



**MINUTES**  
**Chelan Fire and Rescue**  
**Wednesday, May 19, 2021 at 5:30 P.M.**  
**232 East Wapato, Chelan, WA**



*The CFR Board of Commissioners will conduct the meeting in person at the fire station, you are welcome to join 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:** Chairman Moller, Commissioner's Russ Jones and Karyl Oules.

**Staff in Attendance:** Fire Chief Mark Donnell, Assistant Fire Chief Brandon Asher, and District Secretary Carol Kibler.

**Others in attendance:** Joe Cox, Rich Uhlhorn, Pat Moore, Ben Laughlin via Zoom, Stephanie Preheim, Troy Keene, Taylor Rains, Sam Belsky and Ron Simmons in person.

**Regular Meeting Call to Order:** Chairman Moller called the meeting to order at 5:30 p.m.

**Approve Agenda: MOTION was made to APPROVE the agenda as submitted the MOTION carried.**

**Public Comment:** *None*

**Consent Agenda: MOTION was made to APPROVE the Consent Agenda as submitted the MOTION carried.**

- Revenue and Expenditure Report: April 2021
- Payroll: April 1 -30, 2021 for \$122,123.06 paid 05-05-2021
- General Account Vouchers: #428-433 for \$5067.73/ 434-446 for \$8,033.76 / 447-464 for \$10,199.28 / 485-495 for 6,537.75 / 504-513 for \$13,742.21
- Capital Account Vouchers: #501-503 for \$4,170.97 / 484 for \$393.47
- Minutes: April 21, 2021 and May 12, 2021

**Fire Chief Report:**

**2021 Budget & Financials:**

- May financials have been reviewed with the 2021 Budget spent at 30% (budget target – 33%).
- Paid staff overtime is currently at 63% of allocated budget and should hold throughout fire season barring any unforeseen injuries or illness. Onboarding of the seasonal firefighter will help in keeping the overtime to a minimum for May & June. FE Troy Keene will return to full duty on July 8<sup>th</sup>.
- Chief Donnell stated that since August 2009 we have maintained our daily staffing with two career personnel with approval of the Board of Commissioners. Overtime has been paid to maintain this staffing level due to availability of qualified personnel. If the Board wishes to reduce that daily staffing number, then Staff will do so per their direction. Staff does not support reducing our daily staffing below 2 and that Board will have to take full responsibility for that staffing decision.

**Emergency Response Reports:**

- April Incident Response Report shows 87 calls for emergency service with our average call volume for April at 62 calls. Rescue/EMS responses accounted for 70% of total calls with 41.8% of those non-transport (includes patients who died at scene) or patient transported POV. An item to note: legislation is pending that will allow EMS to be able to provide in home care and collect Medicare for the service.



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- Major incidents for April:
  - Continued community-wide vaccinations on 4/17 & 4/24 with the drive through clinics at Station 71.
  - 4/01: Cooking Fire (exhaust extinguisher activation), 119 E. Woodin Ave.
  - 4/01: Wildland Fire, 2500 First Creek Rd.
  - 4/08: Trash Fire, 339 Apple Acres Rd.
  - 4/08: Brush Fire, 1200 Little Butte Ranch Rd.
- February turnout and response times (primary apparatus at Station 71) are within established service delivery goals as set out in SOG 010. Times for outlying stations are still outside of 90<sup>th</sup> percentile primarily due to home responder travel distances.
- Fire District meet goals for establishing an Effective Work Force as established by SOG 010 for wildland/brush fires. Effective Work Force goal not met for structure/building fires. We continue to experience sporadic response from our volunteer firefighters with the biggest challenge being response during the late night/holiday time frames. We anticipate that the seasonal population increase that starts with the Memorial Day Weekend could tax our available resources.
- Total fire loss for April was \$0.00.

**Operations:**

- Probationary Firefighter/EMT Brittany Adkison has tendered her resignation from the district effective July 3, 2021 to accept an employment offer from South County Fire (Snohomish Fire District 1.) Recommend the continuation of the temporary, full-time employment of FE Stephanie Preheim to fill this position for the remainder of the year.
- Q: Is Local 4816 Union members in agreement with filling the position?
- A: The Local members have done all possible to help the department financially and agree in keeping this position.
- **Commissioner Jones MOTIONED to APPROVE keeping the full time Fire Fighter position to the end of the year. The MOTION was UNANIMOUS.**
- Drive Thru Community Vaccination Clinics at Station 71 have been slowing down due to increased vaccine supply and number of community members who have been vaccinated.
- Commissioner Jones and I met with George Rohrich and Ray Eickmeyer from Lake Chelan Health to discuss EMS moving back into Station 71 and other areas of functional consolidation. LCH EMS stated that their focus is on staying in the hospital but will continue to find areas that both agencies can work together on such as training.
- Commissioner Jones: We will not see EMS in the building anytime soon. Per Ray Eickmeyer it is easier for him to manage his people if they stay at the hospital. They are keeping the hospital for EMS to work out of. The door is open, they have EMS integrated



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into the hospital. It was a good conversation, after pandemic restricted us from meeting in person.

- Chief Donnell stated that the meeting was to discuss housing EMS at station 71, not to take over EMS. We will continue to look at other ways to work together. We will continue to work with EMS in finding more opportunities for functional consolidation such as training and service delivery.
- Mobile Mapping Project has begun with the software release and initial training completed last week. We will begin the integrated mapping and fire risk assessment of the fire district which will, in turn, be placed into a larger accessible database for all partner agencies to use. John Steiner will be the primary data collector as we move forward with the hope of engaging more of our volunteer personnel in performing these assessments. This is a data base information for resources for all agencies will be able to use the tool. Advances Triage in the cloud.
- We are currently completing the hydrant maintenance for all city hydrants in the fire district.
- Permits for the FMAG funded emergency generator project for Station 74 have been picked up and the transfer switch has arrived. We expect the generator to be on site by the end of June with project completion targeted for mid-August.
- Station 74 received new lighting through Chelan PUD grant. The lighting is great!

**Community Risk Reduction:**

- Wildfire Ready Neighbor program media blitz ended on May 14<sup>th</sup> but the website will stay online until the close of the Spokane media blitz on June 11<sup>th</sup>. To date, FE Troy Keene has completed 17 Firewise Assessments which have come through the WRN website. At the last Chief's update, it was noted that Chelan county met the target goal for Firewise Risk Assessments even though we had expected our number of requests to be higher. The After-Action Review for this program is tentatively scheduled to be held on June 10<sup>th</sup> in Chelan.
- DNR has paid for 6 Fire Danger signs that will be located at various, high traffic locations throughout the district to inform residents and visitors of our current fire danger. Lisa Garvich is working on securing funding for the 4x4x8 treated posts for mounting. We have secured permission from all property owners for placement of these signs and DNR – Chelan Group has offered assistance in placing them when they arrive.
- We have scheduled an Open House for Recruitment and Firewise Awareness at Station 73 in Union Valley to be held on Saturday, June 12, 2021 from 1000-1400. AC Asher and I will be on hand for recruitment and questions from the community along with representatives from DNR and Cascadia Conservation Group for information on Firewise



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Assessment and cost share programs. We anticipate approximately 40 – 50 to attend throughout the day.

**Apparatus Status:**

- S-71 is still listed with broker with a sale price of \$45,000.00. I recommend that we remove this apparatus from the broker listing and place in service as the regional hazmat response vehicle. This apparatus would be staged at CCFD #1 and outfitted for Hazmat Response operations in a three-county area covered under an operational MOU. We would retain ownership of this vehicle until such time as it is no longer used by Chelan/Douglas/Grant county Regional Hazmat Responses Group. The apparatus would be based out of CCFD1 and we would maintain annual maintenance.
- The company putting together the second proposal for work related to corrosion issues with L-71 has determined that they could not put forth a bid due to their inability to get parts from Pierce. I have contacted Hughes Fire, area Pierce dealer, to get the work started in November with an expected completion date of should be ready for our review this week. Looking at \$250,000 and we are in budget. We do not have to go out for competitive bid for repair work. We will drive the apparatus to Wisconsin to get the repairs done.
- We have acquired the second military M-1083 for conversion into a six-wheel drive Type 3 Brush Truck. Fleet Supervisor Goyne has begun the conversion work using equipment off B-72H (95 Ford 650, Type 3) and B-73H (04 Freightliner, Type 3). This project is funded (\$12,000.00) under the DNR Phase 2 Grant program. B-72H B-73H will be returned to DNR/USFS after we have completed this conversion before the start of the 2022 fire season.
- All other apparatus are in service at their assigned stations.

**Assistant Chief Report:**

**Volunteer Recruitment & Retention / Training**

- One new recruit Ron Simmons who comes highly qualified, he was fire chief in Snohomish.
- Retention: Terril Page, David Holmes and Mike Doyle resigned. We are down to one recruit member at station 74 and we have no recruits at station 72.
- Not many opportunities/events for recruiting have happened this year due to the pandemic.
- Farmers Market has started on Thursdays, we will try to participate.
- Open house at Station 73 Saturday, June 12 from 10:00 am - 2:00 pm.
- Stipend coverage was at 38% for April in May is currently at 47%
- Training – we finished up multi company on Crest Drive it was a great drill. We have completed our Annual Red Card Wildland certifications and the data is getting entered into the system. We are completing EVIP and the arduous test. We hosted a FS pod S330



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class this week, great class. Chief Asher, Taylor Rains, Tyee Zacher and Shawn Sherman are taking the class.

- We had successful house fire training; Manson and Entiat departments participated in the event. It was good training.

**Firefighters Association Report:**

- On May 11<sup>th</sup>, we held our first in-person meeting in over a year! It felt good to get back together again!
- The Treasurer's Report shows that the Association took in \$1,228.50 in April and spent \$500 for a quarterly Food Bank donation. The result is that the ending balance of all accounts increased by \$728.50 from the previous month. The new balance is: \$33,204.53.
- Members of the Association recommended that we postpone having a breakfast event for the public until later in the summer, perhaps in September. They prefer having the event at the fire station rather than on Woodin Avenue, with the Parade Truck and Sparky present. A pancake breakfast-style event is also preferred. If there is a second iteration of Cruizin' Chelan, we could time the breakfast to coincide with that. Several members indicated a willingness to volunteer for the event.
- We look forward to showing up for the Memorial Day Parade on May 27<sup>th</sup>. We are planning on displaying two soon-to-be purchased American flag banners (buntings) on the sides of the Parade Truck. I am working with James Park on that project. We have volunteers to drive the truck, and Sparky is expected to make an appearance!

**Unfinished Business:**

**City of Chelan Fire Protection Services Contract – Update:**

- Chief Donnell met with City of Chelan; Wade Farris, Steve Thornton, Louis Gonzalez, Jake Youngren to discuss interlocal agreement services. They came to an agreement and drafted a list of items of principle. Hydrant maintenance will be completed by City. Fire life safety inspections the city needs funding to get the program up and running. Will need to look at hiring a certified individual to manage FLSI. The city will continue to supply Stortz fittings for hydrants. We should have a draft agreement by June for review.
- **Station 75 Short Plat – Update:** The County has all the documentation and has yet to complete.
- **2020-2021 Annexations – Update:** Met with County Assessor and have received a map of the fire district that identify areas outside of the current fire district boundaries. We are still on target to complete the annexation of those properties that have sent back their signed petitions.
- **Citizens Group Advisory Board – Update:** no update needed commissioners were in attendance of the meeting. We thanked the group for their contributions. The next step is moving forward and establishing a campaign group to help us get the levy passed. Great feedback from the group!

**New Business:**

- **2021 Levy Lid Lift:** Nothing to discuss at this time





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- **Documents for Disposal:** WA State RCW requires disposal of documents be recognized and documented. The following was destroyed:

Year	Document	Description	Disposition Authority #
2013	WA State Audit	Annual Audit	GS 04006 Rev 1
2014	WA State Audit	Annual Audit	GS 04006 Rev 1
2015	WA State Audit	Annual Audit	GS 04006 Rev 1
2013	Annual Report Submission	Annual Financials to State	GS 19004 Rev 1
2014	Annual Report Submission	Annual Financials to State	GS 19004 Rev 1
2015	Annual Report Submission	Annual Financials to State	GS 19004 Rev 1

**SOG 230 – Marine Operations:**

- Chief Donnell: stated that we have had Marine 71 in operation for almost two years. The draft SOG was developed as a guideline for operations and will need board approve for the marine operations program.
- Chairman Moller: Wants to go through document to make sure this is what the program should be. The program was not budgeted when it started. Checked around and found that there is no recovery boat on Lake Chelan and no one to pull a boat off the lake, no one does it. We do not need to be using career staff, it should be a volunteer program. There are things in the document that are important. Page 6 - 6.8 Rescue/Life Safety Code Responses – Career staff should not be responding to non-code responses; tax paying citizens of the district should not pay for this. Non code responses should be volunteer responses.
- Commissioner Jones: Not sure what the practicality would be. Gave example of boat incident last week. Asked “how long will we wait?”
- Chairman Moller: Do we really want to take career staff out of service?
- Commissioner Jones: The program was built originally for volunteer, but to build a policy stating cannot use career staff is nether practical nor responsible.
- Chief Donnell: We have a deficit in our program, out of all he volunteers we do not have enough willing people to do the job. To date, we have had 2 assists this year. If we can respond we will, this is good PR for the fire department.
- Commissioner Moller: Now you set a precedent, where we pull to nearest marina, now CFR is so active on the lake we must hire more people.
- Commissioner Jones: You are exaggerating – last year we did not even use a full tank of gas. The motivator of marine operations on the lake is we would get calls for recuses because the sheriff office was not able to respond. That is not acceptable for a boater in distress and no one responds. In an addition the sheriff was on the radio and went into length about CFR being on the lake and appreciated the efforts. There are lots of boater assists, there is not enough incidents to start a business. It is important our career staff stay marine operations trained.
- Chairman Moller: Judgement calls are the responsibility of the professional staff.



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- Chief Donnell: We look at the priorities on the lake in support of the swimmer program which is its primary function. We do get responses for hazardous spill control, sheriff dept. does too. Maybe 1-2 calls a year.
- Chief Asher: We will receive grant funded hazardous pads for boom containment, we will receive a free 18' trailer for marine 71. Department of Emergency Management they have an expectation of us containing and cleaning up the spill.
- Chairman Moller: This is a program creep.
- Commissioner Oules: If we are going to do this we should bill.
- Chief Donnell: We can bill for services on the lake to include threat to life, injury, or property.
- Chairman Moller – If it is a tax paying citizen in our district we will not bill.
- Q: Should we bill for Manson residents?
- A: Yes, bill for Manson residents.
- The Duty Officer knows how to decipher the marine calls and when to respond.
- Commissioner Oules: We don't question the officers, but we will bill for marine services.
- We do have an interlocal agreement with the Forest Service.
- Chief Donnell: We are looking at firefighter capabilities for marine 71.
- Chief Donnell: Funding for Marine 71 has been supported by donations, primarily from the Fire Fighters Association. Marine 71 has been a huge PR draw when we are on the lake supporting the community and visitors.
- Commissioner Oules: Would like to see it outfitted to see the boat fight fire from the boat.
- Chief Donnell: We work with the sheriffs we are there to support swimmer program and assist in rescues.
- Chief Donnell: The current SOG is still a draft document; we have the ability to bill, and we will continue to staff with volunteers. We make the choice when we put the boat out on the lake during holidays. This is a draft SOG that will need board approval as this is the guiding policy document that we operate under. If you have any changes, please forward to Chief Donnell.
- Chairman Moller and Oules: Agree on billing for non-emergency, life expired no billing.

**Marine 71 Staffing for Summer Season:**

- Memorial Day weekend we have 2 volunteers staffing marine 71, this is to support Sheriff Dept. while on the water. Recruits Russ Jones and Tom Sullivan will be boat operators.

**Billing for Marine 71 Responses:**

- We have two marine incidents that we can bill for; Boat assist and tow the other was disabled sinking boat. The board agree to bill for the 2 marine services.

**Radio/Pager Purchase – Approval by Board:**



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- The funds have been budgeted in Capital Expenditures for the purchase of radios and pagers. We need to update those items and keep compliant making sure we have enough communication devices. We identified \$27,105.32 of procurement and funds are reimbursable through the Rivercom911 Tier 2 communication program.

**Commissioner Jones MOITON to APPROVE the purchase of the radios and pagers the MOTION was UNANIMOUS.**

**Special Events:**

- Thursday May 20th at 8:10 KOZI – Chief Donnell and Commissioner Jones.
- Station 73 Open House, Saturday, June 12<sup>th</sup>, 1000-1400 @ ST-73
- Memorial Day Parade – Thursday May 27<sup>th</sup> at 7:00 p.m.

**Board for Volunteer Firefighters:** None

**Public Comment:** None

**Commissioner Comments:** None

**Executive Session:** RCW 42.30.110 (1) (-g-) *To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.*

Chairman Moller called the regular meeting closed at 7:20 p.m. to go into Executive Session for 15 minutes.

**Adjournment:** Chairman Moller opened the regular meeting at 7:35 p.m. no action was taken and adjourned the meeting at 7:35 p.m.

**Chelan County Fire Protection District 7  
Board of Commissioner's:**

\_\_\_\_\_  
Chairman, Phil Moller

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Commissioner, Russ Jones

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Commissioner, Karyl Oules

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Carol Kibler, District Secretary