



MINUTES
Chelan Fire and Rescue
Wednesday, December 18, 2024, at 3:00 P.M.
232 East Wapato, Chelan, WA 98816



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: Chairman Russ Jones, Commissioner Mark Donnell, Commissioner Karyl Oules, Chief Brandon Asher, Assistant Chief Shawn Sherman, District Secretary Misty Fifield, and Administrative Assistant Karla Mendoza

Regular Meeting Call to Order: Chairman Jones called the meeting to order at 15:00 at 232 East Wapato, Chelan, WA 98816

Chief Asher acknowledged Commissioner Oules for her five years of dedicated service with heartfelt gratitude. He expressed his appreciation for the thoughtful questions she asked, which allowed her to better serve and communicate with her community. Commissioner Oules has been a significant figure in her area, and she feels proud of the work she has accomplished during her term.

To honor her contributions, Chief Asher and Assistant Chief Sherman presented Commissioner Oules with a \$50 gift certificate to the VonHarts Goods, a commemorative coffee cup, and a challenge coin from Chelan Fire and Rescue. Additionally, she received a gift from Manson District 5, on behalf of Fred Wise. Commissioner Oules expressed her sincere appreciation for the recognition.

The meeting was then adjourned for a five-minute cake break at 3:02 PM, with plans to reconvene at 3:07 PM

Approve Agenda Chairman Jones MOTIONED TO APPROVE the Consent Agenda as submitted. Commissioner Donnell seconded the MOTION CARRIED.

Public Comment: None

Consent Agenda Commissioner Oules MOTIONED TO APPROVE the Consent Agenda as submitted. Commissioner Donnell seconded the MOTION CARRIED.

- Revenue and Expenditure Report: November 2024
- Payroll: 10-25-2024 to 11-21-2024 Paid 12-05-2024 Benefits: \$93,961.68, Salaries/Wages (Net) \$95,712.52 Total \$189,674.20.
- General Account Vouchers: 11-01-2024 Transaction #1408 to #1415 for \$9,684.05; 11-08-2024 Transaction #1454 to #1461 for \$3,510.68; 11-15-2024 Transaction #1473 to #1484 for \$6,522.51; 11-29-2024 Transaction #1522 to #1530 for \$10,460.48
- Capital Purchase: 11-02-2024 Transaction #1416 \$9,333.26
- Minutes: November 18, 2024, November 20, 2024, December 5, 2024, and December 9, 2024

Public Comment-Commissioner- None

Fire Chief Report: (Chief Asher)

- 2024 Budget & Financial Report – November 2024 was not available as the county did not have the reports closed out.
- November – Emergency Response Report / Operations / Community Risk Reduction / Apparatus Update

Emergency Response Reports:

- November Incident Response Report shows 76 calls for emergency services. Our 10-year average call volume for November is 56 calls. It felt like a slow month compared to the previous but still 20 calls above the 10-year average.
- Rescue/EMS responses accounted for 75% of total calls for service with 21% of that non-transport (includes patients who died at the scene) or patient-transported POV which is a bit lower than normal.
- Major incidents for November:
 - 11/09/24 – MVA Okanogan County Line
 - 11/17/24 – Water Rescue Old Bridge



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- 11/19/24 – Vehicle Fire Chelan Butte Rd.
- 11/20/24 – Vehicle Fire CVB parking lot
- November turnout and response times (primary apparatus at Station 71) are within established service delivery goals as set out in SOG 010. Response times were extended due to mutual aid.
- Effective Work Force: Effective workforce was acceptable for call types.
- NO fire loss for November in the district.
- Starting today Chief Sherman has been tasked with the operational updates for each meeting.
-

Administration:

- Community Wildfire Protection Plan should be finalized in early January
- Crews are practicing calls with First Due. Inventory is being updated and migrated into there. Captains are working on scheduling
- \$41,000 in Radios and accessories were approved by Rivercom and ordered last week. I requested our PM be put off until they come in and we'll have Rivercom program.
- This year's audit is in process and they are auditing years 22 and 23. I expect our asset and inventory to have some recommendations. I explained to them the 1-year delay with ESO in updating and refining our tracking system. Crews have been hard at work getting assets input into First Due.
- Entry-level firefighter hiring process is complete. Tomorrow is the Chief's interview. We took the top 30 apps out of almost 50 and we have some very sound candidates! Had an interview panel on Monday. Some strong candidates were identified.
- We just signed a one-year extension to our Forest Land Response Agreement which is our contract with DNR to fight fires and be reimbursed.
- VFIS did a check-in audit on areas where we could improve our accountability should something happen. Recommendations were
 - Implement ongoing Motor Vehicle Record checks
 - Medical evaluations for driver operators
 - Enhance personnel policies
 - Employee training on employment practices
 - Officer training on employment practices
 - Develop POV response guidelines.

I'll begin working on my annual report at the beginning of the year

Operations:

- The new Rogue workout cage was put into the workout room and the other was disassembled and thrown in the trash.

Community Risk Reduction/Events:

- We had our banquet which was a lot of fun! It's always surprising to look back on all that we accomplished in one year! This year's event was held at Layla's
- We hosted the high school band and local dance academy in our truck bays for a Christmas event with Santa. It was very well received by the community.

Apparatus Status:



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- We answered some additional questions from VFIS about BT71 damage during the Pioneer fire. Hopefully, this satisfies their need from us. Also, have filed a Torte claim to the DNR for the boat collar. Would like to get it back on the water with a possible temporary fix.
- The crews ran multiple calls in all types of snow conditions yesterday and the truck performed perfectly! Well worth the 4x4 investment.
- Brindlee signed over ladder 81 to District 7. No charges were incurred.
- Upgrade to the current 71 such as turrent
- Yesterday's snow created many challenging situations but that new engine being a 4x4 proved its worth.

Stations:

- Station 71 generator update. Jason has the motor running and working on the wiring. Then we'll have the electrician test the connection to the panel.

Long Range Discussion:

- Any long-range topics that have been brought to anyone's attention? Long-range planning will be scheduled today.
- Looking for feedback on any of the ideas that were presented in the meeting with CC5.

Assistant Fire Chief Report (Asst. Chief Sherman)

- 2024 Accumulated training hours = 3500
- Help from FF Steady to utilize grant funds to improve our wildland program with equipment and training. Got news that there is a \$10,000.00 grant and would like to discuss other options
- We are looking for training opportunities for the fire inspection program. This will give validity to our Fire & Life Safety Inspection program and help us better serve our businesses and target one of our WSRB objectives. The last couple Inspector 1 classes have been cancelled due to lack of interest/attendance.
- Commissioner Donnell asked why it didn't work in the past- Chief Sherman said there was not much training to it. We are now motivated by WSRB to get out there and do the training and the city is encouraging us to do so. This also gives the crews the chance to get in and become more familiar with the place of inspection
- Chief Asher said the city will be more proactive and are re-evaluating the need. Chief Asher wants to get to a 4 rating by the next review and also recognizes we need to work on our training program.
- Chief Sherman- we will do inspections only within the city for the FSLA purpose.
- Commissioner Donnell really wants this program to become very successful and wants this report to reflect under the operations report. Chief Asher replied- this is all in the First due inspection
- Crews will be participating in cold water training Saturday, Jan 4th, 2025
- Chief Sherman- Special thank you to the staff who assisted with the hiring list process. Everyone put in a lot of effort. Your work is appreciated. Special thank you to Lt. Aaron Richmond from Manson FD who assisted us with the interview panel.
- Space Program:
This program aims to improve the cleanliness, organization, efficiency, and safety of facilities, primarily focusing on Stations 71 and 74. The program is divided into three phases: cleaning and planning, collaboration with other shifts, and execution. Each shift is responsible for specific tasks, including decluttering, organizing storage areas, and developing budgets for necessary supplies and storage solutions. The planning phase should be completed by the end of the year, with implementation beginning immediately upon plan approval. The overall goal is to optimize space utilization and create better working environments.



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- To justify future requests for new buildings, additions, or major renovations to the public, we must first demonstrate that we are effectively using our current facilities. Therefore, we are reassessing how we utilize our existing spaces.
- Shift personnel are assisting with SOG review & updates. Special focus on Operations SOGs and revising the current evaluation process

Recruitment/Retention:

- There are currently 2 members participating in the stipend program.
- 2 Phone Call interviews with potential volunteers.
1 Email
1 Interested candidate for the Seasonal program emailed us from Spokane Community College

Firefighters Association Report: No report

Unfinished Business:

- TIF -Last Tuesday the City Council agreed to extend their deadline for mitigation on the TIF ordinance till next year. We are close to a mitigation agreement. The city wants the building permit approval for the Widner Apartments to be the trigger to finalize the mitigation plan. We are ok with that for now. It should happen in 2025 as Widner is trying to build under the 2021 building code which ends at the end of 2025. The tentative payment would be close to \$30,000 a year with a 2% inflation. The City is also sounding confident they could get federal funding for the reservoir. (\$9,000,000) Our goal is to stop the negotiation this year.
- Commissioner Jones- have we asked Eric about the end of TIFF- will it be the 1% or would it be the current rate? Commissioner Jones will ask him
- Commissioner Donnell questioned the TIFF by Pangborn. Chief Asher-Chelan/Douglas could do a fire benefit charge.
- Finalize budget – The 2025 budget proposal includes 2 additional FFs for 2025 and a reduction in the seasonal program by 2. If the discussions with Manson continue in regard to a Volunteer Coordinator I believe the budget would support our position. We can revisit at that time and make an amendment if needed. On the budget projection spreadsheet, I had a 7% inflation increase in the 2026 general expenditures, mainly as a guesstimate towards suppression salaries. This was incorrectly reflected in the entire General Expenditure column. It was then reduced/corrected to 3% which drastically improved the projections due to the compounding effect.
- Commissioner Jones- the current budget does not reflect a current rate for the projected medical/dental and does not feel that we can sustain the 2 positions and a shared position.
- Commissioner Donnell is not looking at this shared position as a leverage one way or another. Wants to keep the Manson discussion open.
- Commissioner Donnell would like to make a motion to approve the proposal for hiring two new firefighters for 2025. The motion to approve the 2025 budget was seconded by Commissioner Oules, and the motion carried
- Commissioner Jones can see the hire of two FF' but not the shred position also.
- Chief Asher feels there will be a lot to evaluate over the next 5 years and wants to continue the joint training with Manson in addition to keeping the discussion open.
- Commissioner Donnell- feels we can't wait and we need to move forward with the recruitment and retention within our department.
- Commissioner Jones- compensation offset for officers- What is the \$ amount for that? Chief Asher thinks it's roughly 10% more but he thinks he figured this year it would have saved up to 15,000.00.
- Commissioner Donnell would like to see a breakdown of the ACT



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- Chief Asher- discussion of Entry Level Firefighter, Chief interviews tomorrow, the academy will start the end of January. We will be renting PPE for the academy-John Stiner looked into it and Sherman credited him and feels it is a net positive for us. Job offers will go out end of this week or early next week. Depending on who is hired we could incur more training costs.

New Business:

- Taylor Rains is requesting approval for out-of-state travel to the National Fire Academy in March 2025 to take the Command Control course. A motion was made to approve out-of-state travel for Captain Rains by Commissioner Donnell, Chairman Jones seconded, and the motion passed. SOG 158
- Mark raised an important question for the Auditor: Could we review our current SOG for out-of-state travel specifically for the National Fire Academy? He asked if it's possible to make an exception for the NFA to bypass the board's approval process
- Commissioner Donnell makes a motion to approve the resolution MRSC Resolution 2024-06, Chairman Jones seconded, motion carried.

Special Events:

- KOZI – Community Connection Thursday, =November 21, @ 8:10 a.m. – Fire Chief Asher and Commissioner Donnell
- Chelan Tree Lighting 5 p.m. December 29
- Small Town Holidays November 29, 2024- January 1, 2025
- Thanksgiving November 28
- Chelan Fire and Rescue Annual December 3
- Santa Stars December 17

Board for Volunteer Firefighters: None


Public Comment: None

Commissioner Comments:


Executive Session: None

**Adjournment: There was no more business before the Board of Commissioners. Commissioner Donnell MOTIONED to ADJOURN the regular meeting at 4:02. The MOTION CARRIED
Chelan County Fire Protection District 7**

Board of Commissioners:



Chairman Russ Jones



Commissioner Mark Donnell

Commissioner Karyl Oules



Attest: Misty L. Fifield District Secretary