



MINUTES
Chelan Fire and Rescue
Wednesday, September 16, 2020 at 3:00 P.M.
232 East Wapato, Chelan, WA



The CFR Board of Commissioners will conduct the meeting via Zoom. The public is welcome to join by following this link: <https://us02web.zoom.us/j/87284665516> Meeting ID: 872 8466 5516 or dial +1 253 215 8782

Roll Call: Chairman Phil Moller, Commissioner Russ Jones and Commissioner Karyl Oules are present.

Others: Fire Chief Mark Donnell, Assistant Fire Chief Brandon Asher, Secretary Carol Kibler and Firefighter Tyee Zacher.

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

Approve Agenda: Commissioner Jones MOTIONED to APPROVE the agenda as submitted the MOTION CARRIED.

Public Comment: *no comment*

Consent Agenda: Commissioner Jones MOTIONED to APPROVE the Consent Agenda as submitted the MOTION CARRIED.

- Revenue and Expenditure Report: August 2020
- Payroll: August 1 -31, 2020 for \$132,713.57 paid 09-05-2020
- General Account Vouchers: #746624 – 746658 for \$21,372.32
- Capital Account Vouchers: #17132 – 17140 for \$38,540.10
- Minutes: August 19, 2020

Fire Chief Report:

2020 Budget & Financials:

- August financials have been reviewed and we are on track with all budget line items within acceptable limits for expenditures. The 2020 Budget is currently spent at 60% (Target – 67%) with 4 months remaining.
- State (and Federal) audit exit interview was held on Tuesday, September 15th with Commissioner Moller, Chief Donnell, AC Asher, AOM Kibler, and GAO staff via Zoom meeting. Overall, audit was good with some material weaknesses discovered with most of these having been resolved through either accounting or procedural changes. The findings reported at last month's meeting were discussed and the Fire District will respond to those findings before the October 31st deadline to close out our 2020 audit.

Emergency Response Reports:

- August Incident Response Report shows 115 calls for emergency service for August. Average call volume for August is 115 calls.
- The August EMS Breakdown shows that approximately 38% of our EMS related calls are still non-transport or patient transported POV.



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- August turnout and response times for Station 71 are within established service delivery goals set out in SOG 010. Times for outlying stations are outside of 90th percentile primarily due to response travel distance. YTD averages are listed in parenthesis.
- Fire District met goals for establishing an Effective Work Force as established by SOG 010 for all responses.
- Reported fire loss for August was \$17,000.00 (Chelan Falls Fire.)

Operations:

- Apple Acres Fire was officially closed out today with transition back to the Fire District and a Type 4 IMT at 0630 this morning. Final fire size is 5,753 acres and is at 97% containment. Work will be continuing in the area for rehabilitation and clean-up.
- Chelan Fire & Rescue is still operating in Emergency Operations mode for the COVID-19 pandemic with an internal incident command structure. IAPs (Incident Action Plans) are now updated and distributed monthly. We will continue to closely monitor this situation and implement safeguards necessary to maintain the health and safety of our personnel.
- The Chelan-Douglas County Regional EOC will no longer be distributing the situation report with the transition of the IMT to a team from WA State coming in this week. The Membership and Board will start to receive updates from the Chelan-Douglas Health District as this information is released.
- We will continue to support State Mobilization requests as long as our staffing and apparatus are available for these requests. With two career members currently out on medical leave we may be limited in this capacity until their return.
- To date we have generated \$68,000 from state mobilization.

Community Risk Reduction:

- We continue to utilize our social media to send out consistent messaging to the community about the functions and activities of Chelan Fire & Rescue.
- We have completed a Community Risk Reduction/Recruitment video project that highlights the Union Valley area and will be determining best methods for distribution of this information. This video was timely in that the Apple Acres/Union Valley Fire was handled as well as it was due to the great work done by a number of homeowners in protecting their properties.

Apparatus Status:

- We are still down to 1 Type 6 Brush Truck (Ford 550) with R-71 (newer engine) still at the dealer in Wenatchee for unresolved repair issues.
- S-71 is still listed with broker for sale, price has been reduced to \$50,000.00.



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- Work on B-74H (M-1083) is progressing and is still scheduled to be completed by end of September per Fleet Manager Goyne.
- The 2003 Spartan Type 1 Engine purchased from the City of Bellevue was placed in service on September 4th as E-71 (Rosenbauer) needed to be sent over to Spokane for replacement of the turbo. The Rosenbauer is now back in service. After discussion with staff we have decided to place this engine into service as E-79 due to its smaller size and 500-gallon water capacity. The 1993 Seagrave currently assigned as E-75 will remain in service at Station 75.
- All other apparatus is in service at their assigned stations.

Assistant Chief Report:

Volunteer Recruitment & Retention / Training:

- Chief Asher reported we've not been actively seeking recruitment at this time. We are in review of looking at hosting an academy May 2021. A few new recruitments going through the process: Tyler Kennedy, Todd Nicholson and Eddy Robledo.
- Chief Asher reported we sent termination letters to Daniel Knot and Nathan McDowell their participation levels have not met the requirements.
- Chief Asher reported the stipend shift coverage is at 6%. One recruit person is taking on the Wednesday shifts, no one is pulling shifts.
- Chief Asher report the Apple Acres fire gave recruits the opportunity to train on the apparatus, moving forward this gives us more driver operators.

Training:

- Chief Asher reported the resent training was on hose deployments and brush truck operations, Chief Asher stated the crews and recruits all performed great. We focused on radio communications and have received good feed back on the training we've given.
- Chief Asher reported the firefighters did a great job fighting the Apple Acres fire, they are working at a higher level.
- Commissioner Oules was impressed with how everyone handled the Apple Acres Fire.
- Chief Donnell stated everyone pulled together and did a tremendous job. The Type 2 team said that's what saved Apple Acres fire was the initial attack.

Firefighters Association Report:

President Dan Crandall stated he is impressed with Chelan Fire & Rescue response and is glad to be affiliated with the fire department. The associations check book balance is \$44,272.00 and savings account has \$1,050.00. We donated \$1,000 to the Hyland family and are discussing donating \$5,000 to Okanogan County Long Term Recovery Group and \$1,000 to Chelan Valley Hope. The shed is completed with the Chelan Fire and Rescue logo.

Unfinished Business:

2021-2025 DRAFT Strategic Plan – Update:

- Chief Donnell sent the draft to the commissioners for review and feedback. The strategic plan will tell us how to move forward. Chief Donnell stated he hadn't received any feedback from the commissioners.



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- Chief Donnell stated he doesn't want to put a lot of effort into the strategic plan if this is something that isn't going to be used. Chief Donnell asked that the commissioners please take time to review and get back to him.

August 26th SWOT Analysis:

- Chief Donnell sent the commissioners the SWOT and would like their feedback by answering the questions. The SWOT will help identify weaknesses and strengths of the fire department. This is a big piece on how the strategic plan will work.

City of Chelan Fire Protection Services Contract – Update

- Chief Donnell reported meeting August 25, 2020 with City of Chelan officials along with Commissioner Oules. The meeting went well and Chief Donnell will keep the board informed. The next meeting will be in October.
- **Station 75 Short Plat** – Update Chief Donnell reported Morgan Picton is working on the short plat and once it's completed we can put the property up for sale.
- **IAFF Local 4816 Labor Agreement** Negotiations – Update; the meetings got cancelled due to the fires. We will reschedule and the board will be informed in October.
- **EF Recovery Services – Update;** Our Attorney reviewed the agreement and approves. We will move forward signing the agreement.

New Business:

2021 Budget Proposal and Meeting Schedule:

- Chief Donnell sent emails to the commissioners of the budget proposal as a draft. Chief Donnell stated we developed a couple different documents. Chief briefly reviewed the documents.
- Commissioner Oules asked if we could take the information out to the community.
- Chief Donnell replied we can and will invite people to the meeting.
- We will look at meeting dates for October to review the budget proposal.

Extension of Seasonal Firefighter Employment:

- Chief Donnell sent an update to the commissioners and requested to extend the seasonal positions. We have one career staff on light duty and one on leave that will not be returning. The ability to move the seasonal employees to shift duty works well for the department.
- Chief would like to extend the seasonal positions to end of October.
- We also will be filling the vacant career firefighter position; this will take about three months to process.

Commissioner Jones MOTIONED to extend the 2 seasonal positions to end of October the MOTION CARRIED.

Firefighter/EMT Testing/Hiring:

- Chief Donnell reported in filling the vacant firefighter position we do not have an active hiring list of firefighter candidates. The process takes about 90 days and Chief Donnell would like to extend the position outside of in house. Chief Donnell would like to move forward with vetting and testing and hire by January 1, 2021. Chief Donnell discussed CPAT testing. This is an agency that tests firefighters and we can utilize the pool.

Special Events: None



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Board for Volunteer Firefighters:

- Invoices: Approved for F. Soderstrom.

Public Comment: *None*

Commissioner Comments:

Commissioner Oules thanked all for the hard work accomplished during the fires and she is impressed.

Commissioner Jones stated the public sense is at ease.

Chairman Moller stated the community is starting to wrap around us.

President Dan Crandall stated he was impressed on how things are going for the fire department. Thank you!

Executive Session: RCW 42.30.110(1)(g) The Board will enter into executive session to review the performance of a public employee. This executive session will be held via conference call.

Chairman Moller announced closing the regular meeting at 4:21 p.m. to go into Executive Session as listed above. The chairman, commissioners and Chief Donnell used conference call for the session. The session will take 10 minutes.

Chairman Moller announced closing of the executive session no action taken. The regular meeting opened at 4:30 p.m.

Adjournment: MOTION was made to closed the regular meeting at 4:31 p.m. the MOTION CARRIED.

Chelan County Fire Protection District 7

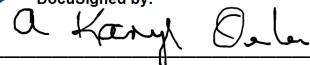
Board of Commissioner's

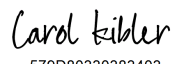
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Attest: District Secretary Carol Kibler