	<u>\$ 102,000.00</u>	<u>\$ 72,000.00</u>
Total:	\$ 102,000.00	\$ 72,000.00

Administration

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

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 Upgrades (Mattresses, carpet, paint)	<u>\$15,000.00</u>	<u>\$ 0.00</u>
	\$33,000.00	\$14,000.00

Training

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

Fleet



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• 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	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Total:	\$141,252.85	\$144,252.85

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.

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

Expenses:

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

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

Legislative: 2020 - \$15,905.00 (\$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 - \$434,523.00 (\$568,500.12)

2021 - \$445,753.00

- 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.



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- 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)**
- 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 - \$724,202.00 (\$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 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.
- 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 - \$15,700.00 (\$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 - \$39,800.00 (\$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 - \$68,025.00 (\$56,026.72)
2021 - \$68,000.00



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- 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)***
- 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 - \$208,274.00 (\$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 - \$61,900.00 (\$61,191.00)
2021 - \$63,000.00

- No major changes anticipated for Communications account in 2020.

EMS and Aid: 2020 - \$10,610.00 (\$94,832.64)
2021 - \$10,928.00

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

Volunteer: 2020 - \$250,050.00 (\$226,212.10)
2021 - \$257,522.00

- 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 - \$186,613.00 (\$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)**



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- The Fire District's medical health premiums will not increase for 2020
- No other changes anticipated for this program.
- 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

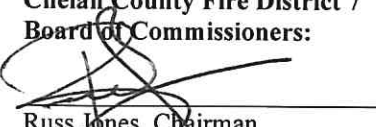


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Adjournment: There was no more business before the Board of Commissioners the regular meeting closed at 4:41.


Chelan County Fire District 7
Board of Commissioners:



Russ Jones, Chairman



Phil Moller, Commissioner



Attest: Carol A Kibler, District Secretary

*see attached documents as presented in meeting.