
Lake Wenatchee Fire & Rescue, District #9 Commissioners Meeting Agenda June 18th, 2026 10:00 AM

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

- I. **Board Members Present**
- II. **Pledge of Allegiance**
- III. **Call to Order**
- IV. **Attendance**
- V. **Local Board of Volunteer Firefighter Meeting**
 - No new firefighters to onboard
 - One firefighter departure from volunteer status
 - 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 May 21, 2026 10:00AM
 - Approval of Minutes from the Special Meeting June 15th, 2026 6:30 PM
 - **Monthly Vouchers**
 - AP June 8, 2026: \$17,012.14
 - AP June 12, 2026: \$75290.48
 - April/May, 2026 Payroll benefits: \$21,563.53
 - April/May, 2026 Payroll: \$138,785.84

- **Consent**
- X. Finance Reports**
 - **Reimbursement**
 - Fire funds recovery
 - Grant funds recovery
- XI. Department Reports**
 - **Incident Report**
 - **Wildfire Mitigation Specialist Report**
 - **Chief's Report**
- XII. Board Discussion**
- XIII. Old Business:**
 - **TOPIC:** Commissioner vacancy
 - **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 progress update and call for volunteers
 - **TOPIC:** 2nd New Engine
 - **TOPIC:** Surplus of PPE
- XIV. New Business:**
 - **TOPIC:** Grant awarded for 3 additional mass notification sirens, discussion of grant conditions, cost, and timeline.
 - **TOPIC:** Policy handbook updates for holiday, vacation, sick leave, and compensatory time policies
 - **TOPIC:** Reorganization of the current administration lead/assistant roles into admin project coordination, processing assistance, and accounting
 - **TOPIC:** Wage matrix updates
 - Updates to the wage matrix to account for reorganization of the admin roles
 - **TOPIC:** 2027 budget process and timeline
- XV. Announcements:**
- XVI. Conclude:** Meeting adjourned



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

Phone: 509-763-3034
lwfr.org

LAKE WENATCHEE FIRE & RESCUE
RESOLUTION NO. 2026-05
RATIFICATION AND CONFIRMATION OF PROCEDURAL ACTIONS AND VOTES

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHELAN COUNTY FIRE PROTECTION DISTRICT NO. 9 (LAKE WENATCHEE FIRE AND RESCUE) RATIFYING AND CONFIRMING PROCEDURAL ACTIONS AND VOTES TAKEN AT THE MEETINGS OF APRIL 16TH 2026, MAY 20TH 2026, AND MAY 21ST 2026, AND CORRECTING ADMINISTRATIVE OMISSIONS IN THE RECORD.

WHEREAS, Chelan County Fire Protection District No. 9 (“District”) is a political subdivision of the State of Washington, operating under the authority of Title 52 of the Revised Code of Washington (RCW); and

WHEREAS, pursuant to RCW 52.14.010, the governing and voting authority of the District is vested solely in its duly elected or appointed Board of Commissioners (“Board”) acting as a quorum; and

WHEREAS, RCW 52.14.080 mandates that the Board shall designate a Secretary and cause a true record of its proceedings to be kept; and

WHEREAS, on April 16th 2026, May 20th 2026, and May 21st 2026, the Board convened Regular and Special public meetings at which a lawful quorum of Commissioners was present, but during which no sitting, designated District Secretary or Secretary Pro Tem was physically or virtually present to record the proceedings contemporaneously; and

WHEREAS, the Board transacted lawful public business and voted upon certain measures during said meeting, believing in good faith that its actions were procedurally sufficient under the Open Public Meetings Act (Chapter 42.30 RCW); and

WHEREAS, upon discovery of the secretarial omission, the Board acted immediately to preserve public transparency and ensure strict compliance with RCW 42.30.035 and Budgeting, Accounting, and Reporting System (BARS) standards by reconstructing an accurate record of said meeting via comprehensive contemporaneous Commissioner notes; and

WHEREAS, the Washington State Supreme Court and established municipal law recognize that a legislative body possesses the inherent authority to ratify and validate prior technically defective or procedurally irregular actions at a subsequent, fully compliant public meeting;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CHELAN COUNTY FIRE PROTECTION DISTRICT NO. 9, AS FOLLOWS:

SECTION 1: RATIFICATION OF PRIOR ACTIONS AND VOTES.

The Board hereby ratifies, confirms, and validates all motions, expenditures, policy approvals, and legislative actions taken by the quorum of Commissioners present at the public meetings held on April 16th 2026, May 20th 2026, and May 21st 2026.

SECTION 2: APPROVAL AND ADOPTION OF RECONSTRUCTED MINUTES.

The Board hereby approves the reconstructed minutes of the April 16th 2026, May 20th 2026, and May 21st 2026 meetings, attached hereto as Exhibit A and incorporated by reference. The Board finds that Exhibit A represents a true, accurate, and complete account of the proceedings, discussions, and votes that transpired.

SECTION 3: DIRECTIVE TO ENTER INTO THE OFFICIAL RECORD.

The Acting Secretary of the District is hereby authorized and directed to enter this Resolution, along with Exhibit A, into the permanent, official journal of proceedings of the District, and to cross-reference this curative action within the minutes of the current meeting.

SECTION 4: EFFECTIVE DATE.

This Resolution shall take effect immediately upon its adoption by the Board of Commissioners.

ADOPTED at a regular public meeting of the Board of Commissioners of Chelan County Fire Protection District No. 9 this __18__ day of _____June_____, 2026.

Lake Wenatchee Fire & Rescue
Board of Commissioners

Chairman, Mike Payne

Commissioner Bill Gibbs

ATTEST:

Lee Miller, District Secretary

**Lake Wenatchee Fire & Rescue, District #9
Commissioners Meeting Minutes
April 16th, 2026 10:00 AM**

- I. Board Members Present**
 - Commissioner Lamar, Commissioner Payne, Commissioner Gibbs
- II. Pledge of Allegiance**
- III. Call to Order**
 - Commissioner Lamar called the meeting to order at 10:05 AM.
- IV. Attendance**
 - There were 14 people in attendance. 1 person on Zoom. 13 People in the meeting space.
- V. Local Board of Volunteer Firefighter Meeting**
 - There were 14 people in attendance. 1 person on Zoom. 13 People in the meeting space.
- VI. Approval of Agenda**
 - Commissioner Gibbs requested motion to approve the April 2026 Agenda
 - Commissioner Payne seconded the motion
 - Agenda approved
- VII. Public Input:** 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 Questions from Steve Allen
 - About vehicle rescue 93 – equipment and rescue
 - Rescue 94 – more of an SUV for carrying equipment
 - Search & Rescue truck 91 – pick-up truck – the tow vehicle for seasonal supplies
 - Tankers are now called Tenders (on wheels) – tankers refer to air support
 - Chipper news – update to come later
 - Status update on new station - LWFR will do a ground-up evaluation about the new station (including public input)
- VIII. Correspondence**
 - No 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.

- **Approval of Minutes**

- Approval of Minutes from the Regular Meeting March 19, 2026
- Approval of Minutes from the Special Meeting March 24, 2026

- **Approval of Monthly Vouchers**

- AP March 13: [\$25,256.83]
- March 5 Payroll benefits: [\$26,138.23]
- March 5 Payroll: [\$65,208.34]

- **Consent**

- Commissioner Payne requested a motion to approve the consent agenda.
- Commissioner Gibbs seconded the motion
- Discussion: None
- Motion Approved

X. Finance Reports: Noted that there was a request for reports and didn't receive them until 12pm yesterday. There's a plan in place moving forward for efficient report filing & reporting. A more thorough updated & accurate report will be completed by next month.

- **Reimbursement**

- Chairman Lamar stated that LWFR has not been reimbursed for the Grant on the Alert Sirens and that we need to expedite filing for reimbursement.
- Chairman Lamar stated that LWFR has not been reimbursed for two (2) State fire mobilizations.
- Request made to Fire Chief Foley to make these filings a priority.
- Currently missing reimbursement reporting and collection for past incidents (from last year) with \$150 - \$175k not currently reimbursed
- Prioritizing reimbursement for siren by May 15, 2026

XI. Department Reports

- **Incident Report:** Chief Foley stated 24 calls took place in March, 2026

- Structure fire
- Cardiac/road incident w/ clean up
- Rendezvous w/ advance life support

- **Chief's Report**

- Change of command ceremony, March 24, 2026
- Started w/ new full time shop mechanic – main project is brush truck up to work optimally by May 4, 2026

- Kraig Peiguss has been appointed Assistant Chief and is focusing on health & safety
- Took delivery of the 2nd of 2 new trucks that are going out to stations 92 & 95, adding equipment and training to go into service next month
- Eric Anderson identified as the Provisional Lieutenant of Stations 92 & 95
- Winter EMT class has been completed after 160 hours of study. We had 5 attendees. 2 have taken the national test and have been certified.
- Annual LWFR Banquet on April 15, 2026 was well attended
- LWFR team has engaged with Metis Global Solutions team
- Summer Crew lead coming on to spend first 2 weeks of May training and out in service by end of May
- Chipping program (mainstay of what we do to protect community homes)
 - a) funding through DNR to contract crew
 - b) Our Summer Crew will assist on calls and help to improve our response times.
- Haley Pobst, from administration left department after her maternity leave
- New recruits – S130 class started last Monday, working with Districts 3 & District 6
 - a) Will also conduct an S131 (more advanced class)
- Tour de Bloom – May 17, bike race – smaller than last year (quieter) approx 600 riders expected
- Commissioner Lamar stated that the purpose of opening Camp 12 road is to have an alternate emergency evacuation route from the Ponderosa. Use of the reopened part of the road will be only for emergencies.

XII. Board Discussion

- Commissioner Lamar added a section called Board Discussion.
 - During this discussion he mentioned that he would like to strive to get meeting minutes out within the following timelines.
 - a) Commissioners Meeting Minutes to be posted within 24 hours of approval
 - b) Commissioners Meeting Agenda to be sent to Commissioners at least 72 hours before the next Commissioners Meeting
 - c) Commissioners Meeting Agenda to be posted to the public 48 hours prior to the scheduled meeting.

XIII. Old Business

- Commissioner Lamar Recommends the following (somewhere between old & new business)
- Requests that:
 - Agenda to be sent out to commissioners (minimum) 72 hours prior to the upcoming meeting
 - a) watermarked as a draft

- Final agenda posted to the public, published, and made available to commissioners 48 hours prior to the meeting
- Previous month's minutes to be posted within 24 hours of Approval
- New law requires payment of late fees
 - Moving to pay bills in a more timely manner (within billing terms)
- Freeze on hiring and spending
 - Need to request Fire Chief & Commissioner approval ahead of spending
- Functionally merging the new mechanic between District 3 & District 6 (working here, because the shop is here—bring equipment here)
- The men's bathroom needs attention (floors, hot water tank) – public bathroom
 - Current budget \$72k for station repairs
 - Beautify behind the building
- Standing orders and conduct policies
 - It's a resource that needs to be reviewed and posted as a resource for staff to refer to regularly
 - Need to ensure it's reviewed w/ new staff as part of onboarding
- Assistant Chief position –
 - Kraig Peiguss was just appointed as Assistant Chief comes w/ extensive experience
- Camp 12 road access permit update
- More conversation needs to take place - Kris King will update next Meeting (needs clarity around defining ownership & liability)
 - Road work will likely be contracted out on the upkeep and opening road
- Metis Global Solutions contract for services.
 - Consultants to evaluate processes & procedures
 - Reviewing administrative processes as they've become more complex within the department

XIV. New Business

- Commissioner Lamar discussed the need for an Employee Evaluation System and that a draft format is out for review. The format is similar to that used by many police and fire organizations.
 - Employee evaluation
 - a) Review the attached evaluation form for consistent necessary evaluations for staff
 - b) Helpful to employees & employer (will send to Commissioner Payne if he doesn't already have it)
 - c) Approved for use
- The Commissioners Handbook was discussed and then approved by the board.
 - RCWs will be used as an additional guide for new Commissioners
 - Request to approve for the draft of the handbook that is a living document
 - Commissioner Payne sent comments and will receive a copy that integrates his comments

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- Commissioner handbook approved
 - 2nd new engine arrived, addressed in Chief's report
- XV. Executive Session:** Commissioners went into executive session at 11:00am and returned at 11:36am (RWC 52 review of personnel performance)
- XVI. Meeting Re-Adjourned:** at 11:36am
- Due to lack of attention to detail, Mike Payne made a motion to discharge the Board Secretary. Chief Foley mentioned that he would also like to discharge the District Administrator.
 - Mike Payne amended his motion to discharge the Board Secretary and District Administrator.
 - Commissioner Bill Gibbs seconded the motion
 - Discussion: None
 - Voted in favor to discharge employee
 - There was an identified need to extend Metis' contract and expand the statement of work which was discussed. Bill Gibbs suggested Chief Steve Foley extend the contract and expand the statement of work.
 - Commissioner Gibbs made a motion to extend the contract
 - Commissioner Payne seconded the motion
 - Commissioner Lamar abstained to avoid a potential conflict of interest
 - Motion passed:
 - a) For: 2
 - b) Abstained: 1
 - c) Motion passed
- XVII. Announcements:** No additional announcements.
- XVIII. Conclude:** Meeting adjourned at 11:51am

Lake Wenatchee Fire & Rescue, District #9 Special Meeting Minutes May 20, 2026 6:30 PM to 8:30 PM

I. Open Meeting

- Attendees:
 - LWFR
 - Chief Foley
 - Assistant Chief Peiguss
 - Commissioner Lamar
 - Commissioner Gibbs
 - Metis Global Solutions
 - Tatiana Weiss - Metis Owner/CEO
 - Jenny Crossley
 - Don Trujillo
 - Zach Brady
 - Jennifer Oak

II. Pledge of Allegiance

III. Board Members Present

- Commissioner Lamar, Commissioner Gibbs

IV. Call to Order

V. Agenda

- Community Conversation with Lake Wenatchee Fire & Rescue + Metis Global Solutions

How we got here.

Commissioner Lamar addresses community

Introduction -

- Commissioner Payne is not here, due to graduation of grandchild
- Lots of changes within department
- 1 assistant chief over 2 deputy chiefs
- increased training, multiplying volunteer firefighters
- Working to open cat 12 road
- Improving partner relationships with auxiliary
- Priorities were focused on the bulleted list below and not until digging into administrative processes were issues uncovered
 - Facilities for winter
 - Vehicles
 - Admin
 - Operations

- Financials future

Chief Foley addresses community

- Chief Foley makes decisions based on:
 - Is it the right thing to do?
 - Do we have the resources to do it?
If answers align, it helps clarity in decision making
- The lack of information/data and answers to his questions coming in illustrated the need to clean up processes, and uncovered administrative issues
- The goal is
 - team alignment in process
 - Decisions are made based on clear data
 - Single source of truth in documents (consistency)
 - Consistency and accountability in systems
- Chief Foley appreciated the administrative and outside perspective that Metis offers
 - Team-wide curiosity, and the approach of collecting data to find solutions

Tatiana Weiss - Metis CEO/Owner addresses community

Metis -

- Tatiana worked event tradeshow/logistics for 20 years
- Events stopped during COVID and Tatiana kept her team/office afloat
- In 2022 Tatiana went out on her own, as an operations company
- Microsoft set her up as a vendor immediately (and Metis contracts with other big tech companies as well)
- Skills - Operations expert, working with people, processes, efficiencies
- Tatiana wants to put her skills to work for the betterment of community - wants to work with people and communities
 - Wanted to find out what communities the Metis team was passionate about, came to the school district, by way of Jenny's work in para-education (and volunteered at the school in a variety of areas)
- Excited to work with LWFR and help advise on process development
 - Dug into LWFR 5 yrs worth of meeting minutes, found missing data, and was looking for the answers, working with the county, and working through ledgers, to make informed decisions
 - Relation to Jennifer Crossley brings her to LWFR, wanting to do something good for community

- End of February came to help and ask the same questions that people at the meeting are asking
 - Came in to help with admin, and was handed issues that weren't appropriate to hand to a new person
 - Found broken processes, lack of documentation, and consistency
 - Wants to develop a "bus plan"—so anyone can step into a role--streamlined and consistent)
 - Notes, yes, there is a lack of communication, lack of transparency, and consistency
 - It would be ideal to create glossary of terms for consistent language
- Team Introductions - (contractors)
- Jennifer Crossley - administrative support & process development
 - Don Trujillo - asset & inventory management consultant
 - Zach Brady - asset & inventory management consultant
 - Jennifer Oak - administrative support
- Where we are.
- Issues**
- Bond reversal - the ruling did not go in dept favor because not filed in time
 - Accounting Program (Eden)
 - within county for accounting, for over 9 years, department was told cannot make changes or delete - it's found not to be true
 - When getting into administration processes, there were issues found; the Eden program was in fact changeable, and accounts were past due
 - Example - firefighter at conference was unable to use credit card for event expense because the cc was maxed out—past due
 - The credit card's had dozens of purchases to amazon, and did not provide receipts (as required by law)
 - Minimum payments being made to all utility companies - tax payers money should be used to pay bills on time
 - Communications were broken with public and internally - no responses or acknowledgements
 - Vouchers were not processed in a timely manner - the team found 541k worth of vouchers that had not been paid
 - Warrants (checks) were found in the office, not mailed out

- Pension - work 25 years, as incentive (350 a mo) for rest of life-pensions were being paid to workers from day one of starting work
- Missing and inconsistent documents - multiple versions of the same thing
- Employee & volunteers
 - Part time employees - presented to commissioners to decide what the department can afford
 - Issues were found that more than approved part time hours were being worked and paid out (closer to Chief wages)
 - Stipends, sick leave, and pension, not approved by the board were being distributed
 - It's not common to have someone start volunteer working prior to onboarding - there are regulations (L&I), where onboarding is required
 - Ex- volunteer workers were hurt on the job and processed as regular paid employees - creating error and creating major delay to processing
 - There were no employee evaluations happening
 - Commissioner Payne went thru policy manual - picking /editing what policies are appropriate for the department (and all of the work done to update the policy manual had not been memorialized)
- Reimbursables - LWFR puts out grants and monies that have not been reimbursed 250 - 400k are not processed
- Department is blessed w/ grants that are used for
 - Fuel reduction
 - Outreach
 - Assistance for FF
 - Told there was a grant manager, found not to be true, and no reimbursement completion or processed
- When the financials presented to the board - all payments were lump sum put together, not distinguishable
- Lack of regular office hours contributes to work distractions of Chiefs and department staff

Why Metis?

- Operations in the past that Commissioner Lamar noted are different than today
 - Vouchers and warrants were processed on the day received
 - There were controls over purchasing, debt, etc

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- The approval from the board was not until after review with fire district
 - Administration doesn't take action unless something serious happens, and Commissioner Lamar states this is serious, which is why a 3rd party vendor has come to help with solutions
 - In 2015 another vendor came in and worked onsite twice and the rest of the work was done remotely
 - Metis is connected to Jenny, who worked within the school district with special needs students and Tatiana came to assist - helping identify issues and find solutions for some of the issues affecting the students within the school district
 - Commissioner Lamar introduced Metis to Chief Foley to help address the critical failures, because he feels passionately about helping the administration of a department, he has pride in and depends on as member of the community
 - Observed Metis/Tatiana listen to needs, collect and use data to find solutions to current issues
 - Observed Tatiana learning about regulations, governances, and felt her approach and skillset would be effective to help the organization
 - Through engagement came to understand decisions were being made without understanding the actual data, like what the debts and actual budgets are
 - Tatiana pulled together a proposal
 - Began with a discovery - (the contract distributed at meeting lists Tatiana's findings)
 - As a responsible commissioner, Commissioner Lamar advocates for spending money where it should be spent, with processes and regulations put into place
 - After this experience with engagement, there will be a limit of money spent
 - The contract was negotiated by Chief Foley; Commissioner Lamar didn't want to participate in contract negotiations to avoid conflict of interest (Jenny Crossley)
 - The part he wanted to know was, clarity with Metis's scope, and what was found during research about existing processes, and that Metis could set up financial tracking measures, and processes for upcoming events
 - In the past, it was Identified that an auditor needed to come in and review the books, but after CPA engagement - the administrative person at the time said the CPA was unresponsive

- Additionally, Metis had a training session concerning Eden - went into district 3 and secretary showed how to print reports and make changes in the accounting system
- There is now a purchase process - requiring approvals and receipts
- Clear job descriptions - instituted
- Commissioners will sign for payroll; AP batches before they go to county for warrants to be issued
- **Note to Community:** you all likely have a skill that the department could use, and if you have a skillset you can share, please let us know (department is eager for help)
- What happens next.
- Open Q&A
- Community Questions/ Comments -**
 - Retired CPA notes that a good CPA will provide a clear / official work agreement - (a forensic audit is what's needed when such issues have been found)
 - Will Metis provide feedback to board?
 - Metis will brief on where they're at, (updating frequently), Chief Foley engages board as necessary
 - What's plan for post Metis contract?
 - Dual (?)
 - Need to start recruiting - however, processes need to be put into place before bringing on a new admin employee[s]
 - Procedures are developed by Metis, but working with department & RCWs
 - Advised by community member for future to do an RFP, due to optics of the conflict of interest between Commissioner Lamar & Metis (as a best practice)
 - Commissioner Lamar acknowledges the optics and stepped aside in the negotiation process in attempt to be fair
 - Request for community member name/number after meeting
 - Acknowledgment that Metis FB & website - lacking presence and clarity
 - The website is being redesigned because Metis is rebranding

- The social media presence is lacking because Metis is not a marketing company and doesn't focus on marketing (wanting to put time and resources to better use)
- Boards have task forces and committees - temporary or permanent (recommended to have around 10 committees that could help address the issues brought up at this meeting)
 - Commissioner Lamar notes that they've been relying on auxiliary committee, and would love the community members with special skillsets to volunteer to help
 - Noted that board went to auxiliary committee after engaging Metis
 - Question about auxiliary feedback/questions and engagement - there was little
 - There was a minimal presentation to the auxiliary committee that was late to come
 - Question about reaching out to another contractor (there was another contractor the department reached out to)
- Because they're paid by federal money, Metis has to be set up to receive federal money
 - The county can't go out for grants right now, and the department is not a position to go out for grants either
 - The state audits the department every 3 years, and Commissioner Lamar is concerned with identified issues, the department is likely to fail
- There's great concern and lack of confidence in the department issues and the leadership
 - There's a lack of connection and inclusivity with the community - Commissioner Lamar acknowledges the lack of inclusivity
 - Commissioner Lamar apologizes for failing to catch the issues and says he's committed to working through departmental issues with transparency
 - Community notes *Trust but verify*
- There's a note about concern for the amount of money being spent on the Metis contract
 - Commissioner Lamar does not feel able to make a decent budget decisions based on the current financial situation, with the inaccurate information that was given
- It's noted that a standing audit committee, staff, board, and community - to look at the budget constantly for assistance in management and accountability

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- How far back did the credit card issue go? (About 9k worth of debt)
 - It was discovered relatively recently during the Metis data collection process
 - Commissioner Lamar talks about credit card being used for amazon orders - and it's cleared up that using an account number doesn't gain personal points for user
 - Commissioner Lamar notes that Metis has gone back to collect the data for further understanding of items purchased
 - How does Dave Walker feel about all this?
 - Commissioner Lamar says that he hasn't heard, and that he's not present at the meeting
 - Community members are thankful for the audit, but nice to know if the people representing LWFR know about the industry?
 - How much percentage of department funds are grants?
 - \$1.9 million by tax accumulation - grants vary by year - fire mitigation (450k)
 - What's the timeline for consultants getting everything back in place?
 - What is the priority with getting everything back in place?
 - Noted Tatiana will address when Metis is introduced
 - Commissioner Lamar notes that the department needs IT help, tech help, webmaster, so community can access documents and info on demand
 - Appreciation from community member for LWFR owning and acknowledging department failings
 - Want assurance of after 90 days, there is a post-mortem on what was found, where it stands, what's the solution, and what's the future?
 - And to note in the post-mort--what was lost w/ mismanagement, to prevent it from happening again
 - The community has been ignored, and LWFR needs to be better at engagement with:
 - Zoom commissioners meeting - for accessibility, accountability and insight for help
 - Public information person to help facilitate engagement
 - Minutes from commissioner meetings to be posted at least 1 - 2 days before (water district publicly posts draft meeting minutes until approved at the next meeting, and has a lot in ways of community engagement to model after)

- Clarification on what auxiliary is: not an overseeing committee, they're a fund raising committee
- Will Metis evaluate commissioners and leadership? Is there a conflict of interest?
 - Commissioner Lamar works with Tatiana, and the only person Metis works with directly is Chief Foley
 - This chief works fulltime because there is too much to do
- If you have a skillset that you can offer help to the department, please connect with (missed because CL pointed rather than named)
- Was there an official Metis contract with the school district? - Tatiana notes yes, and community notes that it is not found
- 3 sentences - Metis Scope
 - Administration processes and procedures (everything in and out of the threshold needs to be accounted for - Metis makes recommendations to Chief & Commissioners)
 - Want to help, volunteer to work with scope creep (volunteering hours to community to address issues)
 - Original agreement was 70k, w/ revision on 3/27 and start date of 4/15 - Tatiana volunteered to work in front office until official start date - increased to 189k to address the issues found
 - Not getting paid for back work - Question if there is a liability issue having a non-paid person working on the back work? - attorney was consulted
- Is there a project plan and objective outline for the community to understand?
 - Yes, there is a plan, but it is fluid as things are being worked through
 - There is a task tracker that has been created—community would like insight into the plan as it evolves, and what is completed and what's left to complete
- If Metis doesn't meet timeline, will they work/stay unpaid? Is there a performance guarantee?
 - What was committed to be done, will be completed, and as issues are being uncovered, it's evolving
- For fulfilling the admin office position, will there be an overlap with the Metis team?
 - The admin role is at least a 40 hour week role, and maybe more



Lake Wenatchee Fire & Rescue

21696 Lake Wenatchee Highway
Leavenworth, WA 98826

Phone: 509-763-3034
lwfr.org

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- Before fulfilling the role, the budget data needs clarification, clean up, and accuracy before understanding what the salary for the role[s] will be?
 - Are there temp admins from other districts that can help?
 - Is there concern that since Metis is not an accounting firm working amidst forensic accounting issues?
 - Metis came to investigate and understand and the existing processes, and uncovered accounting issues—yes there is concern
 - Metis requests accounting help (specifically forensic accounting), as it is not a skillset Metis possesses
 - Are there job descriptions currently for admin role?
 - In process and review in with Chief and commissioners

VI. Conclude

**Lake Wenatchee Fire & Rescue, District #9
Commissioners Meeting Minutes
May 21, 2026, 10:00 AM**

I. Board Members Present

- Commissioner Gibbs, Commissioner Lamar, Commissioner Payne

II. Pledge of Allegiance

III. Call to Order

- Commissioner Lamar called the meeting to order at 10:00am PDT

IV. Attendance

- There were 26 people in attendance. [1] person on Zoom and 25 in the meeting space
- Members present:
 - Chief Foley
 - Deb Wadkins – BVFF Association
 - Commissioner Gibbs
 - Commissioner Lamar
 - Commissioner Payne on Zoom

V. Local Board of Volunteer Firefighter Meeting

- There were [26] people in attendance. [1] person on Zoom. [25] People in the meeting space.
 - **TOPIC: New Recruits**
 - Brixey, Chris
 - Morris, Andrew
 - Bellerose, Derik
 - **TOPIC: Departures**
 - Buck, Kaitlyn
 - Desalvo, Max
 - **TOPIC: Leave of Absence (LOA) for Summer Crew**
 - Wiggins, Runnel
 - Stauffer, Finnley
 - Buchanana, Aiden
 - **TOPIC: Expenditure Review**
 - Swedish Health: \$928.00
 - Commissioner Lamar moves for payment of bill
 - Deb Wadkins authorizes payment of bill

VI. Approval of Agenda

- **Motion:** Commissioner Lamar requested motion to approve the May 21, 2026 10:00 AM Agenda
- **Second:** Commissioner Payne seconded the motion
- **Discussion:** None
- **Determination:** Motion PASSED

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 – Mike Pirotto
 - Comment: attended last night’s meeting, it was noted by community that 10am meetings on weekdays are difficult for community to attend –
 - Proposed solutions: adding zoom and/or evening meeting option
 - Recommendation for board to move from 3 to 5 commissioners
 - Issue with 3, is it’s a violation for 2 or more commissioners get together to discuss business,
 - Benefits of more commissioners:
 - Offers more opportunities for fewer commissioners to discuss without violation
 - Share the burden of work and decision making
 - More diversity in viewpoints
 - Commissioner Lamar says they’ll address 5-person board recommendation and (there’s a cost and process to adjust board, and by having multiple issues on the ballot, the cost decreases)
- Note about agenda topic – all spending must be approved by chief and board before spending—it’s advised that commissioners are more flexible
 - In response – Commissioner Lamar advises that Chief Foley has flexibility and the ability to approve emergent needs to be paid by credit card
- Public Question – Jimi Wilson
 - Who is board secretary in interim?
 - In response – Commissioner Lamar advises that there is no one in the interim, and a call is put out for help with admin
- How can community connect with the department with office closure?
 - Commissioner Lamar acknowledges
 - There’s a need for clarity for office access for current volunteers
 - The office is closed while administrative items are being sorted and a schedule will be provided to the community and LWFR staff.

VIII. Correspondence

- No 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 Apr 16, 2026 10:00 AM
- Approval of Minutes from the Special Meeting May 20, 2026 6:30 PM
 - Minutes from the Special Meeting on May 20, 2026 are in review and will be approved at the next Commissioners' Meeting.

- **Monthly Vouchers**

- Payroll - April 30, 2026: \$85,286.27
- Payroll Benefits - April 30, 2026: To be finalized
- AP Batch - May 22, 2026: \$336,125.51
- AP May 29, 2026: To be finalized
- AP Jun 5, 2026: To be finalized

- **Consent**

- **Motion:** Commissioner Payne requested motion to approve the May 21, 2026 Consent Agenda
- **Second:** Commissioner Gibbs seconded the motion
- **Discussion:** None
- **Determination:** Motion PASSED

X. Finance Reports:

- **Reimbursement:** Update provided by Chief Foley
 - Approx \$250,000.00 in reimbursements are not yet resolved
 - Chipping/summer crew, money comes in and goes out at same time (the work has to be done for reimbursement)
 - Last night's meeting discussed Eden reporting and the ability to extract information and update/adjust

XI. Department Reports

- **Incident Report:** Chief Foley stated 20 calls took place in April 2026
 - 1 Fire call
 - 1 Hazardous Situation
 - 11 medical calls
 - Cold exposure – still cold nights
 - 2 public service calls
 - 5 non-emergencies (false alarms)
 - Many crashes at Tour de Bloom this year (will be noted in May numbers)
 - Bike crashes with transports and other bike crashes
- **Chief's Report:**

- Tour de bloom
- Safety Day – summer safety public outreach program
- Live burn as part of wildfire training (last Sat burn day- exercise people skills & gear)
- Wildfire mitigation sign-ups are online
- Chipping sign-ups open
- Summer fuels grant – 6 people are training (couple acres a day)
- Funding for PPE
- Water cistern project: (3) 24k gallons, pre-staged water containers
- Time frame - currently procurement, permitting and site confirmations, placement, later in summer 2026 – starting now, hopefully in time to help w/ part of this season
- Awarded a grant for 3 new sirens: one at station 91, and 2 placed at other locations, based on feedback north/south shore of lake – homes by fish lake? Analysis continues; it's an extended project (approx. 3 years)
- Reimbursements from last season, currently being processed
 - Working on D&R, the biggest
 - Mike Piroto has worked hard to chase down missing paperwork
- Community outreach team:
 - Mike and Bridget are swapping places
- Thank you to community and Metis coming out the meeting last night

XII. Board Discussion:

- Commissioner Payne opens discussion on Camp 12 road issue
 - What's the long-term role of LWFR?
 - The county is responsible to keeping the road open
 - Contractually, LWFR is not doing anything while the county is sorting it out
 - The concern is, if it's not defined, LWFR is not capable of keeping the road open
 - The road be grated at start of fire season (twice—in prep for fire season)
 - No time estimate from county on completion
- Commissioner Lamar talks about the probationary period for new firefighters (currently 6 months):
 - When they finish the task book, are they ready to be firefighters?
 - It's traditionally about a year before approval, and it's recommended to be a 1-year probationary period to ensure full training, ample time in the field, and ability to assess commitment
 - It's currently set for 6 months--before they get to go out in the field and given a radio
 - Commissioner Payne agrees it should be at least a year, getting through 2 seasons to see if they're interested in meeting general requirements (there's a lack of participation, and it would be helpful to have more time in the field to demonstrate commitment)

- It has been, when someone was signed up, they were auto signed up for benefits/incentives within 6 months, and CL notes it should be after a longer time of commitment
- This is something that will need more internal discussion through Chief Foley
- Commissioner Lamar brings up travel and training.
 - People want to train—if district requires training, district should pay hourly wage for the time spent training
 - In the past, volunteers had options – volunteer, and/or collect points
 - Past options offered worked well and the current policy needs to be addressed
 - If the class/training is unrelated to the staff's role, payment is grey area

XIII. Old Business:

- **TOPIC:** Zoom meeting
 - Noted that zoom meetings are effective, and recommendation to reach out to departments that are successfully integrating zoom meeting options for public engagement
 - Request to record meetings for public consumption – it's noted that other boards record their meetings
- **TOPIC:** Revenue and Expenditures
 - Need to get into a better payment cadence
 - AP Batches and payroll
 - Freeze on hiring and spending until department has clear and accurate understanding of the accounting portion of the budget (Chief Foley has authority to approve emergency and necessary purchases)
 - Still need to provide a purchase request – even for emergency/urgent purchases
 - Station repairs - Priority is the conference room restroom
 - Standing order and issues – when someone joins, providing new staff insight into orders and expectations, to see if they want to progress
 - Eden account can accept timely purchase & payment information and produce accurate reporting live (outside of what had been communicated in the past)
- **TOPIC:** Agenda to be sent out to commissioners (minimum) 72 hours prior to the upcoming meeting
 - **UPDATE:** New process implemented ahead of May 21, 2026 10:00 AM Commissioners Meeting.
- **TOPIC:** Final Agenda to be posted to the public, published, and made available to Commissioners 48 hours prior to the meeting.
 - **UPDATE:** New process implemented ahead of May 21, 2026 10:00 AM Commissioners Meeting.

- **TOPIC:** Previous month's minutes to be posted within 24-hours of Approval. Previous month's minutes will receive Approval at the next Regular Commissioners Meeting.
- **TOPIC:** Payment of late fees
 - **UPDATE:** LWFR has confirmed that late fees do not apply on primary LWFR credit cards. Cashmere Valley Bank doesn't charge interest fees for credit card bill payments – noted to pay onetime to keep from taking on interest or late fees.
 - **UPDATE:** Bill payment to move to a weekly cadence and to align with the Commissioners Meeting.¹
- **TOPIC:** Freeze on hiring and spending
 - **UPDATE:** This includes: All spending is still on hold. This hold includes but is not limited to: Over Allocated Time, Over Time and any non-essential spending. All spending must be approved by the Fire Chief and Commissioner ahead of spending.
- **TOPIC:** Functionally merging the new mechanic between District 3 & District 6
 - **UPDATE:** Chief Foley has not heard back from District 6. District 3 is working through internal changes and will be in touch.
- **TOPIC:** Station Repairs
 - **UPDATE:** Inspection and budgeting of all Stations (priority, Station 91) has begun. Follow up to be provided.
- **TOPIC:** Standing orders and conduct policies
 - **UPDATE:** Has been introduced as part of New Onboarding Packet for All Staff & Volunteers
- **TOPIC:** Assistant Chief
 - **UPDATE:** Kraig Peiguss to provide update
- **TOPIC:** Camp 12 road access permit update
 - **UPDATE:** Kris King to provide update
 - Clarity about defining ownership and liability
 - Road work contract update (upkeep and opening the road)
- **TOPIC:** Metis Global Solutions
 - **UPDATE:** Metis to provide update
 - Call for volunteers: Administration – have a list of need and an open sign-up sheet
- **TOPIC:** 2nd New Engine
 - **UPDATE:** 2nd new truck set up for structure as protection – implementing training program for people to operate and use them safely

XIV. New Business:

- **ADDITION - TOPIC:** Wildland PPE Surplus
 - **UPDATE:**
 - There's old PPE, looking for another department to donate surplus

¹ Admin Recommendation: Commissioners Meeting to change to 2nd Wednesday or 2nd Thursday. This will allow for budgetary information to be reviewed and approved PRIOR to payment processing.

- Not an official resolution, because the final inventory list is not available
- Don't anticipate an issue with donating the items
- Commissioner Lamar notes it's valuable to understand the needs of the people receiving the PPE, and shares an example where equipment donated to a team wasn't appropriate or very helpful

XV.Executive Session: Commissioners went into executive session at 10:50 AM on May 21, 2026 and returned at 11:15 AM on May 21, 2026 (RWC 42.30.110 subsection 1 (iii) "potential risks with legal/financial implications to district from actions taken).

XVI.Meeting Re-Convened:

- What was discussed
 - A previous volunteer had written a handbook and did not seek authorized approval
 - Commissioner Payne: policies in employee handbook needs to be rewritten to bring them back to compliance
 - The employee handbook needs to be reviewed, rewritten and approved by the board
 - Commissioner Payne recently worked to make changes in the policy manual and the board has approved, but it wasn't published and distributed (memorialized)
 - **Motion:** Commissioner Gibbs requested motion to approve the Lake Wenatchee Fire & Rescue, District #9 2026 policy manual (148 pages)
 - **Second:** Commissioner Payne seconded the motion
 - **Discussion:**
 - **Vote:** In Favor
 - Count For: 3
 - Count Against: 0
 - Abstained: 0
 - Motion: Passed
 - Annual remittance for deposits
 - An agent that acts on LWFR for claims –
 - Assistant Chief Peiguss – is appointed to the role
 - County requires signatures annually for the 3 forms, and board is to sign today while together

XVII.Announcements: None

XVIII.Conclude: Meeting adjourned at 11:20 AM on May 21, 2026 meeting officially closes – board stays to sign county required documents (and Commissioner Payne will sign later)

**Lake Wenatchee Fire & Rescue, District #9
Commissioners Meeting Minutes
June 15, 2026 6:30 PM**

- I. **Board Members Present**
 - Commissioner Payne, Commissioner Gibbs
- II. **Pledge of Allegiance**
- III. **Call to Order**
 - Commissioner Payne called the meeting to order at 6:32pm.
- IV. **Attendance**
 - There were 40 people in attendance. 5 persons on Zoom.
- V. **Approval of Agenda**
 - **Motion:** Commissioner Payne requested motion to approve the June 15, 2026 Agenda
 - **Second:** Commissioner Gibbs seconded the motion
 - **Discussion:** No discussion
 - **Determination:** Agenda Approved
- VI. **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 James MacMillan
 - Comment: Nothing to say at this time, but wanted the opportunity to speak if something came up
 - Public Comment from Matt Oaks
 - Comment: Plans to apply for the commissioner vacancy
 - Public Comment from Elaine Sivey
 - Comment: Retired CPA that is offering to serve on an interim committee to assist LWFR related to the Metis contract terms and using federal money to pay the contract
- VII. **Correspondence**
 - 06:41pm - acknowledged the resignation of Commissioner Lamar after Vocal Roll-call with both Commissioner Gibbs and Commissioner Payne in attendance, Approved 2:0
- VIII. **Board Discussion and Action Items**
 - **Review**
 - High level review of the process and and timelines
 - **Joint Notice**
 - **Motion:** Commissioner Gibbs requested motion to approve the Joint Notice of Public Vacancy

-
- **Second:** Commissioner Payne seconded the motion
 - **Discussion:** None
 - **Determination:** Approved 2:0
 - **Timeline Lock**
 - **Motion:** Commissioner Gibbs requested motion for the Establishment of Accelerated Procurement Timeline – Window opens June 16, 2026 and closes June 30, 2026 at 5:00pm PST, special interview session scheduled for July 7, 2026
 - **Second:** Commissioner Payne seconded the motion
 - **Discussion:** None
 - **Determination:** Approved 2:0
 - **Rules and Candidate Matrix**
 - **Motion:** Commissioner Gibbs requested motion for the Adoption of Joint Recruitment Rules & Evaluation Instruments, locking the official recruitment rules (v3) incorporating Rule 1.3 (Sequential Swearing) and the 1-5 matrix to be formally adopted
 - **Second:** Commissioner Payne seconded the motion
 - **Discussion:** None
 - **Determination:** Approved 2:0
 - **Web Portal**
 - **Motion:** Commissioner Gibbs requested Web Portal & Transparency Authorization, directive issuing command staff to activate the public transparency tracking portal on LWFR.org tomorrow (June 16, 2026)
 - **Second:** Commissioner Payne seconded the motion
 - **Discussion:** None
 - **Determination:** Approved 2:0
- IX. **Conclude:** Meeting adjourned June 15, 2026 at 6:56pm

Expenditure Status Report
 Chelan County of Washington
 5/1/2026 through 5/31/2026

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
656	Fire Districts					
901	Fire No 9					
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
52200.10	Salaries & Wages					
52220.10.000	Salaries & Wages	0.00	35,917.20	59,368.45	0.00	0.00
52220.11.100	Administrative Staff	0.00	47,637.43	156,471.11	0.00	0.00
52220.11.200	Commissioners	0.00	966.00	5,232.50	0.00	0.00
52220.11.300	Volunteer Incentive	0.00	31,979.82	118,660.81	0.00	0.00
52220.11.400	Maintenance Staff	0.00	10,245.25	52,223.06	0.00	0.00
52220.11.500	Other Stipend Duty	0.00	2,162.75	12,696.25	0.00	0.00
52220.11.501	Salary - Training	0.00	0.00	600.00	0.00	0.00
52220.11.600	RRO	0.00	7,162.01	35,889.95	0.00	0.00
52220.12.600	Overtime	0.00	2,715.38	5,106.51	0.00	0.00
	Total Salaries & Wages	0.00	138,785.84	446,248.64	0.00	0.00
52200.20	Personnel Benefits					
52220.21.000	Social Security	0.00	10,997.56	34,564.13	0.00	0.00
52220.22.000	Retirement	0.00	4,124.38	15,977.10	0.00	0.00
52220.22.010	BVFF Pension Program	0.00	0.00	8,540.00	0.00	0.00
52220.22.020	Medical Stipends	0.00	1,100.00	9,450.00	0.00	0.00
52220.23.010	Vaccines and Injuries	0.00	0.00	319.24	0.00	0.00
52220.24.000	Labor & Industries	0.00	2,062.21	8,648.74	0.00	0.00
52220.25.000	Unemployment Compensation	0.00	844.42	2,812.47	0.00	0.00
52220.26.000	Uniforms	0.00	1,255.91	4,628.63	0.00	0.00
52220.29.000	WA Family Paid Leave Premiums	0.00	1,179.05	3,887.52	0.00	0.00
	Total Personnel Benefits	0.00	21,563.53	88,827.83	0.00	0.00

Expenditure Status Report
 Chelan County of Washington
 5/1/2026 through 5/31/2026

656 Fire Districts
 901 Fire No 9

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used
52200.30	Supplies					
52220.31.000	Office & Operating Supplies	0.00	855.25	0.00	-855.25	0.00
52220.31.010	PPE Supplies	0.00	102,295.95	0.00	-102,295.95	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	0.00	743.86	0.00	-743.86	0.00
52220.31.050	Apparatus Supplies	0.00	48,427.10	0.00	-48,427.10	0.00
52220.31.060	Office Supplies	0.00	1,080.76	0.00	-1,080.76	0.00
52220.31.080	Stallion Supplies	0.00	2,472.07	0.00	-2,472.07	0.00
52220.31.090	EMS Rescue Equipment	0.00	2,237.97	0.00	-2,237.97	0.00
52220.32.000	Fuel Consumed	0.00	5,853.78	14,486.95	-14,486.95	0.00
52220.35.000	Small Tools & Minor Equipment	0.00	6,042.12	10,021.30	-10,021.30	0.00
	Total Supplies	0.00	120,822.82	186,918.88	-186,918.88	0.00
52200.40	Services					
52220.41.000	Professional Services	0.00	85,098.26	142,199.85	-142,199.85	0.00
52220.42.000	Communication	0.00	169.91	169.91	-169.91	0.00
52220.42.010	Verizon	0.00	2,927.73	7,284.91	-7,284.91	0.00
52220.42.020	Localtel	0.00	0.00	2,758.36	-2,758.36	0.00
52220.42.030	Dispatch	0.00	6,381.88	8,478.00	-8,478.00	0.00
52220.43.000	Travel	0.00	512.53	2,725.31	-2,725.31	0.00
52220.43.010	Travel for Training	0.00	2,425.22	6,631.55	-6,631.55	0.00
52220.43.020	Training	0.00	0.00	3,604.33	-3,604.33	0.00
52220.45.000	Operating Rentals & Leases	0.00	179.10	2,585.66	-2,585.66	0.00
52220.46.000	Insurance	0.00	4,204.00	14,239.00	-14,239.00	0.00
52220.47.000	Public Utility Services	0.00	665.14	8,691.96	-8,691.96	0.00
52220.48.000	Repairs & Maintenance	0.00	2,154.22	2,354.38	-2,354.38	0.00
52220.48.010	Repairs & Maintenance Vehicles	0.00	13,105.03	22,035.50	-22,035.50	0.00
52220.49.010	Memberships/Dues/Subscriptions	0.00	9,677.95	20,426.94	-20,426.94	0.00
52220.49.020	Special Events	0.00	4,608.07	6,225.67	-6,225.67	0.00
52220.49.030	New Hire Processing-Bkg/Div/Physicals	0.00	0.00	1,356.62	-1,356.62	0.00
	Total Services	0.00	132,109.04	251,767.95	-251,767.95	0.00

656 Fire Districts
 901 Fire No 9

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
52200.60 Capital Outlay						
52220.64.000 Apparatus	0.00	81,912.74	82,052.74	0.00	-82,052.74	0.00
Total Capital Outlay	0.00	81,912.74	82,052.74	0.00	-82,052.74	0.00
Total Fire and Emergency Medical Activities	0.00	495,193.97	1,055,816.04	0.00	-1,055,816.04	0.00
52500 Disaster Services						
52500.40 Services						
Total Disaster Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Public Safety	0.00	495,193.97	1,055,816.04	0.00	-1,055,816.04	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
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
Total Fire No 9	0.00	495,193.97	1,055,816.04	0.00	-1,055,816.04	0.00

656 Fire Districts
 905 Fire No 9 Capital Reserve

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
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

Expenditure Status Report
 Chelan County of Washington
 5/1/2026 through 5/31/2026

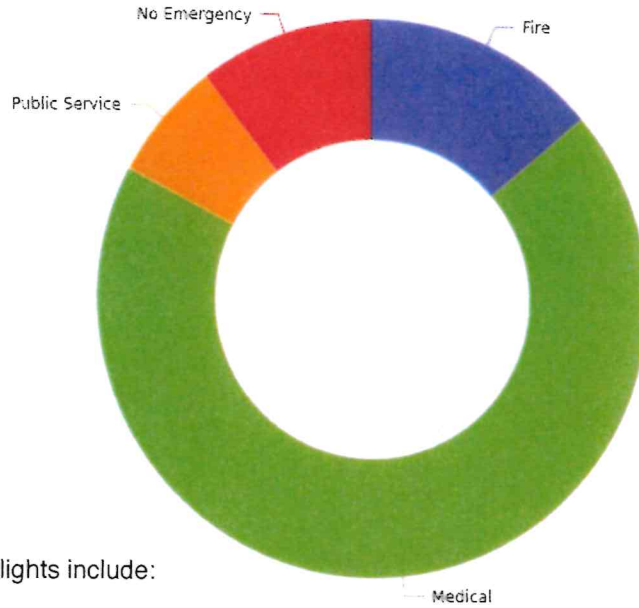
Account Number	Fire Districts	Fire No 9 Bond	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
58000	Non-Expenditures							
58600	Agency Type Disbursements							
58600.00	Transfers Out							
	Total Non-Expenditures		0.00	0.00	0.00	0.00	0.00	0.00
59000	Miscellaneous Expenditures							
59100	Redemption of Long-Term Debt							
59100.70	Debt Service Principal							
	Total Redemption of Long-Term Debt		0.00	0.00	0.00	0.00	0.00	0.00
59200	Interest & Other Debt Service Costs							
59200.80	Debt Service Interest							
	Total Fire No 9 Bond		0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report
 Chelan County of Washington
 5/1/2026 through 5/31/2026

Account Number		Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used
656	Fire Districts						
950	Fire No 10 Expense						
52000	Public Safety						
52200	Fire and Emergency Medical Activities						
52200.20	Personnel Benefits	0.00	0.00	0.00	0.00	0.00	0.00
	Total Personnel Benefits	0.00	0.00	0.00	0.00	0.00	0.00
52200.30	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
	Total Supplies	0.00	0.00	0.00	0.00	0.00	0.00
52200.40	Services						
52220.40.000	Professional Services / Contract Work	0.00	223.00	223.00	0.00	-223.00	0.00
52220.41.000	Professional Services	0.00	0.00	695.50	0.00	-695.50	0.00
	Total Public Safety	0.00	223.00	918.50	0.00	-918.50	0.00
59000	Miscellaneous Expenditures						
59700	Transfers Out						
59700.00	Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00
	Total Miscellaneous Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
	Total Fire No 10 Expense	0.00	223.00	918.50	0.00	-918.50	0.00
	Total Fire Districts	0.00	495,416.97	1,056,734.54	0.00	-1,056,734.54	0.00
	Grand Total	0.00	495,416.97	1,056,734.54	0.00	-1,056,734.54	0.00



FDR-IR: Incident Count by Primary Incident Type



May 2026 Incident highlights include:

- Heavier on the medical calls (Holiday and bike race)
- Qty 4 Motor Vehicle Incidents
- Several brush fires after the wet lightning storm

PRIMARY INCIDENT GROUP / PRIMARY INCIDENT TYPE	COUNT	PERCENT OF TOTAL
Fire	4	13.79%
Fire - Outside Fire - Vegetation / Grass Fire	1	3.45%
Fire - Outside Fire - Wildfire - Wildland	2	6.90%
Fire - Outside Fire - Wildfire - Urban Interface	1	3.45%
Medical	20	68.97%
Medical - Illness - Allergic Reaction / Stings	2	6.90%
Medical - Illness - Breathing Problems	1	3.45%

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 - Convulsions / Seizures	1	3.45%
Medical - Illness - Psychological Behavior Issues	1	3.45%
Medical - Illness - Sick Case	5	17.24%
Medical - Injury	1	3.45%
Medical - Injury / Trauma - Fall	5	17.24%
Medical - Injury / Trauma - Motor Vehicle Collision	4	13.79%
Public Service	2	6.90%
Public Service - Citizen Assist - Lift Assist	1	3.45%
Public Service - Other - Damaged Hydrant	1	3.45%
No Emergency	3	10.34%
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	2	6.90%
No Emergency - Good Intent - Investigate Hazardous Release (Nothing Found)	1	3.45%
Total	29	100.00%

Wildfire Mitigation Report June 2026

Report prepared by: Kris King

- Camp 12 Update– Currently at a standstill.
 - LWFR and partners are in the process of re-scoping some of the funds to pay a consultant to look into the legality of the various complex easement and liability questions. Will have an update in a month.
 - Our fuels crew will be completing a fuel break/thinning project along Camp 12 Rd. on 9 different private properties in Standing Rock Ranch.
 - 200' uphill from the road and 100' downhill from the road.
 - The crew will be heading to this project this summer once they finish their work at Shugart Flats.

- Women's Chainsaw Course 6/12-6/13



- Coordinated by LWFR, funded by Cascadia Conservation District and taught by the Nature Conservancy.
- We hosted 2 women's chainsaw classes in 2025, this was our 3rd overall, and we will host another in the fall.
- 8 local women attended and were very grateful for the learning opportunity. We already have a full class for the fall.
- I presented about Wildfire Mitigation at the Kahler Glen HOA meeting on 6/13.
- Wildfire Home Assessments: 24 completed as of 6/15.
- Community Wildfire Ambassador Meeting 6/16.
 - Hosted a meeting with residents engaged in wildfire mitigation to share our efforts underway and to hear about ways we can support them.
- Summer Newsletter going out in the next few weeks via mail and email.



Fuels Crew 2026 from left to right: Esai, Aiden, Aidan, Canyon, Finnley, Ren

Wildfire Mitigation Related Funding

Ready Set Go \$15,000 PPE grant to outfit the Crew w/equipment and PPE

- On 6/8/26, I submitted a reimbursement for \$9,450.71.
 - Main purchases included 6 chainsaws, eye protection, hickory shirts, gas, oil, and gas cans.

CWDG (Community Wildfire Defense Grant)

- \$815,281.00 remaining in this grant
 - Categories include the Camp 12 project, personnel/labor of the fuels crew, water cistern installation, and maintenance.
- We are currently in year two of five years of this funding.

Coalitions and Collaboratives AIM Grant

- This grant is \$75,000 to go towards funding my position for one year. It started in February of 2026 and will continue until February of 2027.

DNR Interlocal Agreement

- \$54,750 to pay for some of my time as a wildfire mitigation specialist and to pay for one round of chipping for our entire fire district.
- Blue Pine Fuels is the contractor currently completing our chipping, and they will be done by the end of June.

DNR Forest Resilience Money

- Potential to receive \$100,000 to go towards funding the crew.
- This money could be available as early as July 2026 and would need to be spent by the end of June 2027.
- I am currently working with partners and the DNR to appropriately draft a scope of work for this \$100,000.

Chief's Report - June 18, 2026:

- Operations and Events
 - Memorial Day kicked off our tourist season. Water levels are dropping and temperatures are rising. We are increasingly preparing for the water rescue portion of our season.
 - We started our wildland mobilization season with a short mobe on Sunday, June 7th. Firefighters Dickinson, Mulligan, and Dancs took our Type 5 engine, Brush 91, out to the Chelan area to work with regional air and ground resources to contain a brush fire to about 1500 acres.
 - Safety Day was held on June 13th this year instead of the typical Memorial Day weekend. It was a different crowd of responders and participants. We had some partner organizations join us as we gave out bike helmets, address signs, and lifevests. We taught hands-only CPR and showed off our water rescue equipment in a tank of water. We had an obstacle course for the kids, a brush truck spraying water, hot dogs, drones, and vehicles to explore.
 - On Sunday, June 14th, LWFR held a short ceremony at Station 92 to put the first of our new WUI engines into service. We spent the last month since delivery outfitting it with the necessary tools and equipment, training on the driving and pump operations, and driving it around to make sure we are ready to respond to wildland and structure fires.
 - Upcoming events we are preparing for in our area include the Overland Rally, the dual sport ride, and an organized bike ride the weekend of June 20th. We will have crews staffing ambulances and committed to respond to any search and rescue calls that come up.
 - Our summer fuels crew is off to a good start with some new chainsaws from an equipment grant. They have been doing some amazing fuel break work in the Schugart Flats area this month.
- Administration
 - Chelan County's IT troubles starting on Memorial Day weekend have had ripples out to us. Access to our financial system has been limited and can only take place in Wenatchee. Pulling reports and processing payments and payroll has taken much longer than usual.

-
- The Metis team has been building out a “how to” procedure manual around the processes they have identified during the first part of their engagement. They have been building sorting and tracking systems with workflows to automate many processes around business tasks we do to support our fire and rescue operations. This includes purchasing flows, volunteer tasks, contacts, vendors, grant tracking, etc. Internal staff is testing, tuning, and training the new flows.
 - We are looking to restructure the admin side of the district to increase resiliency and flexibility by splitting out the bulk of the financial work to an external agency and the board secretary work into a separate position. This remaining admin work will be reallocated across an Administrative Director and an Assistant. We will be looking for candidates immediately.
 - LWFR is in the process of applying for a FEMA Staffing for Fire and Emergency Response (SAFER) grant to continue to fund our Training, Recruitment, and Retention officer for 4 additional years (2027-2031). Applications are due 6/22/26.



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

Phone: 509-763-3034
lwfr.org

LAKE WENATCHEE FIRE & RESCUE
RESOLUTION NO. 2026-04
DECLARING CERTAIN PROPERTY 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 - non-compliant wildland personal protective equipment described on Exhibit
"A" is hereby declared surplus to the needs of the District.

Passed and approved this 18th day of June 2026, by the Board of Fire Commissioners for Lake Wenatchee
Fire & Rescue.

Lake Wenatchee Fire & Rescue
Board of Commissioners

Chairman, Mike Payne

Commissioner Bill Gibbs

ATTEST:

Lee Miller, District Secretary

NON-COMPLIANT WILDLAND PPE TALLY

5/19/2026

Submitted to Commissioners 5/20/2026

Crewboss 2 piece JACKET	3
YELLOW NOMEX SHIRTS	43
GREEN NOMEX PANTS	44
YELLOW NOMEX PANTS	1
TECGEN RESCUE PANTS	4
SHROUDS	4
PACK SHACK LINE PACKS	5

NON-COMPLIANT WILDLAND PPE
5/19/2026
Submitted to Commissioners 5/20/2026

Crewboss 2 piece JACKET	M/1038	1	3 TOTAL
	L/1226	1	
	XL/No #	1	
YELLOWS			43 TOTAL
	SMALL	6	
	1669		
	1611		
	1665		
	1666		
	1610		
	1612		
	MEDIUM	6	
	1674		
	1673		
	1672		
	1385		
	1675		
	1986		
	LARGE	5	
	1975		
	1676		
	1680		
	1987		
	1993		
	X-LARGE	12	
	1390		
	1470		
	1378		
	1381		
	1687		
	1986		
	1683		
	1682		
	1993		
	1988		
	1994		
	1686		

2X-LARGE	13
1383	
1990	
1693	
1691	
1388	
1692	
1688	
1690	
4087	
4086	
4089	
1377	
No #	
3X-LARGE	1
9331	

GREENS

TOTAL 44

WAIST 5	1
1480	
WAIST 26	1
1638	
WAIST 28	6
1702	
1701	
1614	
1965	
1703	
1613	
WAIST 30	4
1615	
1483	
1372	
1699	
WAIST 32	2
1812	
733	

WAIST 34 11

1627

1629

1111

1633

1610

1624

1366

1700

1755

1628

1532

WAIST 36 9

1971

1823

1370

1639

1822

1371

1820

1707

1821

WAIST 38 7

1643

1953

1973

1954

1706

1955

No #

WAIST 44 3

1948

1646

1643

YELLOW PANTS 1156 1 **TOTAL 1**

TECGEN RESCUE PANTS No # **TOTAL 4**

8089

8090

8091

SHROUDS

TOTAL 4

PACK SHACK LINE PACKS

TOTAL 5

784

783

845

787

782

Hours of Work

Effective Date:	July 25, 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 their expected hours of work.

1005.2 TYPES OF EMPLOYEES

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

- Full-time regular hourly employees that work 40 hours per week with no term, are compensated on an hourly basis, and are eligible for overtime.
- Full-time salaried employees that work 40 hours per week with no term, are compensated at a fixed monthly rate, and are not eligible for overtime.
- 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.
- Temporary employees that work full-time or part-time with a limited term of employment.
- 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 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 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

Lake Wenatchee Fire and Rescue

Policy Manual

Hours of Work

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.

Holidays

Effective Date:	July 25, 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. The district administration is responsible for tracking any shifted holidays and their accrual expiration.

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
- Presidents Day (observed) _____ February - third Monday
- Memorial Day _____ Last Monday in May
- 4th of July _____ July 4
- Labor Day _____ First Monday in September
- Veterans Day _____ November 11
- Thanksgiving _____ Fourth Thursday in November
- 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 block of time equivalent to # 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:	July 25, 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.For
- 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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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 should notify the Deputy Chief or appropriate supervisor 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

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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 supervisor 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 legal counsel or 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

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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:	July 25, 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

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Vacation Leave

0-47	months_____	10
days_____	1.5 hours	
48-95	months_____	15
days_____	2.25 hours	
96+ months_____	20 days_____	3
hou		

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 * 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:	Jul 25, 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



Administrative Director Job Description

The *Administrative Director* position is a part-time, non-exempt, paid position within Lake Wenatchee Fire and Rescue. This role is a member of the command staff and is responsible for overseeing the administrative, organizational, and compliance functions of the department.

The purpose of this position is to have an owner of administrative work done in the district. This role has authority over administrative systems, compliance, personnel tracking, and project completion with the intent of improving accountability and reducing risk in district administration.

The role reports directly to the Fire Chief and works in coordination with the Assistant Chief and other line officers.

Duties and Responsibilities:

The essential duties and responsibilities may include, but are not limited to, the following:

- *Administrative Oversight:* Manage day-to-day administrative operations and systems (L&I, BVFF, ESD, etc)
- *Compliance & Risk Management:* Monitor compliance and ensure corrective actions (WAC, OSHA, L&I, ESD, BVFF, etc)
- *Personnel Systems:* Oversee onboarding, offboarding, and personnel records
- *Project Management:* Track and complete administrative projects
- *Process Improvement:* Standardize and improve department-wide administrative processes and systems
- *Interagency Coordination:* Work with EMS, dispatch, and partner agencies
- *Data & Reporting:* Maintain quality administrative records and data and provide reports to leadership

This role does not extend into operational command or fireground decision-making. Emergency response is not part of the job duties of this position. Any emergency response participation by the occupant of this role is done in a volunteer capacity and may include command shifts and CPR classes compensated at the established rates.

Required qualifications:

- High school diploma or equivalent.
- Experience working in an office team.
- Strong written and verbal communication skills.
- Internet skills including email, group messaging, and data collection.
- Computer skills including spreadsheets and word processing software.
- Ability and willingness to learn and maintain organization-specific business processes.
- Ability to plan work on multiple simultaneous projects with differing deadlines.
- Ability to work independently and effectively prioritize work on assigned tasks.
- Ability to solve problems and engage with uncertain tasks and situations.
- Ability to organize information for use by others in the office team.

Desired qualifications:

- Proficiency with Google Workspace.
- Experience with grant reimbursement processes.
- Experience billing government agencies.
- Experience with human resource and payroll processes.

Work environment:

- The primary work location will be at the LWFR main office at 21969 Lake Wenatchee Hwy.
- The *Administrative Director* regularly works indoors in a quiet office setting. They will be required to work at a computer terminal for portions of their day, occasionally needing to lift or move up to 25 pounds.
- The *Administrative Director* may be required to attend training sessions or partner meetings virtually or in-person. In-person meetings may involve short-term travel in the region.
- Work tasks may, at times, be exceptionally busy or uncertain, especially during the summer months. The schedule for this position requires some flexibility to balance regular office hours with variable commitments such as monthly payroll, training, and administrative emergencies.

Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities of this position.

Nothing contained in this job description or any other written policy of this district is intended to be part of an employment relationship or contract. The District reserves the right to modify the aforementioned job description at any time.



Administrative Assistant Job Description

The *Administrative Assistant* position is a part-time, non-exempt, paid position within Lake Wenatchee Fire and Rescue. The position is responsible for assisting the Assistant Chief of Administration in managing the activities of the office to facilitate the efficient operation of the District. This position provides administrative, secretarial, and clerical support to others in the office to improve public access, reduce administrative burden on chief officers and volunteers, improve records management, and provide for increased organizational continuity. This position is under the direct supervision of the Assistant Chief of Administration and compensated per the department wage matrix.

Duties and Responsibilities:

The essential duties and responsibilities may include, but are not limited to, the following:

- Work collaboratively with team members to foster and maintain a clean, positive, efficient, professional culture within the office which reflects the values of the District.
- Greet the public warmly and direct them to appropriate information or staff members.
- Answer phones, voicemail, and emails, taking and delivering accurate messages and directing inquiries to the responsible person.
- Copy and prepare packets of information
- Assist with public records requests
- Assist with records management and filing
- Assist with vendor reconciliation
- Update, maintain, and manage databases and documents such as mailing lists, contact lists, financial reports, personnel records, etc.
- Type, scan, copy, and distribute documents, reports, and correspondence as assigned.
- Sort and distribute incoming mail and process outgoing mail as needed.
- Schedule meetings and track conference room schedule.

The *Administrative Assistant* may be called upon to assist with special projects and assume responsibility for the development, administration, and promotion of specific projects, as required.

Required qualifications:

- High school diploma or equivalent.
- Experience working in an office team.
- Strong written and verbal communication skills.
- Internet skills including email, group messaging, and data collection.
- Computer skills including spreadsheets and word processing software.
- Ability and willingness to learn and maintain organization-specific business processes.
- Ability to plan work on multiple simultaneous projects with differing deadlines.
- Ability to work independently and effectively prioritize work on assigned tasks.
- Ability to organize information for use by others in the office team.

Work environment:

- The primary work location will be at the LWFR main office at 21969 Lake Wenatchee Hwy.
- The *Administrative Assistant* regularly works indoors in a quiet office setting. They will be required to work at a computer terminal for portions of their day, occasionally needing to lift or move up to 25 pounds.
- The *Administrative Assistant* may be required to attend training sessions virtually or in-person to learn about the systems and processes used in managing District records or conducting District business. In-person meetings may involve short-term travel in the region.
- Work tasks may, at times, be exceptionally busy or uncertain, especially during the summer months. The schedule for this position requires some flexibility to balance regular office hours with variable commitments such as monthly payroll, training, emergencies, and Board of Commissioners meeting deadlines.

Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities of this position.

Nothing contained in this job description or any other written policy of this district is intended to be part of an employment relationship or contract. The

District reserves the right to modify the aforementioned job description at any time.

Position	Full or Part Time	Type	Funded by?	Rate	Hour Cap	Stipend (\$)
Fire Chief	Full Time	Salary	Overhead	\$9,166.67	NA	\$1,400.00
Assistant Chief	Part Time	Salary	Overhead	\$3,460.00	24	\$600.00
Administrative Director	Part Time	Hourly	Overhead	\$36.00	20	\$600.00
Administrative Assistant	Part Time	Hourly	Overhead	\$22.00	20	\$0.00
Board Secretary	Part Time	Hourly	Overhead	\$22.00	16	\$0.00
Mechanic - Lead	Full Time	Hourly	Overhead	\$40.00	40	\$300.00
Mechanic - Support I	Part Time	Hourly	Overhead	\$29.00	16	\$0.00
Mechanic - Support II	Part Time	Hourly	Overhead	\$25.75	16	\$0.00
Inventory and PPE Specialist (SAM)	Part Time	Hourly	Overhead	\$27.00	24	\$500.00
EMS Officer (SAM)	Part Time	Hourly	Overhead	\$27.00	20	\$0.00
Chaplain	Stipend Only	Stipend ONLY	Overhead	\$0.00	NA	\$600.00
IT/Radio Manager	Stipend Only	Stipend ONLY	Overhead	\$0.00	NA	\$600.00
Community Outreach - Lead	Part Time	Hourly	Grant	\$30.00	15	\$0.00
Community Outreach - Support I	Part Time	Hourly	Grant	\$29.00	15	\$0.00
Seasonal Fuels Mitigation - Lead	Full Time	Hourly	Grant	\$37.00	40	\$300.00
Seasonal Fuels Mitigation - Squad Boss	Full Time	Hourly	Grant	29 (30 with EMT)	40	\$300.00
Seasonal Fuels Mitigation - Support I	Full Time	Hourly	Grant	\$28.00	40	\$300.00
Seasonal Fuels Mitigation - Support II	Full Time	Hourly	Grant	\$27.00	40	\$300.00

Position	Accrual: Vacation	Accrual: Sick Time	Holiday	Retirement	% Member %	Employer %
Fire Chief	Yes	Yes	Yes	LEOFF2	8.53%	5.32%
Assistant Chief	Yes	Yes	Yes	Not Applicable	0%	0%
Administrative Director	Yes	Yes	Yes	PERS2	5.38%	5.58%
Administrative Assistant	Yes	Yes	Yes	PERS2	5.38%	5.58%
Board Secretary	Yes	Yes	Yes	Not Applicable	0%	0%
Mechanic - Lead	Yes	Yes	Yes	PERS2	5.38%	5.58%
Mechanic - Support I	Yes	Yes	Yes	Not Applicable	0%	0%
Mechanic - Support II	Yes	Yes	Yes	Not Applicable	0%	0%
Inventory and PPE Specialist (SAM)	Yes	Yes	Yes	PERS2	5.38%	5.58%
EMS Officer (SAM)	Yes	Yes	Yes	PERS2	5.38%	5.58%
Chaplain	Not Applicable	Not Applicable	Not Applicable	Not Applicable	0%	0%
IT/Radio Manager	Not Applicable	Not Applicable	Not Applicable	Not Applicable	0%	0%
Community Outreach - Lead	Yes	Yes	Yes	Not Applicable	0%	0%
Community Outreach - Support I	Yes	Yes	Yes	Not Applicable	0%	0%
Seasonal Fuels Mitigation - Lead	Yes	Yes	Yes	PERS2	5.38%	5.58%
Seasonal Fuels Mitigation - Squad Boss	Yes	Yes	Yes	PERS2	5.38%	5.58%
Seasonal Fuels Mitigation - Support I	Yes	Yes	Yes	PERS2	5.38%	5.58%
Seasonal Fuels Mitigation - Support II	Yes	Yes	Yes	PERS2	5.38%	5.58%

Position	Full or Part Time	Type	Funded by?	Rate
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Description	#	Point QTY	Funded by?
Call		1	Overhead
Call EMS with EMT		2	Overhead
Working fire		4	Overhead
Call in excess of 2.5 hours		x2	Overhead
Clean station		1	Overhead
Rig check per rig		1	Overhead
Task assigned		1	Overhead
Training per session		2	Overhead
Online OTEP training		1	Overhead
Orientation		10	Overhead
Training in excess of 6 hours		4	Overhead
EMT Class		40	Overhead