



Lake Wenatchee Fire & Rescue  
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## LWFR COMMISSIONERS MEETING MINUTES

January 9<sup>th</sup>, 2018 10:00AM

**In Attendance:** Chairman Schmitten, Commissioner Bunney, Commissioner Payne, Commissioner Gibbs, Chief Lamar, Secretary Cope.

**In Audience:** Assistant Chief Bill Moffat, Battalion Chief Kelly McDaniels

- I. **Call to Order.** Chairman Schmitten called the meeting to order at 10:00AM.
- II. **Pledge of Allegiance.**
- III. **Annual Election of Chair & Vice Chair.** Commissioner Payne moved to elect Commissioner Schmitten to serve as the Chairman of the Board for the year 2018, motion carried. Chairman Schmitten moved to elect Commissioner Bunney to serve as the Vice Chair for the year 2018, motion carried.
- IV. **Approval of Agenda.** Commissioner Bunney moved to approve the agenda as presented, motion carried.
- V. **Public Input.** None.
- VI. **Approval of Minutes:** Regular Meeting on December 12th, 2017. Commissioner Bunney moved to approve the minutes from the December 12<sup>th</sup>, 2017 meeting, motion carried.
- VII. **Department Reports—**
  - a. *Chief's Report.* Chief Lamar presented his report.
  - b. *Maintenance Report.* Battalion Chief McDaniels gave a brief Maintenance report.
  - c. *Administration Report.* Administrative Coordinator, Kay Cope, gave a brief Administrative report.
  - d. *Finance Reports.* Monthly financials for December 2017 and the 2017 YTD budget were presented.
    - a. *Monthly Vouchers:*
      - 1.) AP Batch 12/15/17 **\$11,065.91**
      - 2.) AP Batch 12/29/17: **\$7,537.19**
      - 3.) December Payroll & Incentives: **\$36,160.34**Commissioner Bunney moved to approve the warrants as presented, motion carried.
  - e. *Training Report.* Chief Lamar gave a brief training report.
- VIII. **Unfinished Business –**
  - a) *Cascade School District Update.* Chief Lamar informed the Board that the school board has decided to postpone decision making on the land until this summer.

**IX. New Business –**

- a) *Resolution 2018-01 Auditing Officer.* Commissioner Payne moved to approve Resolution 2018-01, appointing Kay Cope as the Auditing Officer for the District, motion carried.
- b) *Resolution 2018-02 Establishing Capital Fund.* Commissioner Bunney moved to approve Resolution 2018-02, motion carried.
- c) *Approval of New Uniform Policy 4.3.* Commissioner Payne has some edits to this document to add, thus approval of this policy will be tabled until the February meeting.
- d) *Approval of New Sick Policy 3.5.* Commissioner Bunney moved to approve the new sick policy 3.5., establishing that each hourly employee will accrue 1 hour of sick leave for every 40 hours worked per the new L&I law, motion carried.
- e) *Approval of New Job Descriptions for Admin. Coord. (2.3) & Admin. Asst. (2.4).* Commissioner Bunney moved to approve the new job description for the Administrative Coordinator, motion carried. Commissioner Payne moved to approve the new job description for the Administrative Assistant, motion carried.

X. **Announcements:** Commissioner Payne will be absent for the next two meetings and wishes to attend via teleconference.

XI. **Executive Session:** N/A

XII. **Action taken as result of Executive Session:** N/A

XIII. **Conclude.** Chairman Schmitten concluded the meeting at 11:40AM.

Attest:

A handwritten signature in cursive script that reads "Kay Cope".

Kay Cope, District Secretary