



MINUTES
Chelan Fire and Rescue
Wednesday, January 20, 2021 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*

Proposed Chelan Fire and Rescue agenda pending Board approval.

Roll Call: Russ Jones, Karyl Oules and Phil Moller.

Staff: Fire Chief Mark Donnell, Assistant Fire Chief Brandon Asher, District Secretary Carol Kibler.

Others: Stephanie Preheim, Brittany Adkison, Richard Uhlhorn, Duty Crew, Pat Moore and Chris Begin.

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

Approve Agenda: Chief Donnell requested addition to New Business; Firefighter Sick Accrual Adjustment. **MOTION was made to add and approve the agenda MOTION CARRIED.**

Public Comment: None

Consent Agenda: MOTION to APPROVE the Consent Agenda as submitted MOTION CARRIED. approved Jones unanimous

- Revenue and Expenditure Report: December 2020
- Payroll: December 1-31, 2020 for \$123,535.99 paid 01-05-2021
- General Account Vouchers: #746823 – 746877 for \$31,192.09
- Capital Account Vouchers: #746858 - 746864 for \$12,078.16
- Minutes: December 16, 2020

Introduction Firefighter/EMT Brittany Adkison: Ms. Adkison introduced herself and thanked the commissioners for the opportunity to work for CFR and the community.

Fire Chief Report:

2020 Budget & Financials:

- December financials have been reviewed and the 2020 Budget has been spent at 99% (Target – 100%). The year-ending carry over balance will come in at \$703,132.00 (2021 carry over originally budgeted at \$513,000.) We still have state mobilization reimbursements uncollected for 2020 which will also positively impact the 2021 budget.
- 2021 Budget has been updated with new carry over balance.
- Commissioner Moller stated excellent job in keeping expenses down in 2020. Asher stated we would have not of been able to do what we did if not for seasonal folks.



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Emergency Response Reports:

- December Incident Response Report shows 67 calls for emergency service, highest December call volume. Average call volume for December is 52 calls. Rescue/EMS responses accounted for 62.69% of total calls with 35.8% of those non-transport or patient transported POV.
- 3 major incidents for December:
 - 12/04 Vehicle Fire (792 N. Bradley)
 - 12/06 Appliance Fire (208 E. Packard)
 - 12/07 Structure Fire (210 E. Evergreen St.)
- December turnout and response times for Station 71 are within established service delivery goals as set out in SOG 010. Times for outlying stations are outside of 90th percentile primarily due to response travel distance.
- Fire District met most goals for establishing an Effective Work Force as established by SOG 010. Establishing an Effective Work for Structure fire responses are still a major concern and seem to be most challenging for the late night/holiday time frames. In eliciting feedback from the members, a number of members had stated that they had consumed alcohol within the response guidelines and, therefore, did not respond. We are currently reviewing the SOG to see if guidelines are still within accepted legal parameters.
- Total fire loss for November was \$54,650.00 which will impact revenues by \$45.07 annually.
- 2020 Annual Report will be completed for Board review by February meeting.
- Discussion regarding wrong size Stortz fitting at the Campbell Resort.
- Chief Donnell is working with the City to replace the Stortz fitting where needed. Chief Donnell is also working with WSRB and the City for future ratings. Chief Donnell has suggested the City needs a part time inspector to deal with the growing issues. The city and county are responsible inspections.
- Dan Crandell stated the Association could also help with the cost of the stortz fittings if needed.

Operations:

- Chelan Fire & Rescue and LCH EMS have completed 7 drive through vaccination clinics specifically for First Responders in Chelan and Douglas counties. These clinics have enabled us to vaccinate 1,000 first responders and essential personnel with their first dose and we have the second dose clinics lined up to begin second dose administration beginning January 30th. Chelan Fire & LCH EMS are looking into the possibility of vaccine administration for North Chelan county residents but this will be dependent on vaccine allocation and determined by Health District MAC.



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- Assistant Chef Asher has been assigned as the Incident Commander for the Chelan-Douglas Health District IMT for the period of January 11th through January 22nd. Fire agency personnel have been filling many of the critical IMT roles for the Health District over the last few months and it is anticipated that this will extend into the summer.
- The 2020 FEMA Assistance to Firefighters Grant application period has opened with a closing date of February 12th. Our original plan was to resubmit for the Urban Interface Engine but staff is not optimistic about our ability to acquire that apparatus through this grant. We are currently exploring other options that would enhance the safety and well-being of our members, with consideration to a regional approach to increase the likelihood of success.

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.
- Staff is currently exploring the possibility of securing a grant funded Community Risk Reduction Specialist through FEMA 2020 Fire Prevention and Safety Grant program. I have reached out to Manson, Entiat, & Orondo to see if there was any interest in pursuing this position at a regional level which gives us a better chance in getting selected. The 2020 Fire Prevention and Safety Grant application period opens on January 25th with a closing date of February 26th.

Apparatus Status:

- S-71 is still listed with broker for sale.
- Northwest Fire was contracted by CF&R to complete an analysis of the corrosion issue with Ladder 71. A copy of that report has been distributed to the Board for their review. The recommendation is to ship L-71 to St. Louis, MO for replacement of the frame rails and evaluation of the torque box, in addition to completing any other maintenance work that would be required.
- Chief Donnell gave options to commissioners:
 1. Repair the apparatus, estimated cost ranges from \$175,000 to \$250,000 with require time to complete approximately 1 year.
 2. I have forwarded the summary of findings along to Brindlee Mountain to see what are next steps in correcting the deficiencies.
 3. Pursue legal avenues, but we are out of warrantee
- Response plans are already in place to tone for aerial ladder from Manson. We would just need to update the run card as first responder.
- Commissioner Oules agrees to get it repaired and hopes to not spend over the \$250.
- Chief Donnell will keep the commissioner's informed regarding the ladder truck.
- The Ram 5500 chassis (replacement chassis for B-71) is waiting for installation of the mobile radio and will be placed in service as R-71 when that has been completed.



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- All other apparatus are in service at their assigned stations.

Assistant Chief Report:

Volunteer Recruitment & Retention / Training:

- Chief Asher reported recruit classes will start February 2nd. We've ordered the IFSTA books for the class. We picked up one recruit for Chelan, Wade Gross is motivated and volunteers at Manson. Entiat has 2 new recruits Bruce Duncan and Blake Duncan a father and son.
- Retention: We have had lots of people on leave or not attending drills or responding. Chief Donnell sent termination letters to Brian Thompson and Doug Morgan they will be turning in their gear and equipment. Mike Boyle and Kelsie Keys terminated their recruit status.
- Events: nothing planned due to COVID.
- Stipend coverage for the month of December was at 9% and January we are at 8%.
- EMT class started last night will do online stuff first and won't start in person until February.
- Greg Simpson passed his IFSTAC Certification.
- City would like the FD to burndown and train on one of there buildings.

Firefighters Association Report:

President Dan Crandall reported fund balances in checking \$3,800 the Association account has \$11,500 and the Gala account has \$18,000, Marine71 account has \$531 the accounts are in good shape.

Discussed possible needs for Marine71: ambulatory services for patients and a water pump. If other needs come up Jones will get feed-back from Fire Fighters.

Parade truck needed a few repairs, the cost was \$465. We donated \$1,000 to Lake Chelan Swim, \$500 to Chelan Food Bank. We try to help the community where we can! Commissioner Moller thanked the Association for helping Santa tour Chelan.

Unfinished Business:

- **City of Chelan Fire Protection Services Contract – Update:** Chief Donnell reported earlier in the meeting.
- **Station 75 Short Plat – Update:** The application process started. Morgan Picton already has a buyer. We will discuss the sale price next meeting.
- **2020-2021 Annexations – Update:** Second letters went out today.

New Business:

2020 Budget ending funds transfer:

- Chief Donnell stated we had a carry-over of \$703,000 and would like to move \$100,000 to Capital Investment account which allows us to purchase capital



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equipment/apparatus. We currently have a balance of \$164,746. This will keep the funds out of the general. The sale of the property and uncollected funds from state mobilizations we are still waiting on an estimate of \$100,000.

MOTION was made to APPROVE the transfer of \$100,000 from General to Capital Investment the MOTION CARRIED.

2021 Budget – Update:

- Chief Donnell reported the 2021 budget has been updated. The 2021 budget will be a pivotal year the 2022 budget will not be good if we do not find revenue, we will have to make cuts.
- We have highlighted 2021 capital Expenditures of \$270,000 there are items we do not have to purchase, but this would move those items into the future.
- It is the commissioner's duty to be fiscally responsible for revenues and expenditures.
- We have been fiscally responsible for the last 15 years from the last levy lid lift and will work to get this information out to the public.
- Chief Donnell proposes staff and he draft a 10-year budget, present the needs to the community for future funding.
- We need feedback from the community, good or bad to find out what the community will support.
- The current time frame is critical, we are at the threshold.
- Chief Donnell and Chief Asher's contract will expire end of 2021.
- Deadlines to submit for a levy lid lift: May for the August primary and August for the November general election.
- The funds carried over from 2020 are defiantly not a long-term solution.
- Topics of discussion:
 - Community Advisory Group: in person meeting restrictions/Zoom
 - Information mailer; Q & A survey or educational information
 - Facilitator/moderator; inhouse or outside source
 - Time constraints
- It was discussed to not spend money on a moderator. And to reach out to Ray Dobbs as a facilitator/moderator. The fire district has expertise within, to manage the advisory board.
- It was discussed putting together a survey to send out to the community.
- Chief Donnell will reach out to a couple more facilitators as options and look into information regarding a survey.
- Commissioners will be able to visit with facilitator.
- February board meeting: commit to the selection of the community advisory group.
- Chief Donnell will draft objectives and goals for the community advisory group
- Chief Donnell will put together a timeline

Commissioner Jones MOTION move forward with selecting a community advisory group, Chief Donnell will continue to look for facilitator options and consider mailer surveys, Commissioner Oules second the MOTION CARRIED.



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Sick Leave Carry over:

- Chief Donnell reported carryover of earned sick leave for temporary and seasonal firefighters employed carry over sick accrual to current employment status. This includes Sam Belsky accrual of 36 hours and Stephanie Preheim 35 hours.

Commissioner Jones MOTIONED to APPROVE the accrual sick leave hours as presented in the MOU, Commissioner Oules second the MOTION CARRIED.

Special Events:

*KOZI - 8:10 AM Time Slot: January - Commissioner Jones

Board for Volunteer Firefighters:

Voucher – Recruit Firefighter

Commissioner Jones MOTIONED to APPROVE the voucher as submitted, Commissioner Oules second the MOTION CARRIED.

Public Comment: None

Commissioner Comments:

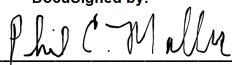
Commissioner Jones appreciated the good conversation during the meeting noting that it is healthy for the board to have candid and open dialog. All agreed.

Executive Session: None

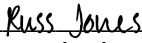
Adjournment: There being no more business before the board of Commissioner's the meeting closed at 5:30 p.m.

Chelan County Fire Protection District 7

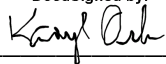
Board of Commissioner's:

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Chairman, Phil Moller

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Commissioner, Russ Jones

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Commissioner, Karyl Oules

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Attest: District Secretary Carol Kibler