



Lake Wenatchee Fire and Rescue  
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## LWFR Commissioner's Minutes for November 8th, 2016

Present: Chair Schmitten, Commissioner Bunney , Commissioner Dickinson , Commissioner Funke, Commissioner Gibbs, Secretary Woods, Admin Assistant M. Glover, Chief Lamar, Assistant Chief Payne, BC McDaniels, George Hiteshew, George Wilson

### CALL TO ORDER:

The meeting was called to order by Chairman Schmitten at Station 91 at 10:00 hrs.

PLEDGE OF ALLEGIANCE: Flag salute

WELCOME & INTRODUCTIONS: By all

### APPROVAL OF AGENDA and STANDING AGENDA:

Commissioner Funke made a motion, seconded by Commissioner Dickinson with all in favor to approve the Standing agenda including the following:

1. Previous minutes for October 11, 2016
2. Payroll and Incentives for October- \$29,238.51
3. Warrants for October 28, 2016 - \$18,205.79

CHIEFS REPORT: November 2016 \* see attached report

ADMINISTRATION REPORT: Financial reports, expenditure budget, & current incidents reviewed by the Board with discussions on 2017 budget finalization tabled until proposed 2017 levy amounts can be verified with Stacy Wuolle, Chelan County Levy Administrator. Staff is waiting for confirmation that the 2016 amounts may be incorrect as well as proposed 2017 amounts.

TRAINING REPORT: EMT class is scheduled to begin on January 15<sup>th</sup> and the new recruit class will be wrapping up in December. 2017's training plan draft has incorporate training from the strategic planning ideas and WFC's Safety & Health Investment Project (SHIP) safety training calendar.

MAINTENANCE REPORT: B91 is in Spokane for warranty work on the paint. Tires have been replaced on the suburban. Cascade Medical has 6 vehicle in total for annual maintenance check with 4 complete at this time. Winterization of the LWFR's district apparatus will be completed shortly.

### OLD BUSINESS:

1. Fair Labor Standards Act (FLSA) discussion lead by Chief Lamar conferred that work cannot be performed for the same public agency by the same individual for employment

and volunteer services. The position title and job description of our Part-Time FF/EMT was discussed in great detail with a motion made by Commissioner Bunney and seconded from Commissioner Dickinson to approve Resolution 04-2016 changing the position title to Fire District Assistance Coordinator . All in Favor. Secretary Woods will review the volunteer incentive turned in by Michael Stanford for August, September, and October and convert any services relating to his current job description to hours to comply with the FLSA rules and regulations.

2. The Board reviewed the draft job descriptions for the Fire District Assistance Coordinator, Fire Prevention Coordinator, and the Information Technology Coordinator positions. Commissioner Bunney made a motion to approve new policy additions with Commissioner Funke seconded with all in favor.

3. The new LWFR info sign at Station 93 is nearing completion with First Choice Electrical donating the licensed electrical work to the district.

#### NEW BUSINESS:

1. The Strategic Plan Chief's letter read and approved by the Board. Chairman Schmitten to complete final review of his letter. Chairman Schmitten expressed his exceeded expectations on the strategic planning process. Discussion by the Board included plans to stay current with talks on succession planning as well policy review at each meeting for 2017. Chief Lamar will reach out to the other Fire Districts for comparison on policies.
2. The Board approved the surplus of outdated radio equipment included on the list from MSO Stanford as no longer necessary or useful to, or in the best interest of the District and authorized the appropriate disposal of such equipment. Commissioner Bunney made a motion with Commissioner Dickinson seconded with all in favor.
3. The Board reviewed the final designs of the challenge coins and belt buckles for recognition for firefighter's service at the annual dinner.
4. Discussion were held on the negotiations with Cascade Medical concerning AID113 staffing. Chief Lamar and Asst Chief Payne met with the hospital representatives several times working out the contract. Final negotiations and contract wording will be held later in November. Both entities see cost savings while being fair. Initial concessions include no separate dispatch fee, 5-6 cents on the EMS levy or \$110,000 a year versus 3.5 cents or \$70,000 a year, and a separate transport fee. Chief Lamar will keep the Board updated on the progress.

#### OLD BUSINESS:

1. Annie Schmidt contacted Chief Lamar with news of possible DNR funding for fire prevention and prescribed burning work in 2017.
2. 2017 Budget Overages and Shortages were discussed with the Board. See detailed expenditure breakdown thru the 3<sup>rd</sup> quarter.

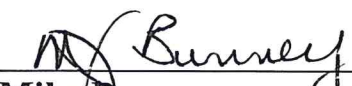
3. A swearing in ceremony was requested by the Chief at the annual dinner with the new recruits. The Board was all in favor of the request.
4. The Board proposed 4 days of paid time off (PTO) or 24 hours per year for Marlene Glover our Administrative Assistant. Commissioner Bunney made a motion with Commissioner Funke seconded with all in favor for the PTO of 24 hours to begin January 1, 2017 with all in favor.
5. After discussion by the Board, Commissioner Dickinson made a motion with Commissioner Gibbs seconded with all in favor to increase Chief Lamar from 25 hours per week to 30 hours or an increase to 120 hours a month. All in Favor to begin January of 2017.
6. The Board reviewed and approved personnel expense vouchers for the following:
  - Bill Moffat –Fire prevention supplies & Conference in Chelan - \$ 563.22
  - Bill Moffat –Fire prevention speaking engagement in Yakima - \$ 25.00
  - Bill Moffat –Fire adapted training in Yakima - \$ 124.20
  - Michael Stanford – Food for Firefighters – Suncrest Fire - \$ 102.36
  - Michael Stanford – Office Supplies - \$ 36.90
  - Michael Stanford – Food for Ambulance meeting - \$ 69.78
  - Terri Woods – Travel for IT Workshop & WFAS Board meeting Chelan - \$ 144.76

GOOD OF THE ORDER: Reminder of Pancake Breakfast first Saturday in December

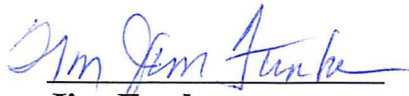
There being no additional business the meeting was adjourned at 12:10 hours

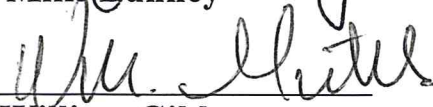
APPROVED:

  
 Chair Rolland Schmitt

  
 Mike Bunney

  
 Byron Dickinson

  
 Jim Funke

  
 William Gibbs