

Lake Wenatchee Fire & Rescue, District #9 Commissioners Meeting Agenda July 16th, 2026 10:00 AM

Video call link: <https://meet.google.com/wey-fmzd-oku>

- I. **Board Members Present**
- II. **Pledge of Allegiance**
- III. **Call to Order**
 - Election of a Chairman
- IV. **Attendance**
- V. **Local Board of Volunteer Firefighter Meeting**
 - No new firefighters to onboard
 - Two firefighter departures from volunteer status
 - No new bills to submit
- VI. **Approval of Agenda**
- VII. **Public Comment:** Comments will be limited to **3 minutes**. *There are NO requirements in the OPMA, to read out loud comments provided in writing or to publish as part of the minutes.*
- VIII. **Correspondence**
- IX. **Consent Agenda:** Any Commissioner can ask to remove an item for separate discussion, moving it to the regular agenda. All matters listed within the Consent Agenda have been distributed to each member of Lake Wenatchee Fire & Rescue's Board of Commissioners for reading and study. They are considered to be routine and will be enacted by one motion of the Commissioners with no separate discussion. If a separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.
 - **Minutes**
 - Approval of Minutes from the Regular Meeting June 18, 2026 10:00 AM
 - Approval of Minutes from the Special Meeting July 7th, 2026 6:00 PM
 - **Monthly Vouchers**
 - AP June 23, 2026
 - AP June 30, 2026
 - AP July 9th, 2026
 - May/June, 2026 Payroll benefits
 - May/June, 2026 Payroll

X. Finance

- **Monthly report**
- **Reimbursement**
 - Fire funds recovery
 - Grant funds recovery

XI. Department Reports

- **Incident Report**
- **Chief's Report**

XII. Board Discussion

XIII. Old Business:

- **TOPIC:** Freeze on hiring and spending
- **TOPIC:** Update on mechanic agreement with neighboring fire districts
- **TOPIC:** Station repairs
- **TOPIC:** Camp 12 road access permit and fuels crew update
- **TOPIC:** Metis Global Solutions work complete
- **TOPIC:** Policy handbook updates for holiday, vacation, sick leave, and compensatory time policies

XIV. New Business:

- **TOPIC:** Surplus old engine

XV. Executive Session

- Pursuant to RCW 42.30.110(1)(h), the board may recess into an executive session to evaluate the qualifications of candidates for the commissioner vacancy. All final assessments, debates, nominations, motions, and votes will occur exclusively in open, public sessions.

XVI. Commissioner Payne Resignation and Vacancy

XVII. Commissioner Appointment and Swearing In

XVIII. Announcements

XIX. Conclude: Meeting adjourned

Lake Wenatchee Fire & Rescue, District #9

Commissioners Meeting Minutes

June 18, 2026 10:00 AM

- I. **Board Members Present**
 - Commissioner Gibbs, Commissioner Payne
- II. **Pledge of Allegiance**
- III. **Call to Order**
 - Commissioner Payne called the meeting to order at 10:00am.
 - Commissioner Payne as the commissioner pro-tempore
 - Lee Miller as the Board Secretary as sworn in at the June 15th meeting
- IV. **Attendance**
 - There were 21 people in attendance. 3 persons on Zoom.
 - In attendance: Elaine Sivey, Rex McMillan, Mike Piroto, Mike Stanford, Stuart McKee, Cliff Trent, Tatiana Weiss, Deb Watkins, Cody Bench, Steve Allen, Stan Morgan, George Wilson, Jimi Wilson, Jim Passage, Rhea Croll, Bill Burgess Sr., Nan Bolton, Rebecca Olson, Laurie Aholt, Michael Aholt, Becky Payne
- V. **Local Board of Volunteer Firefighter Meeting**
 - No new firefighters to onboard
 - FF Payne departure from volunteer status
 - One other firefighter leaving LWFR
 - Bills from Cascade Medical and Confluence approved
- VI. **Approval of Agenda**
 - **Motion:** Commissioner Payne requested motion to approve the June 18, 2026 10:00am Agenda
 - **Second:** Commissioner Gibbs seconded the motion
 - **Discussion:** No discussion
 - **Determination:** Agenda Approved
- VII. **Public Comment:** Comments will be limited to **3 minutes**. *There are NO requirements in the OPMA, to read out loud comments provided in writing or to publish as part of the minutes.*
 - Public Comment from Steve Allen
 - Asked about budgetary items included in the documents publicly available at the meeting, including the plow truck costs, Chelan County Treasurer payment of \$8k, status of the chipping program, charges from previous supply cache of wildland hose

- Chief Foley responded to Mr. Allen's questions
- Public Comment from Lisi Ott
 - June 15 special meeting – dissatisfied with legality of meeting context, requested LWFR follow the law related to replacing Commissioner Lamar with 90d to appoint new commissioner but being compressed to 15d, remaining members should appoint a new commissioner themselves
 - Commissioner Payne thanked Ms. Ott and added that the Board was following the legal process for replacing a commissioner and had the right to just appoint a replacement, but wanted to solicit candidates from the public
- Public Comment from Elaine Sivey
 - Felt her comments from the last meeting (Special Meeting on June 15) were heard; invites the public to help things procedurally and through the financial difficulties, provide more information to the public related to business plan as no financials are on public website
 - Commissioner Payne thanked Ms. Sivey for her comments and mentioned that the answers would be addressed later in the meeting
- Public Comment from Jimi Wilson
 - Will METIS payment be based on Phase 0, when is the end of the METIS contract date, public needs to be made aware of what public skillsets would be of use to LWFR
 - New business: hours/month for 3 positions when it was previously 2?
 - Commissioner Payne thanked Ms. Wilson for her comments and mentioned that the answers would be addressed later in the meeting

VIII. Correspondence

- None

IX. Consent Agenda

- **Motion:** Commissioner Gibbs requested motion to approve the Consent Agenda
 - Consent Agenda included:
 - Approval of minutes from the May 21, 2026 regular meeting
 - Approval of the minutes from the June 15, 2026 meeting
 - Approval of the April/May payroll (\$138,785.84) and benefits (\$21,563.53)
 - Approval of AP batch from June 8, 2026 (\$17,012.14)
 - Approval of AP batch from June 12, 2026 (\$75,290.48)
 - **Second:** Commissioner Payne seconded the motion
 - No discussion
 - **Determination:** Approved 2:0

- **Motion:** Commissioner Gibbs made a motion to ratify actions of reconstructed minutes for when a Commissioner Secretary was not in place, with meeting notes reconstructed by Chief Foley and submitted as Exhibit A: Lake Wenatchee Fire & Rescue Resolution No. 2026-05 Ratification and Confirmation of Procedural Action and Votes (with minutes from Commissioner Meeting on April 16, 2026 at 10am, May 20, 2026 at 6:30pm, and May 21, 2026 at 10am included in the packet)
 - **Second:** Commissioner Payne seconded the motion
 - No discussion
 - **Determination:** Approved 2:0
 - **Action:** Documents with signatures by Commissioner Gibbs, Commissioner Payne, and Secretary Miller will be supplied to Chelan County

X. Department Reports

- Incident Report
- Wildfire Mitigation Specialist Report (Kris King)
 - Camp 12 Road – research is ongoing given complexities of ownership, actively working on fuels work in Shugart Flats but crew will then shift to private property fuels management in the Camp 12 area
- Chief's Report

XI. Board Discussion and Action Items

- Discussed the possibility of altering the commissioner hiring process approved at the previous Special Meeting (June 15, 2026), particularly related to having all applicants in the same room at the same time, enabling interviewers to hear the answers of the other applicants
 - **Motion:** Commissioner Payne requested motion to alter the hiring process for private, recorded interviews of candidates
 - **Second:** Commissioner Gibbs
 - **Discussion:** none
 - **Vote:** Approved. 2:0, neither abstained

XII. Old Business

- Freeze on hiring and spending
 - Spending hold remains for Over Allocated Time, Over Time, and any non-essential spending. All spending must be approved by the Fire Chief ahead of spending
- Functionally merging the new mechanic between District 3 & District 6
 - Draft proposal sent to District 6 for review
 - **Motion:** Commissioner Gibbs requested motion to authorize Chief Foley to execute a mechanic agreement with District 3 & 6
 - **Second:** Commissioner Payne seconded the motion
 - **Discussion:** none

- **Vote:** Approved. 2:0, neither abstained
- Station Repairs
 - Station 91 bathroom repair is estimated to be \$2500, additional projects are still being scoped
- Camp 12 Road Access Permit Update
 - Kris King provided update (Department Reports), clarity about ownership and liability with upkeep and opening the road
- Metis Global Solutions
 - Metis building and testing tracking systems and documentation for improved processes
 - Call for volunteers: slots available for helping with administrative work (filing, packet building, records updating); contact the front office to schedule a time to volunteer
- Second New Engine
 - 9106 now in service at Station 92 (Chiwawa River Pines) as of June 14, 2026. 9107 next up at Station 95 (Nason Creek)
- Surplus of PPE
 - Resolution to surplus unnecessary or out of date PPE
 - **Motion:** Commissioner Payne requested motion to approve Resolution 2026-04
 - **Second:** Commissioner Gibbs seconded the motion
 - **Discussion:** none
 - **Vote:** Approved. 2:0, neither abstained
 - **Action:** Documents with signatures by Commissioner Gibbs, Commissioner Payne, and Secretary Miller will be supplied to Chelan County

XIII. New Business

- Grant awarded for 3 additional mass notification sirens. Total project is \$258,792. Federal share is \$194,094. State and Local each \$32,349. Management costs allowed is \$12,939. Possible locations are Station 91, Brown Road and Lake Wenatchee Highway, and Fish Lake – based on where audible tests of the recently updated siren system was not noted to be heard well.
 - **Motion:** Commissioner Gibbs requested motion to authorize the Fire Chief to accept the siren grant funding with a commitment of \$33k of matching funds for a 3-year siren project
 - **Second:** Commissioner Payne seconded the motion
 - **Discussion:** Funding is reimbursement based so work is done first and then repaid after billing.
 - **Vote:** Approved. 2:0, neither abstained
- Policy handbook updates for holiday, sick leave, and compensatory time policies
 - Commissioner Payne suggested discussion at next meeting

- Reorganization of the administrative roles into projection coordination and execution
 - Split of Board Secretary role from District Administrator
 - Move District Administrator to an Administrative Director
 - Focus Office Assistant on basic processing and routine office work (phones, files, mail, etc)
 - Move accounting away from this role and the county towards an accounting firm
- **(brief recess from 11:25am to 11:33am)**
- Wage matrix updates
 - Updates to the wage matrix to account for reorganization of the administrative roles
 - **Motion:** Commissioner Gibbs requested motion to accept the modified wage matrix to take effect at the start of the July/August payroll
 - **Second:** Commissioner Payne seconded the motion
 - **Discussion:** None
 - **Vote:** Approved. 2:0, neither abstained
- 2027 Budget
 - Budget work can begin when we have better access to county financial systems

XIV. Conclude: Meeting adjourned June 18, 2026 at 11:49am



Lake Wenatchee Fire & Rescue
21696 Lake Wenatchee Highway
Leavenworth, WA 98826

Phone: 509-763-3034
lwfr.org

**Lake Wenatchee Fire & Rescue, Chelan County Fire District #9
Special Meeting Minutes
Station 91, 21696 Lake Wenatchee Hwy, Leavenworth, WA 98826
July 7th, 2026 6:00 PM to 8:00 PM**

Video call link: <https://meet.google.com/jhk-mbho-kos>
Or dial: (US) +1 470-735-3236 PIN: 443 354 979#

1. Board Members Present

With Commissioner Gibbs, Commissioner Payne calls the meeting to order with Commissioner Payne as the Commissioner Pro Tempore

2. Pledge of Allegiance

3. Moment of Silence

We observed a moment of silence to honor the wildland firefighters killed in the Utah/Colorado wildfires.

3. Call to Order

Commissioner Payne, acting as Commissioner Protempore, called the meeting to order at 06:01pm.

4. Attendance

There were 25 people in attendance: 3 people on Zoom, 29 People in the meeting space.

Attendance in the meeting room at Station 91: Bill Burgess, Rebecca McMillian, Stuart McKee, Jimi Wilson, Mike Colwell, Joanne Stanford, Mike Stanford Sr., M. Stanford Jr., Rex McMillian, Jody Allen, Steve Allen, David Westin Millard, Matt Oaks, David Stoller, Dianne Patterson, Jan Janson, Amy Cox, Erin Colwell, Jim Passage, Mike Piroto, Morey Grooge, Ken Grooge, Lisi Ott, Tom Dancs, Bridget Dancs

4. Approval of Special Meeting Agenda

- **Motion:** Commissioner Payne requested motion to approve the July 7th, 2026 special meeting agenda
- **Second:** Commissioner Gibbs seconded the motion
- **Discussion:** none
- **Determination:** Agenda Approved

5. Public Comment

Comments will be limited to **3 minutes**. *There are NO requirements in the OPMA, to read out loud comments provided in writing or to publish as part of the minutes.*

- No public comments

6. Staff and Financial Resolution Discussion

- **TOPIC:** The commissioners need to formally document acceptance of new engines with signatures and request reimbursement for sales tax paid.
 - **Motion:** Commissioner Payne requested motion to approve Resolution 2026-06 regarding self-reimbursement addressing Treasury Regulations Section 1.150-2
 - **Second:** Commissioner Gibbs seconded the motion
 - **Discussion:**
 - **Vote:** In Favor
 - **Count For:** [2]
 - **Count Against:** [0]
 - **Abstained:** [0]
 - **Motion:** Passed
- **TOPIC:** The commissioners need to formally document staffing changes so that access to the county systems can be updated.
 - **Motion:** Commissioner Gibbs requested motion to approve Resolution 2026-07 re Appointment of Auditing Officers per RCW 42.24.180
 - **Second:** Commissioner Payne seconded the motion
 - **Discussion:**
 - **Vote:** In Favor
 - **Count For:** [2]
 - **Count Against:** [0]
 - **Abstained:** [0]
 - **Motion:** Passed
- **Motion:** Commissioner Gibbs requested motion to have the Fire Chief Steve Foley, Assistant Fire Chief Kraig Peiguss, and Administrative Director Marisha Robinson to have access to the district's petty cash and credit card accounts.
- **Second:** Commissioner Payne seconded the motion

- **Discussion:**
 - **Vote:** In Favor
 - **Count For:** [2]
 - **Count Against:** [0]
 - **Abstained:** [0]
 - **Motion:** Passed

7. Interviews

To preserve evaluation integrity, interviews were conducted between commissioners and each candidate individually in front of a public audience. Candidates that were not actively being interviewed were moved to a separate location.

[no notes were taken by the secretary during the interviews]

8. Executive Session

Pursuant to RCW 42.30.110(1)(h), the board recessed into an executive session at 07:52pm to evaluate the qualifications of a candidate for appointment to the open commissioner position. Commissioner Payne, Commissioner Gibbs, and Chief Foley were present. Executive session ended at 08:15pm.

9. Appointment of New Commissioner

The commissioners appointed a new commissioner.

- **Motion:** Commissioner Gibbs requested motion to appoint Stuart McKee immediately as a commissioner of Chelan County Fire Protection District 9, filling the vacancy left by Commissioner Lamar on June 3rd, 2026.
- **Second:** Commissioner Payne seconded the motion
- **Discussion:**
 - **Vote:** In Favor
 - **Count For:** [2]
 - **Count Against:** [0]
 - **Abstained:** [0]
 - **Motion:** Passed

10. Swearing in of New Commissioner

A formal Certificate of Appointment was executed for the newly appointed commissioner, Stuart McKee.

District Secretary Lee Miller executed the Oath of Office pursuant to RCW 52.14.070. In strict accordance with RCW 42.30.205 and RCW 42.56.150, all new commissioners must fully



Lake Wenatchee Fire & Rescue
21696 Lake Wenatchee Highway
Leavenworth, WA 98826

Phone: 509-763-3034
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complete mandatory open government and public records training within ninety (90) days of taking office.

11. Adjournment

- Following the special meeting, the board will send notice transmittals to the Chelan County Auditor's Elections Division and the Chelan County Board of Commissioners.

Expenditure Status Report

Chelan County of Washington
6/1/2026 through 6/30/2026

656 Fire Districts		Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
Account Number							
52000	Public Safety						
52200	Fire and Emergency Medical Activities						
52200.00	Transfers Out						
	Total Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00
52200.10	Salaries & Wages						
52220.10.000	Salaries & Wages	0.00	38,742.04	98,110.49	0.00	-98,110.49	0.00
52220.11.100	Administrative Staff	0.00	20,474.67	176,945.78	0.00	-176,945.78	0.00
52220.11.200	Commissioners	0.00	644.00	5,876.50	0.00	-5,876.50	0.00
52220.11.300	Volunteer Incentive	0.00	29,118.24	147,779.05	0.00	-147,779.05	0.00
52220.11.400	Maintenance Staff	0.00	9,123.00	61,346.06	0.00	-61,346.06	0.00
52220.11.500	Other Stipend Duty	0.00	2,676.30	15,372.55	0.00	-15,372.55	0.00
52220.11.501	Salary - Training	0.00	0.00	600.00	0.00	-600.00	0.00
52220.11.600	RRO	0.00	7,315.61	43,205.56	0.00	-43,205.56	0.00
52220.12.600	Overtime	0.00	1,452.50	6,559.01	0.00	-6,559.01	0.00
	Total Salaries & Wages	0.00	109,546.36	555,795.00	0.00	-555,795.00	0.00
52200.20	Personnel Benefits						
52220.21.000	Social Security	0.00	8,392.77	42,956.90	0.00	-42,956.90	0.00
52220.22.000	Retirement	0.00	4,224.98	20,202.08	0.00	-20,202.08	0.00
52220.22.010	BVFF Pension Program	0.00	0.00	8,540.00	0.00	-8,540.00	0.00
52220.22.020	Medical Stipends	0.00	500.00	9,950.00	0.00	-9,950.00	0.00
52220.23.010	Vaccines and Injuries	0.00	0.00	319.24	0.00	-319.24	0.00
52220.24.000	Labor & Industries	0.00	1,576.61	10,225.35	0.00	-10,225.35	0.00
52220.25.000	Unemployment Compensation	0.00	611.59	3,424.06	0.00	-3,424.06	0.00
52220.26.000	Uniforms	0.00	0.00	4,628.63	0.00	-4,628.63	0.00
52220.29.000	WA Family Paid Leave Premiums	0.00	1,027.78	4,915.30	0.00	-4,915.30	0.00
	Total Personnel Benefits	0.00	16,333.73	105,161.56	0.00	-105,161.56	0.00

Expenditure Status Report

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expstat.rpt
07/15/2026 10:51AM
Periods: 6 through 6

Chelan County of Washington
6/1/2026 through 6/30/2026

656		Fire Districts		Account Number	Adjusted Appropriation	Year-to-date		Year-to-date Encumbrances	Balance	Prct Used
901		Fire No 9				Expenditures	Expenditures			
52200.30		Supplies								
52220.31.000		Office & Operating Supplies		15,394.54	16,249.79	0.00		-16,249.79	0.00	
52220.31.010		PPE Supplies		3,481.59	105,777.54	0.00		-105,777.54	0.00	
52220.31.020		IT Supplies		0.00	3,623.90	0.00		-3,623.90	0.00	
52220.31.030		Pub Ed Supplies		0.00	673.77	0.00		-673.77	0.00	
52220.31.040		EMS Supplies		659.97	1,403.83	0.00		-1,403.83	0.00	
52220.31.050		Aparatus Supplies		1,617.33	50,044.43	0.00		-50,044.43	0.00	
52220.31.060		Office Supplies		19.58	1,100.34	0.00		-1,100.34	0.00	
52220.31.080		Station Supplies		0.00	2,472.07	0.00		-2,472.07	0.00	
52220.31.090		EMS Rescue Equipment		7,688.81	9,926.78	0.00		-9,926.78	0.00	
52220.32.000		Fuel Consumed		0.00	14,486.95	0.00		-14,486.95	0.00	
52220.35.000		Small Tools & Minor Equipment		63.14	10,084.44	0.00		-10,084.44	0.00	
Total Supplies				28,924.96	215,843.84	0.00		-215,843.84	0.00	
52200.40		Services								
52220.41.000		Professional Services		39,426.56	181,626.41	0.00		-181,626.41	0.00	
52220.42.000		Communication		0.00	169.91	0.00		-169.91	0.00	
52220.42.010		Verizon		2,554.54	9,839.45	0.00		-9,839.45	0.00	
52220.42.020		Localtel		0.00	2,758.36	0.00		-2,758.36	0.00	
52220.42.030		Dispatch		0.00	8,478.00	0.00		-8,478.00	0.00	
52220.43.000		Travel		0.00	2,725.31	0.00		-2,725.31	0.00	
52220.43.010		Travel for Training		294.08	6,925.63	0.00		-6,925.63	0.00	
52220.43.020		Training		187.14	3,791.47	0.00		-3,791.47	0.00	
52220.45.000		Operating Rentals & Leases		179.10	2,764.76	0.00		-2,764.76	0.00	
52220.46.000		Insurance		0.00	14,239.00	0.00		-14,239.00	0.00	
52220.47.000		Public Utility Services		97.10	8,789.06	0.00		-8,789.06	0.00	
52220.48.000		Repairs & Maintenance		967.04	3,321.42	0.00		-3,321.42	0.00	
52220.48.010		Repairs & Maintenance Vehicles		6,929.67	28,965.17	0.00		-28,965.17	0.00	
52220.49.010		Memberships/Dues/Subscriptions		4,246.32	24,673.26	0.00		-24,673.26	0.00	
52220.49.020		Special Events		1,617.60	7,843.27	0.00		-7,843.27	0.00	
52220.49.030		New Hire Processing-Bkg/Driv/Physicals		6,715.46	8,072.08	0.00		-8,072.08	0.00	
Total Services				63,214.61	314,982.56	0.00		-314,982.56	0.00	

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Expenditure Status Report

Chelan County of Washington
6/1/2026 through 6/30/2026

656		Fire Districts		Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
901		Fire No 9								
52200.60		Capital Outlay								
52220.64.000		Apparatus		0.00	0.00	82,052.74	0.00	0.00	-82,052.74	0.00
		Total Capital Outlay		0.00	0.00	82,052.74	0.00	0.00	-82,052.74	0.00
		Total Fire and Emergency Medical Activities		0.00	218,019.66	1,273,835.70	0.00	0.00	-1,273,835.70	0.00
52500		Disaster Services								
52500.40		Services								
		Total Disaster Services		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Total Public Safety		0.00	218,019.66	1,273,835.70	0.00	0.00	-1,273,835.70	0.00
58000		Non-Expenditures								
58600		Agency Type Disbursements								
58600.00		Transfers Out								
		Total Non-Expenditures		0.00	0.00	0.00	0.00	0.00	0.00	0.00
59000		Miscellaneous Expenditures								
59400		Capital Expenditures								
59400.60		Capital Outlay								
		Total Miscellaneous Expenditures		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Total Fire No 9		0.00	218,019.66	1,273,835.70	0.00	0.00	-1,273,835.70	0.00

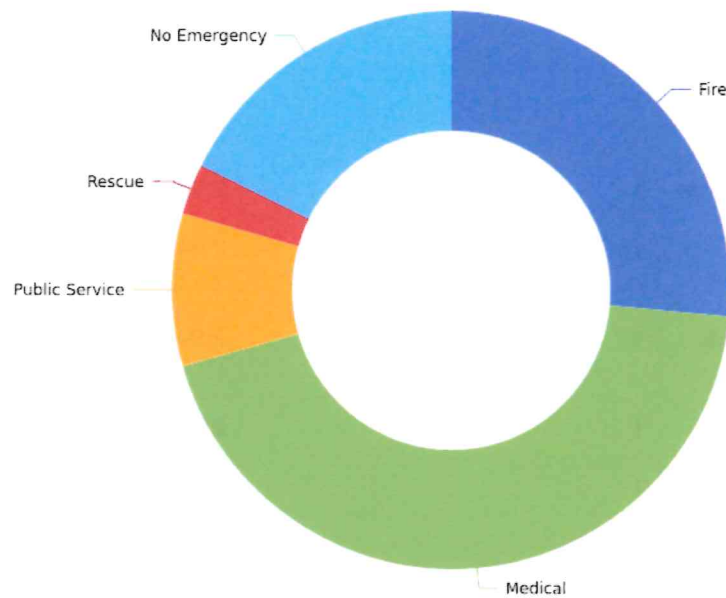
Expenditure Status Report

Chelan County of Washington
6/1/2026 through 6/30/2026

656		Fire Districts		Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
905		Fire No 9 Capital Reserve							
Account Number									
52000		Public Safety							
52200		Fire and Emergency Medical Activities							
52200.60		Capital Outlay							
Total Public Safety				0.00	0.00	0.00	0.00	0.00	0.00
59000		Miscellaneous Expenditures							
59400		Capital Expenditures							
59400.60		Capital Outlay							
Total Fire No 9 Capital Reserve				0.00	0.00	0.00	0.00	0.00	0.00
Total Fire Districts				0.00	218,019.66	1,273,835.70	0.00	-1,273,835.70	0.00
Grand Total				0.00	218,019.66	1,273,835.70	0.00	-1,273,835.70	0.00



FDR-IR: Incident Count by Primary Incident Type



PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE	COUNT	PERCENT OF TOTAL
Fire	9	26.47%
Fire - Outside Fire - Trash / Rubbish Fire	1	2.94%
Fire - Outside Fire - Vegetation / Grass Fire	3	8.82%
Fire - Outside Fire - Wildfire - Wildland	5	14.71%
Medical	15	44.12%
Medical - Illness	1	2.94%
Medical - Illness - Abdominal Pain / Problems	1	2.94%

FDR-IR: Incident Count by Primary Incident Type

Lake Wenatchee Fire and Rescue
Address: 21696 Lake Wenatchee Hwy,
Leavenworth, WA, 98826



PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE	COUNT	PERCENT OF TOTAL
Medical - Illness - Breathing Problems	1	2.94%
Medical - Illness - Chest Pain (Non-Trauma)	1	2.94%
Medical - Illness - Convulsions / Seizures	1	2.94%
Medical - Illness - Heart Problems	1	2.94%
Medical - Illness - Overdose / Poisoning	1	2.94%
Medical - Illness - Psychological Behavior Issues	1	2.94%
Medical - Illness - Stroke / CVA	1	2.94%
Medical - Injury / Trauma - Assault	1	2.94%
Medical - Injury / Trauma - Fall	1	2.94%
Medical - Injury / Trauma - Motor Vehicle Collision	3	8.82%
Medical - Injury / Trauma - Other Traumatic Injury	1	2.94%
Public Service	3	8.82%
Public Service - Citizen Assist - Person In Distress	1	2.94%
Public Service - Citizen Assist - Citizen Assist / Service Call	2	5.88%
Rescue	1	2.94%
Rescue - Water - Person in Water (Standing Water/Lake)	1	2.94%
No Emergency	6	17.65%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	3	8.82%
No Emergency - Good Intent - Controlled Burning (Authorized)	1	2.94%

FDR-IR: Incident Count by Primary Incident Type

Lake Wenatchee Fire and Rescue
Address: 21696 Lake Wenatchee Hwy,
Leavenworth, WA, 98826



PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE	COUNT	PERCENT OF TOTAL
No Emergency - Cancelled	2	5.88%
Total	34	100.00%

Chief's Report - July 16, 2026:

- The last few weekends have been busy for our region and our department.
 - The **weekend of June 20/21** brought dry weather and several bike rides to the region. LWFR staffed up extra apparatus in advance so that we were prepared when we responded to injuries and smoke investigations in our area. We also sent a wildland engine to Coulee City and an ambulance crew to cover Leavenworth when EMS resources were thin between Wenatchee and Stevens Pass.
 - The **weekend of June 27/28** brought brush fires in Malaga and Winthrop. We sent wildland engines to assist those efforts.
 - The 4th of July holiday weekend had us on a cardiac call and a variety of calls related to campfire restrictions.
- Training
 - Wildfire season here, and we are continuing to mix in structural firefighting and medical training with our wildland training and events, staying ready for whatever the busy summer season brings us.
 - Our monthly medical drill focused on large events with many patients. We practiced patient triage, treatment, and transport decisions in our command structure.
 - Our fire drills addressed apparatus operations, incident response procedures, and wildland fire suppression with long hose deployments and water supply from open water sources.
- Wildland
 - The county has enacted their summer burn ban on property in unincorporated Chelan County. Only propane campfires, no briquettes allowed, shooting and offroad travel restricted.
 - Our Wildfire Mitigation Specialist finished submission of a \$15,000 grant reimbursement for fuels crew mitigation and is starting to do targeted outreach to private landowners in the Coles Corner area, adjacent to a large DNR parcel that partners are pushing to get thinned. The intent is to have a project ready for a future fuels mitigation season.



Lake Wenatchee Fire & Rescue

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-
- Administration
 - The Metis team wrapped up their work last week with new a slew of new processes including time tracking, a purchasing process from initial request to grant reimbursement, along with contact lists, board resolutions and note tracking, fire billing, volunteer opportunities, expense calendars, and documentation for the workflow with outside agencies we interact with.
 - Marisha Robinson is our Administrative Director. She has been busy taking the handoff from the Metis team and moving forward with our new processes.
 - We are in the process of hiring an administrative assistant for the front office and have several applicants already phone screened, aiming for interviews next week.
 - We are still looking for someone to fill the Board Secretary role.
 - We received reimbursement for the Pomas Fire equipment (about \$82k), the Burdoin Fire (\$2,896.93), and about \$41k for the Lower Sugarloaf fire. We are still waiting on about \$3500 from Pomas and about \$40k from WSP for 5 state mobilization fires.

Hours of Work

Effective Date:	August 25th, 2026
Revised Date:	
Issuing Authority:	

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to define the types of employees at Lake Wenatchee Fire and Rescue and their expected hours of work.

1005.2 TYPES OF EMPLOYEES

Lake Wenatchee Fire and Rescue has the following types of employees:

- Full-time
 - Full-time regular hourly employees that work 40 hours per week with no expected end date, are compensated on an hourly basis, and are eligible for overtime.
 - Full-time salaried employees that work 40 hours per week with no expected end date are compensated at a fixed monthly rate, and are not eligible for overtime.
 - Temporary employees that work full-time or part-time with an expected end date for employment within 12 months of hiring.
- Part-time
 - Part-Time regular hourly employees that work a consistent number of hours less than 40 per week with no defined term timeline.
 - Part-time regular salaried employees that work a consistent number of hours less than 40 per week with no defined term, are compensated at a fixed monthly rate, and are not eligible for overtime.
 - Part-time occasional employees that work a variable number of hours up to an established limit
- Stipend employees that work a variable number of hours on a specific task and are compensated with a fixed monthly stipend. They are not eligible for overtime.
- Volunteers are compensated via the point system and are not eligible for overtime.

1005.3 HOURS OF WORK

The standard work week at Lake Wenatchee Fire and Rescue is 40 hours. The standard workday is 8 hours for non-exempt employees. Workday lengths for exempt employees are determined primarily by their current workloads although general working hours are from 8:00 a.m. to 5:00 p.m. daily. As starting and ending times vary, please check with one of the supervisors or managers

Lake Wenatchee Fire and Rescue

Policy Manual

Hours of Work

to determine your schedule. The work week commences on Sunday morning at 12:01 a.m. and ends the following Saturday evening at midnight.

Non-exempt employees are entitled to two (2) ten minute rest breaks each day. Normally these rest breaks will be scheduled in mid-morning and mid-afternoon, although employees should check with their supervisor or manager. At least a thirty (30) minute paid meal period is provided to any non-exempt employee who works a minimum of five (5) hours per day. Again, check with one of the supervisors about when to take this lunch break. Non-exempt employees are expected to take their full allotted time for lunch. In the event that non-exempt employees are requested to work beyond eight hours, they may be entitled to a second meal break or another rest period. Exempt employees should schedule their lunch to accommodate the needs of the district.

1005.4 OVERTIME

Overtime is defined as time worked in excess of 40 hours in a work week. All overtime must be pre-approved by the Fire Chief or Acting Fire Chief in advance of the hours worked with the exception of state mobilization response. Unapproved overtime may result in reduced hours in weeks following the unapproved occurrence.

Holidays

Effective Date:	August 25th, 2026
Revised Date:	
Issuing Authority:	

1006.1 PURPOSE

The purpose of this policy is to define the paid holidays observed by Lake Wenatchee Fire and Rescue and to establish clear guidelines for employee eligibility, scheduling, and compensation. Lake Wenatchee Fire and Rescue recognizes the importance of personal time, family, and rest; this policy ensures members of the organization receive equitable time away from work to recharge throughout the year.

1006.2 POLICY

Eligible employees of Lake Wenatchee Fire and Rescue will receive paid time off to observe holidays recognized by the district.

1006.3 SCOPE

Paid employees are eligible for paid holiday starting with the first day of employment. Volunteers and stipend employees are not eligible for paid holidays.

1006.4 RESPONSIBILITIES

The Fire Chief is responsible for enforcing this policy and approving any requests for holiday shifts.

1006.5 RECOGNIZED HOLIDAYS

The following holidays are recognized by the district:

New Year's Day	January 1
Martin Luther King Jr Day	January - third Monday
President's Day (observed)	February - third Monday
Memorial Day	Last Monday in May
4th of July	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving	November - fourth Thursday
Christmas Day	December 25

Lake Wenatchee Fire and Rescue

Policy Manual

Holidays

1006.6 OBSERVATION OF HOLIDAYS

Any holiday falling on Saturday will be observed on the preceding Friday. Any holiday falling on Sunday will be observed on the following Monday. If the observed holiday falls on an employee's regularly scheduled day off, it will be observed on the nearest scheduled work day (e.g., Thursday or Tuesday).

1006.7 HOLIDAY DURATION

Holidays are to be taken as a contiguous period of hours equivalent to 1/5 of an employee's regular work week. If an employee is working a modified work schedule with days that are not equal to 8 hours, the other days of the week should make up the expected time. For example, employees working a 40 hour week in 4x10-hour days will have a requirement to work 32 hours in a week with a holiday. Those 32 hours can be worked in any configuration of days in that week.

1006.8 PAY RATE FOR HOLIDAYS

The employee will be paid their regular rate of pay for the hours they would normally work that day.

1006.9 SHIFTING HOLIDAYS

When it is necessary for the Fire Chief or an employee authorized by the Fire Chief to work on an observed holiday, they may receive an equivalent amount (1:1) of compensatory time off to be used at a future date.

Sick Leave

Effective Date:	August 25th, 2026
Revised Date:	
Issuing Authority:	

1007.1 PURPOSE

Lake Wenatchee Fire and Rescue recognizes that employees may become injured or ill during their tenure working for the district.

When employees are sick or injured or their family members are sick or injured, they may not be able to fully focus on safely accomplishing their work duties. Lake Wenatchee Fire and Rescue encourages employees to use their sick leave to recover from injuries and illness, providing a safer work environment for everyone.

This policy provides general guidance regarding the use and processing of sick leave. Additional terms for the use of sick leave for eligible employees may be covered in the District personnel manual, employee handbook, or applicable collective bargaining agreement.

1007.2 SCOPE

Sick leave applies to all full-time, part-time, or temporary paid employees of the fire district. Volunteers and stipend employees are not eligible for sick leave.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as addressed in the Family and Medical Leave Policy.

1007.3 POLICY

It is the policy of the Lake Wenatchee Fire and Rescue to provide eligible employees with a sick-leave benefit.

1007.4 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences (RCW 49.46.210). Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of paid sick leave benefits, or both (WAC 296-128-750).

Employees may use this leave for:

- A mental or physical illness, injury, or health condition or if you need a medical diagnosis or preventative medical care.
- When a family member (see below) needs care for a mental or physical illness, injury, or health condition, or needs a medical diagnosis or preventative medical care.

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Policy Manual

Sick Leave

- When your workplace or your child's school or place of care has been closed for any health-related reason by order of a public official.
- When you are absent from work for reasons that qualify for leave under the state's Domestic Violence Leave Act (DVLA).

Family members include your:

- Child - This may include a biological, adopted, or foster child, stepchild, or child you are legally responsible for.
- Parent - This may include your biological, adoptive, or foster parent, your stepparent, or someone who was your legal guardian or their spouse or registered domestic partner – or a person who was legally responsible for you when you were a minor.
- Spouse.
- Registered domestic partner.
- Grandparent.
- Grandchild.
- Sibling.

Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so.

The District cannot require an employee taking sick leave to find a replacement employee.

Taking sick leave may require documentation from a medical professional.

Sick leave must be used in a minimum of 1 hour increments.

1007.4.1 NOTIFICATION

All members shall notify their immediate supervisor or another appropriate supervisor in their chain of command as soon as they are aware that they will not be able to report to work within one hour before the start of their scheduled shifts, unless it is not practicable to do so. If it is impracticable and a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor (WAC 296-128-650).

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the District with no less than 10 days' notice of the impending absence (WAC 296-128-650).

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

Lake Wenatchee Fire and Rescue

Policy Manual

Sick Leave

1007.5 EXTENDED ABSENCE

Members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider or verification supporting the need to be absent and/or the ability to return to work (WAC 296-128-660; RCW 49.46.210). Members on an extended absence shall, if possible, contact their immediate supervisor or another appropriate supervisor in their chain of command at specified intervals to provide an update on their absence and expected date of return.

1007.6 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include but are not limited to:

- (a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.
- (b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with the Administration as appropriate.
- (c) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.
- (d) Referring eligible members to an available employee assistance program when appropriate.

1007.7 PAID SICK LEAVE ACCRUAL

Eligible employees shall accrue two hours of paid sick leave for every 40 hours worked. Accrual of sick hours does not apply when employees are on vacation, paid time off, or while using paid sick leave (WAC 296-128-620).

Accrual begins on the first day of employment and employees may take sick leave as it is accrued. The administrative office will track accrued leave and keep records relating to the accumulations and use of sick leave and provide periodic reports.

Lake Wenatchee Fire and Rescue understands that serious injury or illness may require an employee to use an extended amount of sick leave. Therefore, the District does not limit the amount of sick leave an individual may accumulate or carry over from year to year. However, upon separation from employment, the District will only pay for unused sick leave up to 200 hours at the rate of 50% of the employee's hourly rate.

Employees may not have a negative balance of sick leave. If an employee needs to use an amount of sick leave beyond what they have accrued, they will need to consider vacation time, comp time, FMLA, or a leave without pay.

1007.8 STATE MANDATES AND OTHER RELEVANT LAWS

The District Administrator shall ensure:

Lake Wenatchee Fire and Rescue

Policy Manual

Sick Leave

- (a) Written or electronic notice is provided to each employee regarding applicable paid sick leave provisions as required by WAC 296-128-755.
- (b) Employee records are retained and preserved regarding paid sick leave information and data as required by WAC 296-128-010.

1007.9 RETALIATION

No employee shall be retaliated against for using qualifying sick leave (WAC 296-128-770).

Vacation Leave

Effective Date:	August 25th, 2026
Revised Date:	
Issuing Authority:	

1008.1 PURPOSE

The purpose of this policy is to establish uniform guidelines for the accrual, scheduling, and utilization of paid vacation leave for employees of Lake Wenatchee Fire and Rescue. This policy ensures that employees receive well-deserved rest and recovery time while maintaining the department's strict operational readiness and minimum staffing requirements.

1008.2 SCOPE

The policy applies to all paid, non-stipend employees. Volunteers and stipend employees do not receive paid vacation time.

1008.3 APPROVAL AND USE

Employees become eligible for and begin to accrue vacation immediately upon joining the organization as an eligible employee. Eligible employees can use their vacation through documented approval of the Fire Chief prior to their vacation time. Employees should seek to have 2 weeks prior notice of the request to help with scheduling. Lake Wenatchee Fire and Rescue will make every effort to accommodate requests to schedule vacation time, but reserves the right to prioritize requests based on business needs and the amount of notice given by the employee.

Vacation time must be used in a minimum of 4 hour portions.

Employees may not have negative vacation balances.

1008.4 ACCRUAL RATES AND LIMITS

An employee's accrual tier is based on the number of full months that they have been employed as a regular full-time employee with the district, not necessarily consecutively. For example, if an employee has been employed as a full-time summer employee for 6 months in one year, then 7 months in the next year, they will accrue in the 13 month tier. Time spent as a volunteer or stipend employee does not count towards vacation accrual tenure.

Length of Employment

**Salaried Vacation Accrual per
year**

**Hourly Vacation Accrued per 40
hours worked**

Lake Wenatchee Fire and Rescue

Policy Manual

Vacation Leave

0-47 months	10 days	1.5 hours
48-95 months	15 days	2.25 hours
96+ months	20 days	3 hours

Part-time employees accrue leave pro-rated from the full-time accrual rate using monthly hours worked. For example, if a part-time employee has worked for the district for 30 months and works 92 hours in a month, they accrue 3.45 hours of vacation in that month ($92/40$ hours worked x 1.5 hours accrued).

Lake Wenatchee Fire and Rescue encourages vacation time to be used within the year it is accrued. Employees may only accrue a maximum of 160 hours at any time. Any hours that would be accrued over the limit are lost.

1008.5 SEPARATION

Upon separation from the district in good standing, employees may elect one of the following:

1. Sell back any unused vacation hours at their current hourly rate or
2. Schedule their remaining leave to coincide with their departure date.

If an employee is involuntarily separated, any unused vacation hours may or may not be paid out depending on the severity of the reasons for termination, as determined by the Fire Chief.

Compensatory (Comp) Time

Effective Date:	August 25th, 2026
Revised Date:	
Issuing Authority:	

1009.1 PURPOSE

Lake Wenatchee Fire and Rescue recognizes that the work of delivering emergency services does not always fit into a regular work week. There may be times when an employee may wish to exchange overtime pay for time off at a future date.

1009.2 SCOPE

Comp time applies to full- and part-time employees who work more than 40 hours in a standard week. Volunteers and stipend employees are not eligible for comp time.

1009.3 EXEMPT EMPLOYEES

1009.3.1 USE

Comp time for exempt employees is voluntary and they may accrue comp time at a rate of 1 hour for each hour worked.

Comp time is tracked by the District Administrator.

When available, comp time shall be used before vacation time is used.

1009.3.2 LIMITS

Maximum accruals of comp time shall be limited to 100 hours. Employees will not continue to accrue exchange time after reaching the maximum.

1009.3.3 SEPARATION

Upon separation for any reason, accrued comp time is not eligible for payout.

1009.4 NON-EXEMPT EMPLOYEES

1009.4.1 USE

Non-exempt employees entitled to overtime pay may request comp time off in lieu of cash payment. This must be approved on a case-by-case basis by the supervisor. The district is not required to grant comp time instead of overtime pay. If the comp time option is exercised and approved, the employee is credited with one and one-half (1 ½) times the hours worked as overtime.

Comp time is tracked by the administration office

Lake Wenatchee Fire and Rescue

Policy Manual

Compensatory (Comp) Time

When available, comp time shall be used before vacation time is used.

1009.4.2 LIMITS

Maximum accruals of comp time shall be limited to 100 hours. Employees will not continue to accrue exchange time after reaching the maximum.

1009.4.3 SEPARATION

Upon separation for any reason, accrued comp time is payed out at the employees current hourly rate.



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LAKE WENATCHEE FIRE & RESCUE
RESOLUTION NO. 2026-08
DECLARING STRUCTURE ENGINE SURPLUS
TO THE NEEDS OF THE DISTRICT

Whereas, certain property has become surplus to the needs of Lake Wenatchee Fire & Rescue
and,

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of Lake Wenatchee Fire &
Rescue that the property "2001 red Pierce structural engine with VIN 4P1CT02S71A001622" is hereby
declared surplus to the needs of the District.

Passed and approved this 16th day of July 2026, by the Board of Fire Commissioners for Lake Wenatchee
Fire & Rescue.

Lake Wenatchee Fire & Rescue
Board of Commissioners

Commissioner Mike Payne

Commissioner Bill Gibbs

Commissioner Stuart McKee

ATTEST:

Lee Miller, District Secretary



Lake Wenatchee Fire & Rescue

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