



MINUTES
Chelan Fire and Rescue
Wednesday, February 21, 2024, 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: Commissioner Russ Jones, Commissioner Mark Donnell, and Commissioner Karyl Oules. Fire Chief Brandon Asher, Assistant Fire Chief Shawn Sherman, Administrative Assistant Karla Mendoza, and District Secretary Carol Kibler.

Regular Meeting Call to Order: Commissioner Jones opened the meeting at 15:00.

Approve Agenda: Chairman Jones **MOTION TO APPROVE** the agenda as submitted, Commissioner Donnell recommended moving the strategic planning to unfinished business. The board agreed to the recommendation. The **MOTION CARRIED** with the addition to moving the strategic plan to unfinished business in the agenda.

Public Comment:

Rich Uhlhorn talked about Scott Batin and his involvement with Earth Day. Rich said he wanted the fire district to step up to the plate to help Scott. Taylor Rains has been in contact with Scott. April Slagle, who works with the high school, will help coordinate the efforts.

Consent Agenda: Chairman Jones Russ **MOTIONED TO APPROVE** the consent agenda as submitted. Commissioner Donnell seconded the **MOTIONED CARRIED**.

- Revenue and Expenditure Report: January 2023
- Payroll: December 21-2023, to January 22-2024, PAID 02-05-2024; Benefits \$89,001.23, Wages \$92,384.17 for a total of \$181,385.41.
- General Account Vouchers: 01-05-2024 #56-67 for \$66,833.88; 01-12-2024 #68-75 for \$9,158.90; 01-19-2024 #86-99 for \$8,013.08.
- Capital Account Vouchers: 01-18-2024 #100 for \$151,875.00.
- Minutes: January 17, 2023

Fire Chief Report: (Chief Asher)

2024 Budget & Financials:

- January financials are as they should be for the first month of the year.
- We will pay the sales tax on the Type 3. Approx \$16,800 the funds will come from the Capital Equipment Investment account.
- We're holding off on any further major purchases until April.

Emergency Response Reports:

- January Incident Response Report shows 92 calls for emergency service with our 10-year average call volume for January at 59 calls.
- Rescue/EMS responses accounted for 52% of total calls for service with 25% of those non-transport (includes patients who died at scene) or patient-transported POV which is a bit higher than normal.
- Major incidents for January: See PPT
- January turnout and response times (primary apparatus at Station 71) are within established service delivery goals as set out in SOG 010.
- Effective Work Force: Effective workforce was acceptable for call types.
- Total fire loss for January is \$0



MINUTES
Chelan Fire and Rescue
Wednesday, February 21, 2024, at 3:00 P.M.
232 East Wapato, Chelan, WA



Administration:

- The software program ESO migration is ongoing. We are still working on fixes. Their programmers are still creating workarounds that hopefully will meet our needs. They are working with Rivercom to have the calls spill into the program. We will see if all the programs will work. If this doesn't work, we could go to FirstDue, but it is more expensive. We will remain on ERS for the time and record our incidents through the WA State site.
- Chief Asher's Laptop crashed, and we have ordered another Laptop to replace it.
- TIF—It is looking favorable that the TIF reform bill will add mitigation for EMS, Ensure TIF ends when the bond is paid off, and arbitration if mitigation can't be obtained. The City is still actively pursuing funds other than TIF. The fire district supports the City in finding other funds to pay for the project besides the TIF.
- Commissioner Donnell and Chief Asher attended legislative day in Olympia and worked with the house committee regarding the TIF. Lots of concern for fire district's impacts due to the TIF. The House amended the bill, and it is moving forward. The fire district is not against the TIF; there may be things that we will come across due to the TIF impact years down the road. We don't want to go to the community and have to ask for more tax funds due to the TIF impacts. The elected officials are working to make sure we are whole. Commissioner Donnell would like to add the TIF under Unfinished Business to the agenda. The board agreed.
- Chief Asher stated there is still confusion from the State and County on how the TIF is calculated.
- John Olsen, past city of Chelan council member, stated the City Council member and Mayor are traveling to Washington DC to discuss the TIF and its impacts. The city is capped at a 1% annual increase in city tax. This also will be discussed in Washington DC with representatives.
- Applications accepted for the Administrative Assistant position closed yesterday. We have a total of 10 applicants. We narrowed it down to 6 interviews that will take place on March 7th. The first day of employment is slated for April 1, 2024.
- The annual report was finished and emailed to the Commissioners for review before posting to the website. Chief Asher did add the information of the TIF and call volumes that will reflect the mitigation factor. Chief Asher asked that the board approve the report so that he can submit it to our website.
- We received a \$4,000 DNR grant for updating fire shelters. Firefighter Will Steady applied for the grant. Great Job Will Steady.
- We are planning a push-in ceremony for the new spartan engine. We will advertise the event and make it a community event.
- The State Audit for 2021 Financials came out great. Thank you, Karla, and Carol. Job well done!

Operations:

- Volunteer Academy started on the February 6th. This year's class has over 30 people in attendance. They're off to a great start!
- Chief Sherman has been working hard on getting our driver operator program updated and drivers prepared for the new apparatus and wildland season.



MINUTES
Chelan Fire and Rescue
Wednesday, February 21, 2024, at 3:00 P.M.
232 East Wapato, Chelan, WA



- Firefighter Preheim put together a mini knot board that hangs on the wall in the training room. Thank you!

Community Risk Reduction/Events:

Chief Asher reported we escorted the high school wrestling team out of town to compete in the state finals.

Apparatus Status:

- It has been a quiet month for major repairs on the apparatus.
- Mechanic Miller has been working with Entiat Fire District on fixing some issues and doing annual apparatus reports.
- Mechanic Miller and Commissioner Jones have been working on the upgrades to BT71.
- Type 3 brush truck arrived last week. Radios were just installed, and crews are outfitting the truck.
- The first of the Spartan engines was finalized by Chief Asher, Mechanic Miller, and FF Belsky. The trucks are amazing and will be an asset. They are going to serve our community well for years to come. It is currently in Hillsboro, OR, and getting a few more minor items done. They have installed the mobile radio and the diesel exhaust removal system.
- The second spartan engine should be completed by mid-March.

Stations:

- Station 71: Portable Generator update. Dan Miner is putting a plan together to get the generator hooked up.
- Station 71: Construction project: Legislators are still in session, so we haven't heard anything on receiving the soft cost for architect input/design.
- Station 74: Concrete pad, we are waiting on a revised estimate from Stockman. Chief Asher report on the pad for station 74 – at 27,000, the contractor will come in a little less. We have 12,000 in the budget; the Chief recommended we transfer funds from Capital Invest to complete the purchase and get the pad project completed. **Chairman Jones MOTIONED TO APPROVE the pad, and Commissioner Donnell second the motion to complete the work for no more than 27,000. The MOTION CARRIED.**
- Station 75: Short Plot, Chief Sherman is following through with all things necessary to have the lot subdivided. Once complete, we won't have to go through it again should we decide to sell the property.

Assistant Fire Chief Report (Asst. Chief Sherman)

Volunteer Recruitment / Training

- We have 6 members going through the academy. And we have 2 going through the EMT program. The academy has 31 people in total. Grateful to the people who are dedicating their time.
- We haven't lost anyone from the volunteer group.
- We are hosting the academy, and it will go back to Wenatchee next year.
- Stipend program – 2 of our members have come back.
- We will begin the arduous testing this coming month.
- Chief Sherman talked about the ESO software program we are working on transitioning to. It has been difficult to mitigate our needs to fit the program.



MINUTES
Chelan Fire and Rescue
Wednesday, February 21, 2024, at 3:00 P.M.
232 East Wapato, Chelan, WA



- Chief Sherman has been working on increasing ownership of the volunteer members. We ended up with a managerial tasking, and it's a cost to the administration. The involvement from the volunteer members is working out and has become a huge help; some volunteers have actually come and asked for things to do to help.
- Chief Asher determined the seasonal dates. We have 3 internal members who are interested in filling the seasonal positions. We are looking to fill the fourth position outside of the fire district. Priority will be given to EMT start date April 25 and ending sometime in October.
- Interviews tentatively scheduled for April 4, 2024. We have members from Manson fire district who are interested in the seasonal position.
- Commissioner Jones noted the seasonal positions have actually stepped into helping the full-time firefighters, and the seasonals go to fires outside of the area, which in turn help pay for other things in the fire district.

Firefighters Association Report (Ron Simmons)

Earth Day is on the schedule, and we are working on fire prevention items.

Unfinished Business:

Strategic planning:

Chief Asher stated the past strategic plan has lots of past information and he would like to make the plan more goal-oriented. Commissioner Jones and Commissioner Donnell support the idea. Commissioner Donnell drafted and updated goals from the previous strategic plan. Chief Asher reviewed the apparatus scheduled.

Commissioner Donnell talked about how the department drafted the old strategic plan with membership and community involvement through that process goals were set and the objectives.

Discussion on reviewing the plan bi-annual or quarterly and receiving community input as we move through the process.

Commissioner Donnell presented the draft goals, and we, over time, will complete the plan for the future. Commissioner Jones would like to see a list of the goals we complete for future reviews. Chief Asher stated the completed goal items are recorded in the annual report.

Commissioner Oules said she thinks it should be an annual review.

Commissioner Donnell no more than bi annual – July and end of the year. Commissioner Donnell invites everyone to review the document, and if they have suggestions, let's hear them, and we can discuss the suggestions.

New Business: None

Special Events:

- KOZI – Community Connection Thursday, February 22, @ **8:25 a.m.** – Fire Chief Asher and Commissioner Donnell.

Board for Volunteer Firefighters: None

Public Comment: None

Commissioner Comments:



MINUTES
Chelan Fire and Rescue
Wednesday, February 21, 2024, at 3:00 P.M.
232 East Wapato, Chelan, WA



Commissioner Oules – mentioned the board discussed getting together with Fire District 5 commissioners. Commissioner Oules will contact one of the Fire District 5 commissioners to discuss a date, time, and place to meet.

Commissioner Donnell stated he and Chief Asher went to legislative day, and the Chief did a great job talking on the capital floor.

Chairman Jones, great job to the administration for the clean audit and a great job to Mechanic Miller in keeping the apparatus running.

Commissioner Donnell MOTIONED to add the Resolutions 2024-01 and 2024-02 to the AGENDA for approval of the MOTION CARRIED.

Resolution 2024-01 Chelan County Hazardous Mitigation Plan
Resolution 2024-02 Surplus items

Chairman Jones read the resolutions 2024-01 Chelan County Hazardous Mitigation plan. MOTION TO APPROVE the resolution as submitted the MOTION CARRIED.

Chairman Jones read the resolutions 2024-02 Surplus items. MOTION TO APPROVE the resolution as submitted the MOTION CARRIED.

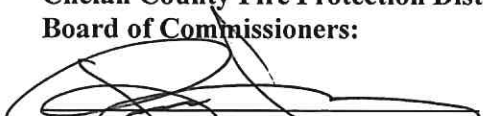
Executive Session: RCW 42.30.110(1)(i) Possible litigation matters

Chairman Jones announced going into **Executive Session:** RCW 42.30.110(1)(i) Possible litigation matters at 4:25 for 15 minutes with no decision to be made.

Chairman Jones closed the **Executive Session:** RCW 42.30.110(1)(i) Possible litigation matters at 4:37 with no decision announcement.

Adjournment: There being no more business before the board, Chairman Jones closed the regular meeting at 4:37 p.m.

**Chelan County Fire Protection District 7
Board of Commissioners:**



Chairman, Russ Jones



Commissioner Mark Donnell



Commissioner Karyl Oules



Attest: Carol Kibler, District Secretary