



MINUTES
Chelan Fire and Rescue
Wednesday, March 19, 2025, 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 Mark Donnell, Commissioner Russ Jones, Commissioner Ron Simmons, Assistant Chief Shawn Sherman, District Secretary Misty Fifield, and Administrative Assistant Karla Mendoza. Chief Brandon Asher had an excused absence.

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

Chairman Donnell added the following items to the agenda after the consent agenda:

- Request to change the May Commissioners' meeting due to Chiefs being at a conference
- Request approval for out of out-of-state travel

Approve Agenda: Commissioner Jones MOTIONED TO APPROVE both additions for new business. MOTION CARRIED

Commissioner Jones MOTIONED TO APPROVE the following minutes as presented, however, it was requested the Admin Fifield reduce the length of the minutes in the future, 02-19-2025 February 13, 2025, Special meeting, March 5, 2025, State Auditor Exit Meeting, and the March 5, 2025 Special meeting, the MOTION CARRIED.

Approved Agenda:

COMMISSIONER Jones MOTIONED TO APPROVE the Consent Agenda with the additions, the MOTION CARRIED.

Public Comment: None

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

- Revenue and Expenditure Report: February 2025
- Payroll: 01-24-2025 to 02-20-2025 Paid 03-05-2024 Benefits: \$114,330.75, Salaries/Wages (Net) \$112,179.86 Total \$280,194.30.
- General Account Vouchers: 02-07-2025 Transaction #179 to #192 for \$9,078.84; 02-14-2025 Transaction #195 to #212 for \$16,528.50; 02-21-2025 Transaction #214 to # 238 for \$13,677.78; 02-28-2025 Transaction to #252 to #265 for \$17,950.90.
- Capital Purchase: None
- Minutes: Regular Meeting on February 15, 2025, Special Meeting (Auditor) and Special Board Meeting on March 5, 2025

Commissioner's Report:

- Conversation of Dropbox used to sign vouchers and payroll.
- Commissioner Simmons discussed the next steps for the generator at the Yacht Club
- The board requests a monthly update on the status of State Mob reimbursement from the District Secretary

Fire Chief Report: (Chief Sherman)

- February Incident Response Report shows 70 calls for emergency services. Our 10-year average call volume for February is 56 calls
- Rescue/EMS responses accounted for 72% of total calls for service.
- Major incidents for March: None to report.
- March turnout and response times (primary apparatus at Station 71) will be updated when First Due is correctly receiving times.



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- Effective Work Force: The Effective workforce was acceptable for call types.
- NO fire loss for March in the district

Administration

- First Due. Every day we're getting the system polished and functioning more.
- Continue to get good reports for our two probationary firefighters at North Bend.
- Still in the process of getting SCBA bottles hydrostatic tested.
- Asher attended the CRR seminar at Campbell's.
- Asher sent out an Email to promote some discussion on Dr. Physical's. Looking for feedback.
- Asher asked to be on the Southeast Region Peer Review Committee for task books related to teams.
- Asher met with Mayor McCardle to discuss long-range facility topics for both the fire department and the city.
- Duke Odenrider has accepted a position with WVFD. His last day of service is April 9th.
- Matt Franklin has accepted our conditional offer of employment and has been registered to attend the WA FTA beginning May 1, 2025.

Community Risk Reduction/Events

- March 21st is the Chelan Job Fair. Capt. Rains, who is our CRR lead, is leading our group.
- Crews have done a few State send-offs for the High School
- Top Dog parade: Raffle winners for a ride on the fire truck

Apparatus Status:

- 3/5/25 Posted in Mirror for new command truck. After 13 days, if we receive no bids, then we can move forward
- Command truck- original request approved and budgeted is \$90,000.00. Commissioners request a full breakdown of the cost prior to moving forward
- Jason is still working on B72.
- E79 is back in service with a new gauge, and E74 is back at St. 74.
- Jason is still working on TW51
- VFIS Insurance received for boat collar repair. Will be moving forward with the repair.
- Waiting for PASCO to receive the lost title. Next step: final inspection and operational test at Pasco

Stations:

- Station 71 generator update. Scheduling a repair date with instrumentation technicians to complete the generator wiring project. If the technician cannot make this repair, the likely next path will be to replace the genset, which will result in extensive electrical work to bring the electrical system up to code.

Long Range Discussion:

- Any long-range topics that have been brought to anyone's attention?

Assistant Fire Chief Report (Asst. Chief Sherman)

- Recruitment of 5 new volunteers, 2 in the academy, 3 signed up late.
- Retention – No losses
- Stipend Coverage- no update



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NOTE

- Houston Stodghill and Chris Colbert continue to get positive reviews from their supervisors at the FTA.

Operations:

- Training house burn with Manson was a success

Prevention

- 4 FLSI inspections completed
- 2 Firewise Home assessments
Created SOG 403 to support FLSI & Pre-Fire plans
Peter Brodie & Kari Desser, and John Steiner to attend the Basic Inspector boot camp.

Generator project:

- Ongoing: Scheduling with Instrumentation Technicians to assist with project completion.

Seasonal Position:

- Waiting for approval to hire 3 seasonals from the commissioners

Firefighters Association Report:

- Ron reported the new president is still out, and the association plans on moving forward

Unfinished Business:

- TIF
- The remaining business was discussed on March 5, 2025, during the Special meetings
 - SOG 226 – Marine Emergency Responses
 - Ron Simmons questioned whether the required hours of night operations of the Marine SOG are obtainable. Chief Sherman stressed it is not unattainable and would like to see more training hours for many reasons. Discussion of scenarios with minimal personnel risks
 - Commissioner Simmons requested to design a boat trailering program and Commissioner Jones offered to teach a class. Chairman Donnell recommended referencing legal terminology in our SOG/Policy
 - Strategic Plan 2025 – Board Approval. The meeting was held on March 5, 2025. **Commissioner Simmons MOTIONED to APPROVE the Strategic Plan 2025. The MOTION CARRIED**
 - Performance Appraisal Evaluation Form was also discussed on March 5, and will move forward
 - Auditor Exit Interview and Report:
 - Accountability audit for 01/01/2022 – 12/31/2023
 - Financial statement audit for 01/01/2023 – 12/31/2023

Executive Session: None

New Business:

- Discussion of Firefighter Medical Physicals for Firefighters' Safety and Protective Class. Recommend reaching out to other Districts to see what their process is
- 2024 Annual Report
- Commissioner Simmons suggested a meeting to discuss his expectations for the report. Tabled until the next meeting with the Chief.
- Discussed hiring 3 seasonal workers for the summer, concerns were expressed about being self-insured and the district incurring additional costs at the end of the season. 2 SFFs were budgeted and approved for 2025
- Chief Sherman will announce the 2 open Seasonals positions tomorrow. Commissioners requested the Chiefs to develop a plan for the third and discuss it at the next meeting.
- The Board will review the SOGs, starting with the 100 series, to ensure that service levels are aligned and up to standard
 - SOG 001 Introduction to Policies



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- SOG 007 Fire Commissioner Guidelines
- SOG 010 Service Goals and Objectives
- SOG 230 Emergency Medical Response Policy
- Reschedule the May 21 meeting to May 28
- Out-of-state training for Springbrook

Commissioner Simmons MOTIONED to APPROVE rescheduling the May 21 Commissioners' meeting to May 28, 2025, and to APPROVE out-of-state training for Misty and Karla to attend the Springbrook conference. Commissioner Jones seconded. The MOTION CARRIED

Special Events:

- KOZI – Community Connection Thursday, March 20, @ 8:10 a.m. – Fire Chief Sherman and Chairman Donnell
- WFCAs Spring Conference – Suquamish, Saturday, April 4th 9:00 a.m.
- Chelan Earth Day – Riverwalk Park, Saturday, April 19th 10:00 a.m. – 4:00 p.m.- Commissioner Donnell requested to see if we could be moved up near River Walk Park
- Entiat Kite Festival March 22
- 2025 Job Fair at the Chelan High School Commons, March 21, 3 p.m. to 7 p.m.

Board for Volunteer Firefighters: None

Public Comment:

- Chris Burchman has a fear of fires, which has led him to take significant steps in home hardening, including installing holding tanks and sprinkler systems. He would like to create a video sharing his experience in preparing his home and property to protect against fires. Chris has requested that the District publish his video, and Chief Sherman has confirmed that the department would support this initiative
- Rich Ulhorn inquired if we had heard about the cuts in the hiring of USFS crews for 2025. Chief Sherman has not heard
- Mr. Olson expressed concerns with the narrow width of the driveways within the district and fears the risks for several reasons. Suggested that the volunteers inspect driveways and note the narrow ones.
- Sam Belsky expressed his gratification on behalf of Chelan Fire and Rescue for their support to Chelan Fire and Rescue in supporting the Stair Climb

Commissioner Comments:

- Commissioner Simmons asked who the Health and Safety officer is – when was the last safety meeting held? Chief Sherman or Tyee has been in charge, and no recent meetings have been held
- Commissioner Simmons requests that political, rhetorical, and negative comments be withheld from the public

Adjournment: There was no more business before the Board of Commissioners. Commissioner Simmons MOTIONED to ADJOURN the regular meeting at 4:47; The MOTION CARRIED

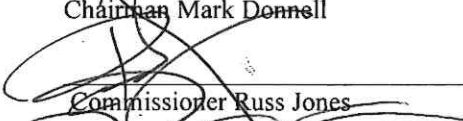



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Chelan County Fire Protection District 7 Board of Commissioners:


Chairman Mark Donnell


Commissioner Russ Jones


Commissioner Ron Simmons


Attest: Misty L. Fifield, District Secretary