



**MINUTES**  
**Chelan Fire and Rescue**  
**Wednesday, April 16, 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, Fire Chief Brandon Asher, Assistant Chief Shawn Sherman, District Secretary Misty Fifield, and Administrative Assistant Karla Mendoza.

**Regular Meeting Call to Order:** 3:00 PM

**Approve Agenda: Commissioner Jones MOTIONED TO APPROVE the Agenda with the addition of Resolution 2025-03 under new business. MOTION CARRIED**

**Public Comment:**

John spoke on the Weidner project, located near Walmart, which is currently in the early stages. The builder is the third largest in the country. They have built a couple of complexes in the Wenatchee Valley in addition to many other areas and are very reputable.

Chief Asher attended the Highland Hills area, which is preparing to go in and will be larger than expected.

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

- Revenue and Expenditure Report: March 2025
- Payroll: 02-21-2025 to 03-22-2025 Paid 04-04-2024 Benefits: \$118,972.53, Salaries/Wages (Net) \$123,681.69 Total \$242,654.22.
- General Account Vouchers: 03-07-2025 Transaction #303 to #314 for \$14,121.68; 03-14-2025 Transaction #315 to #340 for \$10,256.44; 03-21-2025 Transaction #356 to # 368 for \$9,747.04; 03-28-2025 Transaction to #383 to #389 for \$7,784.63.
- Capital Purchase: None
- Minutes: Regular Meeting on March 19, 2025

**Commissioner's Report:**

- 04/05/2025 Spring Conference Update- Chairman Donnell spoke highly of the seminar and gained a lot.
- 2025 Legislative Update from Chairman Donnell- Discussion of some House bills. Hoping the international fire code gets passed and HB1156 allows volunteers to be part of the Deferred Composition
- Chairman Donnell attended the Washington State Fire Adapted Communities Learning Network Series on Insurance for Property Owners and feels we are back at square one with the homeowner's insurance
- Commissioner Jones will talk about TIFF later in the agenda

**Fire Chief Report:**

**2024 Budget & Financials:**

- Had to replace the refrigerator and table in the bullpen. Facilities Misc. in the budget
- Had a tow bill for L81. Fleet Misc. in the budget

**Emergency Response Reports:**

- March Incident Response Report shows 53 calls for emergency services. Our 10-year average call volume for February is 65 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 correct receiving times.
- Effective Work Force: The Effective workforce was acceptable for call types.



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- NO fire loss for March in the district.

**Administration:**

- First Due. Continuing to fine-tune multiple sections in First Due
- Continue to receive good reports for our two probationary firefighters at North Bend, and they graduate on Friday, April 18, 2025. Chief Sherman is attending.
- Chief Sherman is also attending the volunteer recruit graduation on Saturday, April 19, 2025.
- Still in the process of getting SCBA bottles hydrostatic tested. 2 batches done, and we're close to halfway done with CFR bottles.
- MES came in on 4/9 and did annual pack and bottle maintenance.
- Duke's last day of service was last Wednesday, April 9, 2025.
- No update on our region's CWDG grant proposal.
- Asher is leading a small committee to update Rivercom Radio Procedure manual and has recruited Chief Sherman to assist.
- 2 Seasonal Job offers were made. Dean Reed from WVFD and Austin Sabedra from CC6. They will work 4/10's starting Tuesday, April 22, 2025, and then Dean will be assigned to B-Shift until Franklin is back from the academy. Austin will become a floater.
- We are dealing with a DCP pay issue that was recently discovered. From April/May of 2024 the DCP calculation stopped calculating the Gross Income amount (which includes OT) and only calculated the Salary. This will be a significant amount owed to all employees with CFR7. We are currently beginning a 3-year audit for each employee, and they will have the choice of having it deposited into DCP or taking the cash to invest as they please. We have confirmed with Springbrook that calculations are now coming out correctly.
- Yesterday, we attended the procession for the unfortunate passing of AC Radcliffe at WVFD
- DNR has opened a new grant
- Communications with WSRB due to a civilian questioning his rating based on his neighbor's rating being lower. A Clos CheValle resident has granted road access to the Fire Department to reduce the road miles, which then helped to reduce the rating

**Community Risk Reduction/Events**

- Capt. Rains and FF Desser attended the Job Fair, and the turnout wasn't quite as busy as last time.
- Ruby U presentation is May 1, 2025, at 7 PM at the Ruby Theater. Chief Asher and Chairman Donnell's presentation will focus more on the homeowner responsibilities and capabilities of local fire departments.

**Apparatus Status:**

- CH71 command truck is purchased and will be finished being striped today. Lights are about 3 weeks out, and Jason is going to do the radio install.
- Chairman Donnell asked about the pricing on the new command truck. Chief Asher confirmed we are still under budget.
- Ward Diesel is coming 5/13 for E79
- Jason is still working on B72. He completed work on the Entiat and Manson engines.
- BT71 is getting the new collar put on.
- BT72 funds are being processed by the County. The boat was picked up yesterday by Chief Sherman and Jason.
- B78 will come off the hill when Jason is done with B72

**Stations:**





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- 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? None

**Assistant Fire Chief Report**

- Recruitment – 9 New Recruits- 11 new for 2025
- Retention – No losses
- Stipend Coverage- no update

**Operations:**

- Finalizing Probationary Task Book with review of all shift personnel.

**Boat**

- PASCO boat was retrieved on Tuesday and brought to Station 74. Equipment was tested on sight, and an operational test on the water was performed in Pasco by Sherman/Miller
- Meeting with Manson to discuss operational plans and placement of the boat.

**Prevention**

- FLSI inspections continue with support from John Steiner, Keri Desser, and Peter Brodie
- Chairman Donnell asked how many completed inspections we have, and John Steiner confirmed 6 are completed
- **Generator project:** Ongoing: Instrumentation technician from Hanford, with assistance from Jonny Snyder, did preliminary wiring and testing of the genset. One final inspection project should be completed. Waiting on schedule from the instrumentation technician.
- **Seasonal Position:** Interview and hiring complete.

**Firefighters Association Report:**

- Ron Simmons said that the Association will be helping out on Saturday, April 19, 2025, and nothing else is going on

**Unfinished Business:**

- TIF Calculations are in from the County. Commissioner Jones and Chief Sherman are currently going over them and may have questions for our attorney.
- Commissioner Jones worked with John Ajax yesterday and concluded that they will seek understanding and clarification from Chelan County
- SOG 226 – Marine Emergency Responses- Commissioners need to make revisions or sign it per Chief Sherman
- Annual Performance Appraisal Form process discussed based on the 04/05/2025 seminar
- Chairman Donnell and Commissioner Jones will complete a performance evaluation for Chief Asher and submit to the district secretary for compilation by May 14
- SOG Discussion (Process and Format) requested a signature line on the SOG for the Commissioners to sign off after their review.
- Chairman Donnell suggested the commissioners adopt the Washington Fire Chiefs handbook
- Two job offers were extended to summer seasonal employees Deen Read and Austin Sabedra, starting 04/22/2025.
- Firefighter Annual Medical Physicals- consult with VFIS on what they recommend
- 2024 Annual Report- Commissioner Simmons suggested sending all the suggested corrections to the Chief, and he can make the changes



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**Executive Session:** None

**New Business:**

- Resolution 2025-03 is the Hazard Mitigation Plan. Chairman Donnell has read it and expressed his concerns about the details of the 600-page plan.
- Commissioner Simmons will sustain due to the information not being available. Chairman Donnell informed Simmons that the information was presented two months ago. Commissioner Jones is trusting that Chairman Donnell has taken the lead on this plan, just as Commissioner Jones took the lead on TIFF
- **Chairman Donnell read the Resolution 2025-03 Chelan County Hazard Mitigation Plan, Commissioner Jones MOTIONED TO APPROVE all of volume 1 and parts of volume 2, Chairman Donnell seconded, and the MOTION CARRIED.**
- Commissioners moved the June 18 Commissioners meeting to June 11, 2024

**Special Events:**

- KOZI – Community Connection Thursday, April 17, @ 8:10 a.m. – Fire Chief Asher and Chairman Donnell
- Earth Day, April 19- Riverwalk Park 10:00 am to 4:00 pm
- Ruby U May 1, 2025 at the Ruby Theater

**Board for Volunteer Firefighters:**

- Chairman's Signature required for the 2024 Pension Participation Certification Form

**Public Comment:**

- John Higgins announced that the City of Chelan adopted the Hazard Mitigation Plan

**Commissioner Comments:**

- Commissioner Jones provided feedback on the last Ruby U presentation, including details about the results of the prescribed burns.

**Adjournment:** There was no more business before the Board of Commissioners. Commissioner Simmons MOTIONED to ADJOURN the regular meeting at 4:13. The MOTION CARRIED

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

x   
\_\_\_\_\_  
Mark Donnell  
Chairman

x \_\_\_\_\_  
Russ Jones  
Commissioner

x   
\_\_\_\_\_  
Ron Simmons  
Commissioner

x   
\_\_\_\_\_  
Misty Field  
District Secretary