



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

Special Meeting Call to Order: Open Public Hearing for Resolution 2025-004 to Accept the 1% Annual Budget No public comment. Commissioner Jones MOTIONED to adopt RESOLUTION 2025-004 accepting the 2026 1% levy increase, MOTION carried.

Regular Meeting Call to Order: Chairman Donnell called the meeting to order at 3:01 PM

Approve Agenda: Commissioner Simon MOTIONED TO APPROVE the Agenda as revised, the MOTION CARRIED- add SOG 171, SOG 173, and the strategic plan 2026 to the new business

Badge Pinning: Firefighters/Chris Colbert, Houston Stodghill, and Matt Franklin- Chief Asher introduced the three new 2025 firefighters to the public as they took their oath. Franklin was joined by his daughter, Daisy; Colbert was accompanied by his fiancée, Tyrae; and Stodghill was joined by his wife, Brooke—each of whom pinned their firefighter's badge

Public Comment: None

Consent Agenda: Commissioner Jones MOTIONED TO APPROVE the Consent Agenda as revised; the MOTION CARRIED.

- Revenue and Expenditure Report: October 2025
- Payroll: 09-22-2025 to 10-22-2025 Paid 10-05-2024 Benefits: \$143,767.64, Salaries/Wages (Net) \$190,421.44 Total \$334,189.08.
- General Account Vouchers 10/03/2025 Transaction #1313 to #1321 \$6636.13; 10/17/2025 Transaction #1326 to #1356 for \$19,200.88; 10/24/2025 Transaction #1358 to #1365 for \$5,013.65
- Capital Purchase: 10/04/2025 Transactions #1322 to 1323 for \$2,141.87; 10/18/2025 Transaction #1357 for 11,772.30
- Minutes: Regular Meeting from September 17, 2025, and October 15, 2025. Minutes from Budget Workshops: October 15, 2025, October 30, 2025, and November 6, 2025

Commissioner's Report:

- Commissioner Simmons asked if station inspections will be done with the intent to do them with the 2026 budget-
- Chairman Donnell confirmed the status of each station: ST 72 has become the storage facility, ST 75 has been subdivided for sale. Paint added to the 2026 budget, feasibility study for ST71.

Fire Chief Report:

- Chief Asher congratulated Ron Simmons on becoming the new commissioner. Per the new law, Commissioner Simmons must be sworn in by a public notary prior to his first official meeting.
- 2025 Budget & Financial Report – September and October 2025.
- October Reports – Emergency Response, Community Risk Reduction, and Station & Apparatus Updates.
- We received \$46,504 in MOB funds.
- Only 7.2% of career reimbursement has been received to date.
- Volunteer Point Reimbursement was higher than expected—a good problem to have. The 2026 budget has been adjusted to reflect this higher amount.
- Budget worksheets will be updated to include the latest financial data



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Emergency Response Reports:

- October Incident Response Report shows 83 calls for emergency services. Our 10-year average call volume for October is 79 calls.
- Rescue/EMS responses accounted for 58% of total calls for service.
- Effective Work Force:
- NO fire loss for October in the district.
- E71/BC71 have assisted with automatic aid on 3 CC8 structure fires.
- We've reached out to First Due to assist with getting some reports figured out.

Administration:

- With the bulk of the budget work completed and fire season winding down, we will begin reviewing the first couple of months of First Due reporting to improve the accuracy and clarity of statistics presented at meetings. Chief Asher provided a tour of the First Due reports, graphs, and maps.
- Chief Asher would like to begin sending reports prior to each meeting.
- Commissioner Jones inquired about tracking calls in the TIF area. Chief Asher confirmed he has been tracking those calls in a separate spreadsheet.
- Chairman Donnell requested a simplified report that can be easily understood by the public and posted online-highlighting key metrics such as call volume and response times
- Commissioner Simmons acknowledged the time spent on report preparation and suggested finding someone more tech-savvy to take over. Chief Sherman noted that some of this work has already begun to be delegated.
- All members except Chief Sherman and Commissioner Simmons attended the Fire Commissioner Conference.
- I participated in the Chelan City Administrator interview panel.
- Planning for the social event at Layla's is ongoing and scheduled for December (date forthcoming).
- The 2026 shift bids have been completed with only minor adjustments involving newer firefighters. Vacation and Kelly Day signups are currently in progress.
- The Safety Committee consists of Chief Sherman, Karla, Captain Jones, and Karl Polzin.
- Due to the size of the regional academy, our role as host this year, and the state's inability to fund instructors, Chief Sherman has determined that some overtime expenses will be necessary. For six Saturdays, we will provide an instructor and co-instructor. The total overtime cost is \$8,617.80. The recommendation is to fund this from the \$12,000 administrative line item of the grant. Other districts will provide instructors for additional dates.
- We are signees to the "Eastern Washington Interagency Type 3 Incident Management Team Operating Plan," which has not been updated since 2020. This plan guides the Type 3 teams that often support our fires from the SE and NE regions. Notably, annual training participation has dropped from roughly 180 participants five years ago to around 80 last year. The goal is to maintain three available teams, but meeting that target is increasingly difficult due to roster limitations and overlap with CIMT commitments.

Community Risk Reduction/Events:

- Halloween was once again a hit
- Veterans Day BBQ went well. Thank you to Rotary for sponsoring the food and donating your time, the Association, and Local 4816 for helping out.
- The crews helped put up the Town Christmas tree.

Apparatus Status:

- L71 is still OOS with a pump issue.
- B71 is back and seems to be working correctly. Shifts have been advised to drive it every day under multiple conditions.



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- B74 now has the in-cab auto-start controls installed.
- We have obtained the new command truck and will begin outfitting it. The purchase was funded through the Capital Equipment Investment account. A DNR Phase 3 grant includes funds that will cover the light package.
- The bumper damage to CH72 remains of unknown origin. Jason has realigned and repaired the bumper.
- B71 sustained a bent step while working night shift on the Lower Sugarloaf Fire after driving into a hole that caused the step to bend upward. Jason has since realigned and repaired the damage.

Stations:

- Station 71 experienced another water leak, which caused damage to the wall and floor at the entrance to the crew quarters.
- Bare Ground treatment for all stations is expected to cost approximately \$2,000.
- Chief Sherman provided an update on Station 72: all items not bolted to the floor have been removed.
- The Sheriff's Office has requested permission to store its boat at Station 72 for the time being. L81 will also be moved to that location.
- Chief Zanol has expressed interest in having CFR provide mechanical services. Chief Sherman and Miller will tour their apparatus to evaluate this request

Long Range Discussion: No Discussion

Assistant Fire Chief Report:

Recruitment:

- 17 Recruits to attend RDD from CFR
- One more next week
- Agencies will decide to cap the 2026 class

Retention:

- Lost one volunteer- Chris Poland

Stipend coverage:

- Stipend coverage: 1 person shift staffing currently.
- David Holmes stipend shifts Tuesday, Wednesday Thursday to support the Fleet Program

Operations:

Training:

- Planning for the RDD Academy is currently in process and takes a lot of time

Apparatus:

- Brush 71 - still in Spokane for repairs.
- Submitted a Grant for DRN Surplus Type 5

Prevention:

- FLSI Inspections- 3 completed in the last 30 days
- Tactical Response plans-2
- 0 Call for Firewise home assessments completed
- Still doing Tactical Response Plans - do high-risk occupancies first, then update the remaining

Facilities:

- Flooring removed for water damage. Need the floor repaired, going out to bid for repairs
- Station 72 Clean up & Surplus
- Crews assisted with cleaning and organizing Station 72. We will have a surplus resolution proposal ready for the commissioners' meeting on December 17th



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Unfinished Business:

- Commissioner Jones MOTIONS to approve the Marine 72 Interoperability Agreement with CCFD #5, MOTION carried
- Commissioner Simmons expressed dissatisfaction with how the Marine Interoperability agreement was prepared, stating that he feels it was not properly organized since Fire 7 Commissioners did not see the final document until it was signed by Fire 5.
- TIF Update- Commissioner Jones feels its roughly \$100,000.00 lost over the next 25-year period however, he is still working on it.
- Chelan County is opposed to the TIF in the Wenatchee area
- 100-Year Anniversary Celebration- several meetings, definite things put in place- parade, chili cook off, evening event, new flag, custom color book from CFR, pins, splash page on our website, community support with donations and participation.
- SAFER Grant Update – the government has reopened, and Chief Asher sent an email with his original requests and concerns with the current grant. The job description and application have been sent out in-house due to the limited pay and hours.

New Business:

- Moving Accounts Payable and Payroll from County System – Admin Fifield proposed transitioning AP and payroll functions away from the county system. The Board was presented with an email from the District attorney providing guidance on this proposal.
- Addendum to Chiefs’ Contracts – Commissioner Donnell discussed the exempt status of the Chiefs regarding MOB overtime. The District Attorney had previously amended the Chiefs’ contracts to allow MOB overtime, but this provision is now being questioned. Many other districts allow Chiefs to receive overtime. Chairman Donnell emphasized the importance of ensuring compliance with all applicable laws. While there is no single standard practice, he believes it is best to suspend the addendum until further notice, though he has not yet received a response from the District Attorney on formally suspending it.
- Commissioner Simmons MOTIONED to remove the addendum related to mobilization overtime for Chief Asher and Chief Sherman’s contract until further notice; MOTION carried. Chairman Donnell supports Mobe, strike team leaders, etc. However, he wants to ensure we comply.
- SOG 171 needs some corrections. Simmons MOTIONS to approve the changes- SOG 173 is a new policy- Jones MOTIONS to approve SOG 173 as amended, MOTION carries.
- Chairman Donnell- Discussion- on the Strategic plan has always been done internally, and for 2026, he would like to bring in an outside consultant to assist with this

Special Events:

- KOZI – Community Connection Thursday, November 20. 8:10 Chief Asher and Commissioner Simmons
- Thanksgiving, November 27
- Turkey Trot, November 29, 10 AM at the Lookout

Board for Volunteer Firefighters:

- Nothing to Report

Public Comment:

- Rich Ulhorn discussed the North Shore pathway and encouraged the public to take the survey by November 30

Commissioner Comments:

- Commissioner Jones is impressed with the number of new recruits
- The next scheduled Regular Commissioner meeting is December 17, 2025



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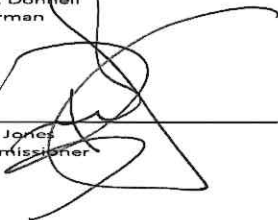


Executive Session: RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Chairman Donnell estimated 10 minutes, no decision will be made. Entered executive session at 4:35, 5:00 return from executive session, no decision was made;
There was no more business before the Board of Commissioners. Commissioner Jones MOTIONED to ADJOURN the regular meeting at 5:01. 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 Fifield
District Secretary