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LWFR COMMISSIONERS MEETING MINUTES March 13th, 2018 10:00AM

In Attendance: Chairman Schmitten, Commissioner Bunney, Commissioner Gibbs, Commissioner Payne (Via telephone), Chief Lamar, Secretary Cope.

In Audience: Dennis Broughton, Kelly McDaniels, Deb Wadkins, Terry Glover

- I. **Call to Order.** Chairman Schmitten called the meeting to order at 10:00am.
- II. **Pledge of Allegiance.**
- III. **Approval of Agenda.** Chief Lamar requested we move agenda item VII (Unfinished Business) up on the agenda to position IV for the swearing in of Deb Wadkins. Commissioner Bunney moved to approve the agenda with change, motion carried.
- IV. **Unfinished Business –**
 - a) Swearing in Deb Wadkins. New FF, Deb Wadkins, was sworn in by Chairman Schmitten.
- V. **Public Input.** None.
- VI. **Approval of Minutes:** Regular Meeting on February 13th, 2018. Commissioner Gibbs moved to approve the minutes from the meeting on February 13th, 2018, motion carried.
- VII. **Department Reports—**
 - a. **Chief's Report.** Chief Lamar gave a chief's report, see attached.
 - b. **Maintenance Report.** BC McDaniels gave a maintenance report which highlighted that the majority of annual services have been performed our LWFR apparatus.
 - c. **Administration Report.** Administrative Coordinator Cope informed the board of the progress of the policy manual, procedures manual, and the new phone system order.
 - d. **Finance Reports.** YTD budget position and February monthly financials were presented.
 - e. **Monthly Vouchers:**
 - 1.) AP Batch February 16th- \$7,850.04
 - 2.) AP Batch February 23rd- \$6,743.48
 - 3.) February Payroll & Incentives- \$23,605.34
 - 4.) AP Batch March 9th- \$6,469.51

Commissioner Bunney moved to approve the monthly vouchers totaling:
\$44,668.37, motion carried.

 - f. **Training Report.** Chief Lamar gave a brief report on training.
 - g. **Strategic Plan Report.** Dennis Broughton gave a progress report on the strategic plan.

VIII. **New Business –**

- a) **Approval of Succession Plan.** Commissioner Bunney moved to approve the succession plan that was presented April 2017 as part of the strategic plan, motion carried.
- b) **Employee's Salary & Incentives Policy.** Changes to this policy include addition of vacation time and holiday pay for eligible employees. Commissioner Gibbs moved to approve the Employee's Salary & Incentives Policy with proposed changes, motion carried.
- c) **Capital Improvements.** Chief Lamar listed capital improvement projects that are needed which include: Vehicle purchase (Chevy Tahoe), generator project (DNR grant), training room flooring, air conditioning units at ST91 and ST94, and concrete work on garage floors. Staff is seeking quotes per the small works roster on MRSC but not all have been received at this time. Chief Lamar requested that the Board approve moving \$39,674.54 from the Reserve Fund (907) to the Expense Fund (901) to help cover preliminary estimated costs. Commissioner Bunney moved to approve the transfer of \$39,674.54 from the Reserve Fund (907) to the Expense Fund (901), motion carried.

IX. **Announcements:** Commissioner Bunney announced he will not be at the April meeting.

X. **Executive Session:** Chief Lamar requested an executive session to discuss personnel. Chairman Schmitten announced that per RCW 42.30.110 (g), the Board would move into executive session at 11:16am for a period of 10 minutes with the purpose of reviewing the performance of a public employee.

XI. **Action taken as result of Executive Session:** No action taken

XII. **Conclude.** Chairman Schmitten concluded the meeting at 11:26am.

Attest:



Kay Cope
District Secretary to the Board