



MINUTES
Chelan Fire and Rescue
Wednesday, December 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:

Commissioner's: Phil Moller, Russ Jones and Karyl Oules.

Staff: Fire Chief Mark Donnell, Assistant Fire Chief Brandon Asher, District Secretary Carol Kibler and A-shift.

Others: Richard Uhlhorn, Chris Baker, and Gary Begin.

Regular Meeting Call to Order: Chairman Moller called the meeting to order at 15:00

Approve Agenda: Chief Donnell added the 2021 staffing proposal for review/approval by the commissioners.

Public Comment: Chris Baker introduced himself, he is a City of Chelan council member.

Consent Agenda: Chairman Moller **MOTIONED** to **APPROVE** the Consent Agenda as submitted Commissioner Jones second the **MOTION CARRIED**.

- Revenue and Expenditure Report: November 2020
- Payroll: November 1 -30, 2020 for \$118,579.88 paid 12-04-2020
- General Account Vouchers: #746777 – 746830 for \$34,710.25
- Capital Account Vouchers: #17153 - 17159 for \$49,122.28
- Minutes: November 9 and 18, 2020

Fire Chief Report:

2020 Budget & Financials:

- November 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 95% (Target – 92%) with 1 month remaining. Still have revenues uncollected for 2020 which will positively impact the budget by year end.

Emergency Response Reports:

- November Incident Response Report shows 50 calls for emergency service for November. Average call volume for November is 60 calls. Rescue/EMS responses accounted for 64.9% of total calls with 38% of those non-transport or patient transported POV.
- 2 major incidents for November: 11/22 Vehicle Fire (Hwy 97, MP245) and 11/25 Structure Fire (Washington Creek).
- November turnout and response times for Station 71 are mostly 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 with the exception of structure fire responses, vehicle fires, and MVA. Establishing an Effective Work for Structure fire responses are still a major concern and seem to be most challenging for late night/holiday time frames.



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- Total fire loss for November was \$12,500.00.

Operations:

- Still experiencing daily increases in positive Covid cases with Heritage Heights being significantly impacted this week. With these increases we have modified our response with EMS to Heritage Heights in order to minimize exposure to our personnel. We are still working with EMS on vaccinations for all first responders in Chelan-Douglas county.
- Reminder that we have a stock of Covid Antibody Tests available for distribution on an as-needed basis to our members.
- Schmitt Electric submitted a bid for updating the lighting at Station 74 and was able to get the entire cost of this project (except sales tax) covered by the Chelan PUD Utility Rebate program in the amount of \$33,000. Project will be completed first of next year.
- Chief Donnell will look at the PUD program for the outlining stations.
- Bids for generator project at Station 74 are in for staff review. We will be moving forward on the bid selection/approval process to get this project completed within the FMAG grant timeframe. Fire District matching cost will be \$7,000.00 for this emergency generator project. The grant is for \$35,000

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.
- Delivered a presentation to the Chelan Rotary Club yesterday via Zoom on the current state of Chelan Fire & Rescue. Received some very good feedback from those in attendance. Will be utilizing this same type of presentation as we begin to reach out to other community groups and homeowner association in order to get information out regarding Chelan Fire & Rescue.

Apparatus Status:

- S-71 is still listed with broker for sale, recommend price reduction to \$40,000.00 or possible trade for needed apparatus.
- Board was notified last week of L-71 being placed out of service due to not passing UL testing. Reached out to Brindlee Mountain Truck Sales regarding the issues identified in UL report and they have been very cooperative in working towards solutions. We are past the one-year warranty and are pursuing options to rectify the UL issues.
- John reports that the Ram 5500 chassis (replacement chassis for B-71) is in the almost finished stage and we anticipate it being in service year end.
- All other apparatus are in service at their assigned stations.

Assistant Chief Report:

Volunteer Recruitment & Retention / Training

- We received one application for Entiat Fire; Jessica Willy and one for Chelan; Ian Schuelke.
- We had one recruit leave the department; Kammi Spence moved to Idaho.
- We have recruit banners placed throughout the community. We have one individual who is interested in the Chelan falls area. We handed out a couple applications but none have been turned in. Chief Asher stated Station 74 (airport) needs recruits. The lack of recruits



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delays in an effective work force, we are not meeting the standard in the area. We need our recruits to participate and step up to going to calls.

- We had a 5% stipend coverage for the month of November and 6% for December. This is a significant decrease.
- In person training has decreased due to COVID. We ramped up online training through target solutions.
- Recruit Greg Simpson attended a Haz Mat training and multiple recruits have submitted for fire classes, we are encouraging people to apply and get their fire certifications. Six members have signed up to take the EMT class being held locally.
- Chief Asher shared the 2018-2020 Station volunteer Comparison. Chief Asher was transparent about the recruit program stating, it's not working as well as we would like to see. We will always have a recruit membership; we need to find another way to make an effective work force.
- Chief Asher shared the retention/recruit membership since 2010-2020. We have had 171 recruit members sign up and participate through the years. Currently we have 22 active combat and 11 noncombat recruits. Overall retention 19% Combat qualified 13%.
- Chief Donnell stated we have limited funding resources to do what we need to do and serve the community.
- Discussion regarding regionalization with other agencies; Currently we are in discussion with Chelan County Fire District 1 regarding combining training options. Chief Donnell is more than happy to talk to other fire departments, but some departments are not interested. Regionalization is taking place across the country; we are taking small steps in making progress and have opportunities to better serve our community.
- Commissioner Oules stated she isn't against a levy; she doesn't want to see a levy fail as it did in the past years.

Firefighters Association Report:

President Dan Crandall reported it has been a challenging year for the association and fund raising. We have used half of our funds this year and look forward to 2021 fund raising along with scheduling the Firelight Gala.

Treasurer's Report for 2020: Gala Fund-start \$25,072.23, end \$11,453.05; Association Fund-start \$10,498.42, end \$4,676.71; Marine 71 Fund-start \$19,200.00, no report available for end. Association Accomplishments for 2020:

- Built a secure shed to house all Association equipment at Station 71
- Donated \$3,000 to Thrive Chelan Valley to help feed schoolchildren during the pandemic
- Donated \$5,000 to Okanogan Long-Term Recovery Group to help victims of the Pearl Hill Fire
- Donated \$1,000 to Chelan Valley Hope to help victims of the Apple Acres Fire
- Donated \$1,000 to the GoFundMe Account for the parents of a 3-year-old boy who perished in the fires up north
- Maintained quarterly \$500 payments to Chelan Food Bank
- Donated \$1,000 to Chelan Food Bank to help supply holiday dinners to needy families
- Purchased \$400 worth of Halloween candy for local kids
- Donated \$500 to the Chelan VFW Association for veterans' luncheons on Veterans Day
- Donated \$500 to support "Santa's Stars" gift purchases for local kids



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- Purchased new electronic equipment for Marine-71
- Purchased new safety equipment for Marine-71
- Purchased a new voltage inverter and alternator for the Parade Truck

President Dan Crandall mentioned to Chief Donnell that we would like to collaborate with CFR7 to help the public better understand and appreciate their fire department.

Unfinished Business:

- **2021-2025 DRAFT Strategic Plan – Presentation for Approval by Board:** Chief Donnell stated this a dynamic document that sets our goals and objectives. Chief Donnell presented the plan. See attached.

Chairman Moller MOTIONED to ADOPT the 2021-2025 Strategic Plan Commissioner Jones second the MOTION was UNANIMOUS.

- **City of Chelan Fire Protection Services Contract – Update:** Chief Donnell reported no movement on the subject has taken place, we will revisit the topic first of the year.
- **Station 75 Short Plat – Update:** Chief Donnell reported the soil test came back; still trying to determine if we need geo-hazardous study. Morgan Picton is working out the details for getting the short plat application submitted.
- **CF&R and IAFF Local 4816 2021-2023 Collective Bargaining Agreement – Board Approval:** Chief Donnell reported he submitted the document to the board for review. There were no questions from the commissioners.

Commissioner Jones MOTIONED to APPROVE the CF&R and IAFF Local 4816 2021-2023 Collective Bargaining Agreement Commissioner Oules second the MOTION was UNANIMOUS.

- **Firefighter/EMT Testing/Hiring – Update:** Chief Donnell reported we had 177 people take the test and only 25 completed CF&R application. We started with interviewing 12, 3 backed out due to getting hired at another fire department. We interviewed 9 and made a contingent offer to Brittany Adkison, she will start January 4, 2020.
- **2020-2021 Annexations – Update:** Chief Donnell reported we sent out 25 invites and received 8 interested back. We will send a second letter at the first of the year. This will help shore up the Knapps Coulee, Swanson Gulch and Shady Pass areas.
- **2021 Budget – Board Approval:** Chief Donnell reported we need board approval on the 2021 Budget. See attached

Chairman Moller MOTIONED to APPROVE the 2021 Budget as submitted the MOTION was UNANIMOUS.

New Business:

- **2021-2026 Budget – Presentation to Board:** Chief Donnell would like to move forward in identifying service organizations and community groups to present the 2021-2026 budget. We need to reach out to the community for a citizens advisory group. Chief Donnell would like to see a broad spectrum of individuals in the community to participate. Chief Donnell would like the boards blessing to move forward. Planning for a maintenance and operations levy lid lift we would need to meet deadlines in accordance with the August or November ballot issues.
- Chairman Moller stated the last levy attempt was not favorable. Chairman Moller suggests Chief Donnell draft goals and objectives for the Citizens advisory group before we move forward in gathering the people.



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- Chief Donnell stated staff will put those goals and objectives together for board to review before the January meeting.
- **Resolution 2020-10 – Radio/Pager Surplus – Board Approval:** Chief Donnell stated our light duty career person worked on going through the radio and pagers and found numerous outdated and obsolete ones.

MOTION was made to APPROVE Resolution 2020-12 – Radio/Pager Surplus as submitted the MOTION was UNANIMOUS.

- **2021 Staffing Proposal:** Chief Donnell stated the board received the staffing proposal for review/approval. He stated that we will be down one career firefighter due to knee surgery, full recovery could take up to 13 months. Chief Donnell identified 55 OT shifts that would need to be filled and review the three options in the submitted proposal (attached.) The board approved option 1 of hiring one Temporary, Full-time Firefighter that will be covered under MOU and the 2021-2023 Collective Bargaining Agreement.

Special Events: Santa continues to show up in Chelan Neighborhoods, this will be the last weekend of the event. Thank you to the fire department for helping provide Santa's lights on the sled, Parade Truck along with Brush heavy following Santa.

Board for Volunteer Firefighters: None

Public Comment: City Council Member Chris Baker stated putting together a citizens advisory group is a great idea. This helps to focus on the vision and communicating the message to the citizens.

Commissioner Comments:

Commissioner Oules would like to know if its ok to attend other fire department commissioner meetings. Chairman Moller stated all commissioner meetings are open to public. Chief Donnell stated the only stipulation would be if two commissioners attended a meeting, we would need to publicize the meeting.

Commissioner Oules wished all a Merry Christmas!

Chairman Moller stated its time to appoint 2021 chairman.

Commissioner Jones appointed Phil Moller as 2021 Chairman, Commissioner Oules second the MOTION CARRIED.

Commissioner Jones stated when we present information to public regarding a maintenance and operations levy, he would like to make sure the annual 1% increase is explained.

Executive Session: None



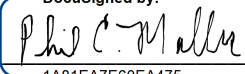
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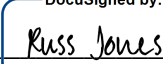
Adjournment: There being no more business before the board the meeting closed at 17:00

Chelan County Fire Protection District 7

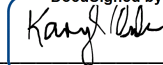
Board of Commissioner's:

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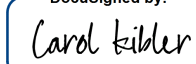
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Attest: District Secretary Carol Kibler