



MINUTES
Chelan Fire and Rescue
Wednesday, November 17, 2021 at 3:00 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.

Flag Salute

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

Staff in attendance: Fire Chief Mark Donnell, Assistant Fire Chief Brandon Asher, Karla Mendoza and Carol Kibler.

Others in attendance: Sandi Sandum, Dan Miner, Casey Goss, Robert Wentland, Karl Polzin, Dan Crandall, Ann Clark, Steve Clark and John Goyne. No via Zoom attendees.

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

Approve Agenda: Add to New Business 2022 Legal Services Contract and Lake Chelan Airport lease for station 74
Commissioner Jones **MOTIONED** to **APPROVE** the additions and the agenda as submitted, the **MOTION CARRIED.**

Public Comment: none

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

- Revenue and Expenditure Report: August 2021, September 2021 and October 2021
- Payroll: 10-05-2021 \$153,981.91 and 11-05-2021 \$158,749.75
- General Account Vouchers: 09-02-2021 Transactions #1058 to 1080 for \$13,157.65 / 09-10-2021 Transactions #1091 to 1103 for \$8,139.99 / 09-17-2021 Transactions #1106 to 1125 for \$9,275.14 / 09-24-2021 Transactions #1149 to 1162 for \$6,905.37. 10-01-2021 Transactions #1163-1171 for \$4,934.23 / 10-15-21 Transactions #1245-1264 for \$10,860.88 / 10-22-21 Transactions #1271-1280 for \$10,152.78 / 10-29-21 Transactions 1303-1312 for \$8,873.06.
- Capital Account Vouchers: 09-01-2021 Transactions #1051 to 1057 For \$71,244.61 / 09-16-2021 Transactions #1104-1105 for \$4,678.49 / 09-23-2021 Transaction #1148 for \$2,415.09. 10-02-21 Transactions #1172-1175 for \$4,314.40 / 10-16-21 Transactions #1265-1270 for \$9,178.27 / 10-23-21 Transactions #1281 for \$178.70 / 10-30-21 transactions #1313-1314 for \$61,438.69.
- Minutes: September 15, 2021 / October 13, 2021

Fire Chief Report: (Report to be presented by Chief Asher)

- 2021 Budget & Financial Report (August, September, & October 2021 Financials)
- Chief Asher reviewed the October financials at an 83% target within the budget. We are below budget! Today we received \$89,000 for the FEMA Safer Grant and \$9,000 from State mobilization reimbursements.
- Chief Asher reviewed the call volumes for September at 86 calls for service we are at a 10-year average which is 80 calls. Our October call volume was at 67 calls, typically we average 74. Our overall 2021 call volume is up by 9%.
- EMS call breakdown; looking at the past year we are averaging in the 40-50 percentile and it has stayed consistent. Going forward does the board want this information reported? A: Yes
- CFR major incidents for September; building fire at East Highland, brush fire and a mutual aid 2nd alarm in Orondo. In October we had the house fire at Markenson street.
- CFR turn out and response times are looking good, we are meeting our goal set by SOG and 90%
- September and October structure and brush fires, we are under the response level regarding people. The Markenson fire was a challenge; we had a 2-person crew on shift, we had one combat qualified personnel respond and 4 support personnel. Placement of hydrants was an issue but 850 feet away for hook up.
- Chief Asher noted a 3-person staffing model will make it much easier in cases like this incident.
- The pre-fire value vs fire \$164,622 and \$130.00 loss in tax revenue.
- Chief Asher: We will interview 8 qualified applicants for the Lateral Firefighter position, three applicants backed out. We have successfully held onto our employees and recruits.
- The application for the regional grant was not funded. Chief Donnell stated there are more opportunities for reapplying.
- The DNR Phase 2 has increased funding, so we will apply for 90% project coverage up to \$19,000 to help fund the brush truck putting a pump and torrent on it to accommodate for state mobilizations.



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- **Community Risk Reductions:** Burn ban has been lifted and fire danger signs have been updated with recruitment signs.
- **Apparatus Update:** Stripped the old brush 71 truck and we will be putting the equipment on the new dodge. Staff will revisit the replacement of Chief Asher's command vehicle.
- The Ladder Truck is in Appleton, WS; Mechanic Goyne will travel to see the apparatus as it will be disassembled and visible for review of the trucks repair needs. We have budgeted \$250,000
- Mechanic Goyne has been working on the M1083 (2), we moved engine 75 to station 72. The pump on engine 79 is not repairable and it is a 29-year-old truck.
- **Volunteer Recruitment & Retention / Training;** We recruited Tyler Hilliard for Entiat and Kyle Burn, David Sharp for CFR. Julian Guillermo resigned his recruit position.
- Our stipend coverage for October was at 32% and November is at 15% coverage. We are in review of revamping incentives for the recruits.
- **Training** – Firefighter fundamentals and SCBA for the recruits. We have a house burn scheduled this weekend, Entiat and Orondo departments will be attending.
- We do have the possibility of burning a city public works building in the near future.
- Chelan Co Fire District 1 will finalize the recruit academy the first part of February 2022.

Firefighters Association Report:

- President Dan Crandall reported expenditures of \$263.00 and deposits of \$872.00 with an ending balance of \$30,899.00.
- Dan Crandall announced he will step down as Association President and is encouraging the members to consider running for the position, the vote will be at the December association meeting. He will stay on as former president and executive member to help transition. The rest of the board will remain as is.
- The Parade truck and Marine 71 have Christmas lights installed.
- The Association members worked closely with VFW and together set up for the annual veteran day luncheon. We raised \$1,161.00 to donated to the VFW.

Unfinished Business:

- **2022 Budget:** Staff is going through the 2022 budget, capital and apparatus. We are looking at priorities and finalizing it. At the December meeting the board will see the first draft and receive the information before the meeting. It's a workable budget. We will not see the collection of funds until April 2022.
- **Chief Succession Plan – Update chief Donnell executive session**
- **City of Chelan Fire Protection Services Contract** – Chief Donnell reported the document is a workable agreement weather it is reviewed and approved by the City is another thing. By law we need to have an agreement in place the city doesn't pay tax and they are not exempt. It agrees to provide fire protection, hydrant maintenance, flow testing and FLSI all items are critical for WSRB ratings. There will be deficiencies, but every piece of the puzzle counts.
- Commissioner Jones; this has been going on for 4-5 years. Why can't they finalize things, we need to have this done before the WSRB does the next rating.
- Chief Donnell suggested going before the board to get their attention. It's not a priority to the city. The agreement is simplistic and identifies who is responsible for what. If we delay, we may see the ISO rating go up.
- Commissioner Jones suggested give them a drop-dead date.
- Chief Donnell suggested have a letter drafted by our attorney.
- Commissioner Oules; go for it and get the attorney letter.
- Chairman Moller lets have the letter ready at the next commissioner meeting to review.
- Chief Donnell; he will ask to be put on the City Council meeting agenda.
- **Station 75 Short Plat** – Update spoke with Morgan Picton and the county is asking for more information on the shared water. Not a big deal. The process is moving along. Is the board willing to sell?
- Chief Donnell this was brought up at the last meeting the board can choose not to move forward in the selling of the property.
- Chairman Moller with passing of levy he is not in favor of selling. Commissioner Oules concurs. Commissioner Jones lets finish the short plat to identify the water and property and if we need funds for engine 75, we can revisit the sale.



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- Chief Donnell will reach out to Morgan Picton and find out what else might be needed.

New Business:

- **Recognition – Volunteer Lieutenant Promotions and Member Service Awards (Chief Asher)**
- 5-year pins Chrys Fine and Robert Takagi
- 10-year pin Jason Watson and Eric Sanderson
- 160 hours EMT – Russ Jones
- Dan Miner – promotion to LT for station 73
- **Assistant Chief Hiring Process/Acting Assistant Chief:** Chief Donnell sent information to board it's the package info from 2016 when we hired Chief Lemon. Staff would like to move forward sooner than later, it's a 60-day minimum and the timeline to complete the process and hire is by April 1, 2022. The position is in the 2022 budget.
- Chairman Moller before we move forward, he wants to attain more than an assistant chief, training position to benefit the community.
- Chief Donnell the AC job description is training, community oriented, with operational duties as well. This department has always had an assistant chief. My time will be limited. It will cost the organization more if you don't hire an AC.
- We can modify the job description.
- Chief Asher the position has to be a tactical position. And Chief Asher is not sure if we don't give it a Assistant Chief title we probably won't get a qualified individual.
- Is it the title of the position you are not in favor of?
- Chairman Moller we don't need another administrative person. We need a training person.
- Chief Asher we stay connected with all agencies. We need to have the flexibility of a second administrative position.
- Commissioner Oules understands, but we need to do something different.
- Commissioner Jones the job description is broad are there any specific deletions or additions that can be made?
- Chief Donnell we are a unique organization, the Assistant Chief position will help keep expenses down. If you are looking at a union personnel to fill it, it will cost the fire district more than hiring an Assistant Chief. We do have incentives to move Firefighters into the Captain positions. The roll has been in place for a long time. We have tried the day captain position and it cost more.
- The job description well describes what we are looking for. We have the ability to still go for the volunteer grant. We had the luxury in keeping Asher's position with the grant. This position is necessary to move forward it is a position that needs to be filled.
- Commissioner Jones doesn't have a concern in the hiring an Assistant Fire chief.
- Chairman Moller we don't need the position now.
- Lieutenant's title changed to Captain it was not a promotion.
- If Captains do the duty rotation, we can budget the 24-7 rotation but this will impact the budget.
- It will cost more to do duty rotations with current career members instead of hiring Assistant Fire Chief.
- The position is a huge benefit to have 24-7 every other weekend coverage.
- The board needs more time to go through the job description.
- **SOG 124 Federal Grants – Approval by Board Chief Donnell explained the SOG final draft needed signed by board. The inventory identifies numbers, cost, replacement cost and dates.**
- **Commissioner Jones MOTIONED to APPROVE the SOG 124 as submitted the MOTION CARRIED.**
- **Resolution 2021-05 - Cancelled Warrants**
- **Commissioner Jones MOTIONED to APPROVE the Resolution 2021-05 as submitted the MOTION CARRIED.**
- **Resolution 2021-06 – Petty Cash Revolving Account**
- **Commissioner Jones MOTIONED to APPROVE the Resolution 2021-06 as submitted the MOTION CARRIED.**
- **2022 Property Tax Levy and Certification**
- **Commissioner Jones MOTIONED to APPROVE the 2022 Levy Certificate the MOTION CARRIED.**
- **Resolution 2021-07 – Surplus Structural & Wildland PPE**



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- Chairman Moller; if we are going to get rid of gear, we should have no liability.
- **Commissioner Jones MOTIONED to APPROVE the Resolution 2021-07 as submitted the MOTION CARRIED.**
- **Out of state travel – Ladder 71 to Appleton, Wisconsin (October 15-18) and Fleet Manager to Appleton, Wisconsin (December 6th-10th.)**
- Commissioner Jones approved travel in December to send mechanic John Goynes to Appleton WS to inspect the ladder. And to go back one more time before we take position after completion.
- Chairman Moller asked if we would save time now and find a fire engineer that can look at it. We could contract with another individual.
- Chief Donnell the contractor cost is far more expensive. It's in our best interest to send our mechanic.
- **Commissioner Jones MOTIONED to APPROVE out of state travel both times for John Goynes, the MOTION CARRIED.**
- Contract – Professional Services; Attorney fees contract hasn't changed.
- **Chairman Moller MOTIONED to APPROVE the contract as submitted the MOTION CARRIED.**
- **Lake Chelan Airport Contract Agreement:** Chief Donnell; with Chelan Airport extended lease programs, we currently meet the liability insurance and other items in the contract. The city is in review of looking into property and expansion of the airport. We are looking at a 20-year lease and we will pay \$2,739.09 a year which includes the water. The city will start work on the fire flow water next year. This needs to be approved no later than December 1, 2022. Our attorney is in review. The expansion it at a 10-year plan.

Special Events:

- KOZI – Community Connection November 18, 2021 @ 8:10 a.m. – ALL 3 Commissioners to attend
- Holiday Social – Layla's Tuesday November 30, 2021 @ 6:00 p.m.

Board for Volunteer Firefighters:

- Pension Retirement certifications – Johnny Synder

The retirement document was approved and sign for Johnny Synder.

Public Comment: Brain Thompson said thank you to CFR for hosting the VFW luncheon.

Commissioner Comments:

Commissioner Oules; as you work on the budget, again I'm glad we passed the \$1.10 we have a windfall of \$400,000 to \$500,000 I want to see it go into an investment account and get a return back.

Chief Donnell stated that we currently have an investment account with the county.

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 closed the regular meeting at 4:22 p.m. to go into executive session for 20 minutes.

Chairman Moller called the regular meeting back to order as they forgot Commissioner Comments at 4:25 p.m. See above commissioner comments.

Commissioner Moller closed the regular meeting at 4:28 p.m. to go into executive session for 20 minutes. Commissioner Moller announced another 15 minutes is need at 5:15 p.m.

The board returned from executive session at 5:53 p.m. Chairman Moller stated no action would be taken and there being no more business before the board the meeting closed at 5:54 p.m.

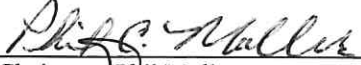


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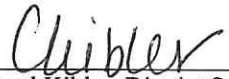
Adjournment: at 5:54 p.m.

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


Chairman, Phil Moller


Commissioner, Russ Jones


Commissioner, Karyl Oules


Carol Kibler, District Secretary