



MINUTES
Chelan Fire and Rescue
Wednesday, May 20, 2020 at 3:00 P.M.
232 East Wapato, Chelan, WA



The CFR Board of Commissioners will conduct the meeting via google hangout. The public is welcome to listen to the open public meeting by calling #351-888-7591 no access code is needed.

Chairman Phil Moller took roll call for those using google hangout: Commissioner Russ Jones, Commissioner Karyl Oules, Fire Chief Mark Donnell, Assistant Fire Chief Brandon Asher, Secretary Carol Kibler, Association President Dan Crandall and City Board member Ray Dobbs.

Chairman Phil Moller took roll call for those using teleconference: Wade Farris, Luis Gonzales, Richard Uhlhorn and Fred Weiss.

Regular Meeting Call to Order: Chairman Moller called the meeting to order at 3:00 p.m.

Approve Agenda: Commissioner Oules MOTIONED to APPROVE the Agenda as submitted, Commissioner Jones second the MOTION carried.

Public Comment: *Public comments will be accepted at this meeting. If you wish to comment during the public comment please email Chief Mark Donnell at mdonnell@cfr7.org or call 509-682-4476. Chelan Fire & Rescue will require a written statement for the record of all public comments made.*

Consent Agenda: Commissioner Oules MOTIONED to Approve the Consent Agenda as submitted, Commissioner Jones second the MOTION carried.

- Revenue and Expenditure Report: March and April 2020
- Payroll: April 1-31 Paid 05-05-2020 \$124,285.24
- Vouchers: General Account #746365- 746405 \$36,691.15
- Vouchers: Capital Account #746377 -746378 \$381.65
- Minutes: April 15, 2020

Fire Chief Report:

- Chief Donnell stated the March financials were not prepared for approval at last meeting. April and March Financials have been reviewed; all budget line items are appropriate.
- Chief Donnell reviewed the April visa credit card invoice all expenditures are appropriate and reported we will receive \$5,500 in refunds from training classes that have been cancelled due to the pandemic.
- Chief Donnell reported due to social distancing station 71 crew quarters carpet replacement and station 75 heating system has been put on hold.
- Chief Donnell stated we continue to monitor expenditures during the pandemic as we are unsure of the impact it may take on the economy and for future revenue for the district.
- Chief Donnell reported there is a 35% decrease in our call volume which is similar to what is being reported throughout the U.S. due to the pandemic. This is impacting agencies and some are already cutting their budgets and implementing personnel layoffs.
- Chief Donnell reported Lake Chelan Community Hospital is going to re-evaluate their strategic plan and recommended that a letter (DRAFT copy with Commissioners) be sent to George Rohrich CEO of LCCH regarding the opportunity to objectively review the best services to the community. Chairman Moller stated he would like to be involved with the discussions.



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- Chief Donnell reported April response times for R71 and L71 are high due to responding to incidents on Stayman Flats and the incident in Waterville.
- Chief Donnell reported our effective work force responses are looking good, the volunteer members are responding.
- Chief Donnell reported \$25,000 fire loss at the Stayman Flats building fire.
- Chief Donnell reported Dr Jobe will change the weekly agency pandemic meetings to monthly due to slow down in numbers and noticeable fatigue amongst EMS providers.
- Chief Donnell reported the COVID19 numbers are still increasing, we may not be moving into Phase 2 as soon as we think.
- Chief Donnell reported that the Incident Action Plan will be updated and sent out every 2 weeks and we will keep the current infection control safeguards in place.
- Chief Donnell reported that for Memorial Day weekend we are expecting large influx of visitors; concerns with the public camping closures that we are going to see camping going on in places people shouldn't be. Local hotels are at 50% capacity so far. We will be staffed daily with 4-5 crew members on shift each day, Marine 71 will be on the water Saturday through Monday.
- Chief Donnell reported staff has been busy completing annual hose testing, Blue Card IMS Training as well as the annual wildland refresher training. Administration: Carol Kibler is at home working and Karla Mendoza is in office.
- Chief Donnell reported we have made numerous contacts with Tim Hollingsworth regarding the short plat for station 75. Chief Donnell will keep the board informed once he receives the information.
- Chief Donnell reported we sold E72 to Kittitas County Fire Department and received \$8,000. We have Union Valley people interested in T73 and keeping it operational in Union Valley. We are asking \$5,000, this will be a benefit for Union Valley as a tendered water source.
- Chief Donnell reported we listed Support 71 with Brindlee Mountain Brokers for \$70K.
- B71 is still at Jess Ford and they are unable to figure out what is wrong with it. Ford Corp. has been working with Jess For to resolve this issue.
- Chief Donnell reported that the surplused DNR M1083 vehicle (2019 DNR Phase 2 grant) is currently enroute to Chelan. With on-going issues with the Type 6 550s, the updated plan will be to keep B-74 for another year and outfit the M-1083 with the equipment necessary to place it in service. Chief Donnell has estimated that total cost for this project will run about \$35,000.00 which is \$12,000.00 over the original project cost. Chief Donnell has earmarked money from the Capital Equipment Fund (Apparatus account) with \$12K being reimbursed through the Phase 2 DNR Grant and an additional \$13K generated through the sales of E-72 and T-73. Possible date for completion will be late July or early August. (Chairman Moller suggested calling DNR asking about a tank; they take vehicles apart annually and re-baffle tanks.)

Chairman Moller asked for a MOTION to approve the expenses necessary for the M1083 Brush truck. Commissioner Jones MOTIONED to approve expenses for the M1083 Brush truck Commissioner Oules second the MOTION CARRIED.



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- Chief Donnell reported the crews have done a few Fire Wise assessments from social media responses. LT Taylor Rains, AC Asher, and Chief Donnell are taking an online Community Risk reduction course from National Fire Academy.
- Chief Donnell reported the Safety Fair in September has been canceled due to the pandemic and concerns for public safety.

Assistant Chief Report: Volunteer Recruitment & Retention / Training

- Chief Asher reported Brandon Starkweather is a new recruit for Chelan. He was able to participate in the wildland training and is certified. New recruits Mellissa Nelson (Entiat) and Katlyn White (Orondo) are in the application process. Chelan member Cody Evans is resigning and moving to the west side.
- Chief Asher reported we have cancelled all public recruitment events due to COVID19 pandemic.
- Chief Asher reported we had 50% stipend coverage for April and we have 30% coverage for May. The May stipend coverage are scheduled for days. At this time the stipend coverage is being pulled by members who have been laid off from their regular job. We will eventually lose the members as they will return to their job.
- Chief Asher reported the crews trained at the marina and did a great job. This weekend the crew and members will participate in water rescue training that LT Sherman is putting together.
- Chief Asher reported we received grant funded bunker gear for the recruits.
- Chief Asher reported the crew and members participated in wildland live action drills on the Butte and behind the golf course. Karla Mendoza is working on getting red cards issued. We have 37 volunteer members red card qualified and 27 structure certified. The final day of training was May 16th for structure and wildland firefighter recruits. Chief Asher reports that a total of 14 people will have completed all necessary training and are now qualified to participate in wildland fires.
- Chief Asher reported he is working on future training once we come out of the pandemic
- Chairman Moller reminded Chief Asher to also focus on the training budget, not over spend and plan accordingly.

Firefighters Association Report:

- President Dan Crandall reported the beginning of the year we had large expenses before pandemic. Beginning balance for April \$45,547.00 deposit \$324.00 expended \$500.00 to Chelan Food Bank ending balance \$45,372.00 This puts us in a great position to help those in need.
- President Dan Crandall reported association meetings have been cancelled due to pandemic. We have been using online voting when we need approval to spend funds.
- President Dan Crandall reported June pancake breakfast was cancelled and if things look better, we may schedule something later.
- President Dan Crandall reported the shed at station 71 has a few more touches needed, we will move the equipment to the shed soon.

Unfinished Business:

Long Range Planning: Chief Donnell stated that with the uncertainties created from the Covid-19 pandemic that he is very concerned for the future of emergency service delivery.



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With past economic downturns we typically won't see the impact for 1-2 years, specifically 2022 and it will be a hard hit. Every public sector will come under scrutiny and our long range projections should reflect into 2026. We need to continue planning for sustainable staffing, capital improvements, and apparatus replacement with the potential for revenue shortfalls. Once we get back to face to face meetings, we will need to continue working on our long-range plan.

- Chairman Moller stated spending will need to be scrutinized, we need to scrimp by.
- Commissioner Jones reported residential and commercial real-estate continues to stay steady.

Incident 2020-129 Illegal Burning Billing: Chief Donnell reported the invoice has been mailed.

Incident 2020-186 and 2020-190: Both incidents are out of district fire suppression responses and responsible parties have been invoiced. Attorney Quinn has drafted a letter inviting them to annex into the fire district or pay the bill. One property owner has responded and is working on annexation into the district. Chief Donnell will keep the board informed.

New Business:

Resolution 2020-08 Surplus of Matco Determinator Scan Tool:

Commissioner Russ Jones MOTIONED to APPROVE Resolution 2020-08 as submitted, Commissioner Karyl Oules second the MOTION CARRIED.

City of Chelan Fire Protection Services Contract:

- Chief Donnell reported that current City of Chelan interlocal agreement (ILA) has expired and that we should reengage the City to address this situation. Addressed fire life safety inspection and hydrant maintenance flow testing proposals as requested by Commissioner Oules.
- Chief Donnell reported the fire district has had an interlocal agreement with City of Chelan but it expired in 2011. We found numerous drafts but nothing current that is signed.
- The agreement with the City is in kind services based on city owned properties for fire protection services.
- Some off sets; the fire district pays \$2,700 annually for station 74 (Airport)
- We did at one time do flow testing on hydrants and FLSI with the goal to inspect all commercial buildings within city limits. This goal was never achieved nor was it ever completed. This agreement was terminated in 2017 by Chief Lemon.
- The commitment to do the FLSI and complete all commercial buildings was overwhelming to our crew and staff. We would see violations and no correction as the city didn't enforce the code.
- Completion of the annual hydrant maintenance program was inconsistent at best with some years not even being completed.
- Chief Donnell reported City board member Ray Dobbs and City Administrator Wade Farris have the information.
- Chairman Moller stated its irresponsible for both city and fire department to not have an agreement.



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- Discussion took place regarding Washington state RCW requirements.
- Discussion took place regarding Washington Survey and Rating Bureau (WSRB) and there rating mechanism. The next rating review will be 2021. Commissioner Jones stated less staffing possible could change the cities rating from a 6 to 7.
- Ray Dobbs suggested scheduling a meeting to discuss the agreement. Each agency could draft a balance sheet listing in kind items.
- Chief Donnell will gather RCW requirements and draft the in-kind items for review. A meeting will be scheduled once the pandemic slows and things open.

Special Events:

- May 30, 2020 0900: WFCA Webinar – Roles, Personnel, Duties, and Finances Class with Attorney Brian Snure
- June 6, 2020 0900: WFCA Webinar – Open Public Meetings and Open Public Meetings Records Class with Attorney Brian Snure

Board for Volunteer Firefighters: None

Public Comment: None

Commissioner Comments:

Commissioner Jones thanked Jim Belch and John Goynes for helping get Marine 71 operational. Chairman Moller has concerns for the 2022 budget and current spending, he hopes we are going to make it through.

Executive Session: None

Adjournment: Commissioner Jones MOTIONED to close the meeting 4:31 p.m.
Commissioner Oules second the MOTION CARRIED.

Chelan County Fire Protection District 7
Board of Commissioner's

Chairman, Phil Moller

Commissioner, Russ Jones

Commissioner, Karyl Oules

Attest: District Secretary Carol Kibler