



**MINUTES**  
**Chelan Fire and Rescue**  
**Wednesday, September 17, 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, Assistant Fire Chief Shawn Sherman, and Administrative Assistant Karla Mendoza

Absent: Commissioner Ron Simmons, Fire Chief Brandon Asher, and District Secretary Misty Fifield.

Chairman Donnell: To add under new business, illegal burn discussion

**Regular Meeting Call to Order:** Chairman Donnell called the meeting to order at 3:00 PM

**Approve Agenda: Commissioner Jones MOTIONED to APPROVE the Agenda as submitted, the MOTION CARRIED**

**Public Comment:**

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

- Revenue and Expenditure Report: August 2025
- Payroll: 07-24-2025 to 08-21-2025 Paid 09-05-2024 Benefits: \$144,663.16, Salaries/Wages (Net) \$152,970.74 Total \$297,633.90.
- General Account Vouchers: 08/01/2025 Transaction #982 to #993 \$15,927.34; 08/08/2025 Transaction #1033 to #1044 for \$12,429.70; 08/15/2025 Transaction #1047 to #1068 for \$24,162.59; 08/22/2025 Transaction # 1090 to #1104 for \$ 9,935.97; 08/29/2025 Transactions #1119 to # 1127 for \$16,090.72
- Capital Purchases: 08/09/2025 Transactions #1045 to 1046 for \$ 700.72; 08/30/2025 Transaction #1128 for \$12,245.36
- Minutes: Regular Meeting of August 20, 2025

**Commissioner's Report:**

- Commissioner Jones: Stated that it was good to visit and get a refresher of the district's stations. Chairman Donnell agreed that visiting stations will allow the district to identify the needs of the stations.
- Chairman Donnell: Sat in the Washington Fire Commissioners Association Benefits Zoom. District health insurance will see a 15% increase across the board. WFCA will launch a pilot program starting in 2026, offering full coverage for NFPA 1582 and NFPA 1583 medical exams. Volunteers would be excluded because they are covered under the Board for Volunteer Firefighters.
- Chairman Donnell: Nothing new with the Wildfire Mitigation Group. More information expected in October.

**Fire Chief Report:**

- 2025 Budget & Financial Report – August 2025
- The Legislative budget line item is currently over budget due to non-forecasted committees.

**Emergency Response Reports:**

- August Incident Response Report shows 117 calls for emergency services. Above or below our 10-year average.
- Effective Work Force: The effective workforce was appropriate for large wildland responses and backfilling the station.
- Fire loss for August: 418 E. Woodin Ave. – No estimate on Fire Loss as of yet.



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- Major incidents for August:
  - Mutual aid brush responses to Rim Rock.
  - Mutual aid response to the Banks Lake area.
  - Boat fire explosion.
  - Jones DIVISION TRAINEE for Emigrant fire in Oregon. The tour was 10 or 11 days.
  - Roll over with fire
- AC Sherman: Side note: 418 Woodin Fire, initial response was rapid. The amount of time that it took from the time of dispatch to getting water on the house fire was incredibly fast. The backfill from volunteers to the career staff for the station was great. A job well done to everyone who participated in this very rare incident.

### Administration:

- Manson 5 selected their Deputy Chief- Congratulations to New Deputy Chief Michael William
- No news or updates on the CWDG or SAFER Grant- other than both have made it past peer review. No one has been awarded yet. We should hear back sometime this month on those grants.
- Still working with FirstDue- specifically Vehicle Maintenance and Reporting. There has been interest from someone in Manson regarding hiring a part-time mechanic.
- The City of Chelan has done a feasibility study on its buildings. Contacted their company and are looking at piggybacking. Will check with Quinn to see if we are allowed to piggyback. Preliminary costs range from \$ 20,000 to \$25,000.

### Community Risk Reduction/Events:

- Barry Leahy Memorial
  - AC Sherman, Alysha Ottrix, E79 with FF Shattuck, FF Nathan Clamp, among other volunteers
  - Family truly appreciated Chelan Fire and Rescue showing up to the Memorial
- FF/EMT Fogelson did a CPR Class for Lake Chelan Rotary, who stated that it was an excellent class put on by FF/EMT Fogelson.

### Apparatus Status:

- B71 door damage has been repaired. Went to Spokane to have all the electronics and wiring fixed. Then B71 came back and now it needs to have its speedometer recalibrated, and that has to be done in Spokane.
- Chairman Donnell had a conversation with Chief Asher about B71. Requesting a cost analysis of the expenditures on the apparatus. We have owned B71 for two years, and we haven't received anything from it, except additional expenses for the apparatus. We need to go back to Brindlee Fire Apparatus and see if there is potential for them to cover some of the expenses. Can't have the apparatus constantly breaking down, so a decision will need to be made, as CFR7 hasn't seen any use of the vehicle.
- T75 and T74 were swapped out. T75 had a leak, and it has only gotten worse. It is out of service until the leak is fixed.

Stations: No Discussion

### Chairman Donnell:

- Comment on Financials: Looks at percentages, should be at around 67% on budget YTD, yet percentages reflect 73% of the budget spent. Wants staff to go back and review the budget. Would like to schedule our first budget meeting prior to the regular meeting on the same day. Budget meeting from 1:00 p.m. to 3:00 p.m. The regular meeting begins at 3:00 p.m.
- Regarding the DCP issue - still a few past employees open and needing to be followed up on and covered. Wants no loose ends regarding this issue.

Long Range Discussion: No Discussion



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**Assistant Fire Chief Report:**

**Recruitment:**

- Three new applications in process

**Retention:**

- Lost one volunteer- moving out of the area

**Stipend coverage:**

- 1 volunteer currently doing stipend shifts
- 5 volunteers participating in staffing Station 75- the rotations consist of it working around their schedules

**Operations:** No Discussion

**Training:**

- Chelan is Hosting the RDD Volunteer Academy Starting in January 2026

**Apparatus:**

- Brush 71 \$6,800.00 quote for all repairs: Instrument dash, wiring harness, and sensors.

**Prevention:**

- FLSI Inspections 22 completed in the last 30 days
- 1 Call for Firewise home assessments completed

**Facilities:**

- Hot water recirculation pipe burst. Leaked into the walls and floor. Sheetrock and flooring will be repaired after the walls and floor dry up.
- Station 73 Damage: Contractor inspected Station 73 but has not given an update.
- Station 73: Open House 09/18/2025

**Firefighters Association Report:** Nothing to Report

**Unfinished Business:**

- Marine 72 – Inner Operability Agreement- Attorney Eric Quinn revised IOA. We sent to Chief Baker, who is okay with IOA as it stands. All that needs to be done is to remove all comments and notes on IOA and either sit down at our next commissioner meeting and sign or at Manson 5 commissioner meeting and have it signed there.
  - Chairman Donnell would like to see a copy of the IOA and send it to all the commissioners for their final review. Would also like to see the IOA finalized due to liability and the legality to make sure we are all covered. Is happy with Marine 72's response and what Marine 72 has done to date.
- TIF- Commissioner Jones- Sent questions to the county treasurer, who answered questions, but the answers created more questions. Have a conference call on Monday with Chiefs, Commissioners, and State employees. Hoping to get clear answers.
- 100-Year Anniversary Celebration- No updates
- Security Cameras- Commissioner Jones asked if we have received quotes, and no quotes have been received as of yet.
- SOG's 100 and SOP's 100- Chairman Donnell has finished separating what is considered a Standard Operating Guideline from a Standard Operating Procedure.
  - Would like a discussion on Health and Safety SOGs or if they should fall under SOPs.
- Special Meeting for Fire Chief Relations, Board and Staff Relations- waiting on Attorney Quinn to finalize a portion of the process. Doing this so that we can streamline the process of not only what we do, but also



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how we are going about doing this, and have a plan to move forward. It will help remove the burden on a single individual.

**New Business:**

- Moving Account Payables & Payroll from County System
  - This would streamline the process of printing checks in-house, and fix errors instantly, versus waiting on the county to fix them, which can take months at times.
    - Need to move this discussion to next month; however, Misty will also not attend the October 15<sup>th</sup> Commissioner meeting. Chairman Donnell will send an email regarding this issue and the discussions that have taken place. Keep on the agenda for now.
- Illegal Burning: Chairman Donnell wants to know how we should move forward with illegal burns.
  - Commissioner Jones- Burning during a burn ban, the county has an ordinance with violations and penalties of \$1,000.00 fine and up to 90 days in jail. Deputies and the Sheriff have the means to issue citations, yet will they?
  - FF/EMT Franklin commented that CCSO will most likely not issue a citation, unless it is an egregious enough violation, CCSO would maybe issue a citation. Yet, not aware of anyone issuing a citation as of yet.
  - Commissioner Jones will contact the Sheriff and have a conversation with him. For people, especially repeat offenders with illegal burns, there need to be consequences; if not, we will be speaking with the Chelan County Commissioners.
  - Chairman Donnell: The County and City hold different responsibilities and jurisdictions. The city is responsible within city limits and enforcement policy, and Chelan County is responsible for the county, with enforcement overseen by the County Fire Marshal. The City of Chelan and the County should be part of this conversation.
  - AC Sherman- Fire district has no enforcement capabilities. If a violation occurs within city limits, information should be sent to the City of Chelan. When it happens in the county, it should be sent to the County. Create a policy to stand by for passing information to either the city or the county. So that no one feels singled out.

**Special Events:**

- KOZI – Thursday, September 18, 2025 @ 8:10 am-Community Connection - AC Sherman & Commissioner Jones
- Farmers Market - Thursdays 2-6
- 09/26/2025 – 09/28/2025 - Cascade Bicycle Club- Lake Chelan Tour-7 am to 3 pm

AC Sherman: \$393,374.00 Assessed Valuation - Fire loss for 418 E Woodin Ave building.

**Board for Volunteer Firefighters:**

- Nothing to Report

**Public Comment:**

- No Public Comment

**Commissioner Comments:**

- Chairman Donnell: Response to 418 House fire was incredible, considering how fast the house went up in flames. Glad we have people engaged and who are responding.
- AC Sherman: Really proud of how the career staff and volunteers responded. It is extremely rare to have a fire very close to the fire station, and there is not enough time to mentally prepare for what they are arriving at, let alone get their gear on. Yet, happy with everyone's response.

The next scheduled Regular Commissioner meeting is scheduled for October 15, 2025, at 3:00 p.m.

Open Budget Meeting Schedule for October 15, 2025, at 1:00 pm.



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Executive Session: No Executive Session

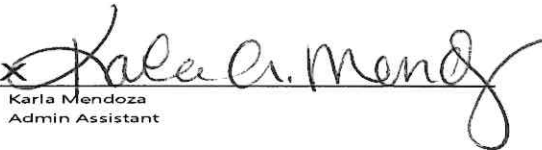
Adjournment: There was no more business before the Board of Commissioners. Commissioner Jones MOTIONED to ADJOURN the regular meeting at 15:37. The MOTION CARRIED

Chelan County Fire Protection District 7 Board of Commissioners:

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

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

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

x   
\_\_\_\_\_  
Karla Mendoza  
Admin Assistant