



MINUTES
Chelan Fire and Rescue
Monday December 22, 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

Announcement form Chairman Donnell- Commissioner Ron Simmons is withdrawing from the Commissioner position

Roll Call:

Chairman Mark Donnell, Commissioner Russ Jones, 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 Meeting 3:00 PM Input & Comment for Approval of 2026 Budget

- Chairman Donnell asked how salaries were determined. Chief Asher explained the different ratios used, such as the FF is based on the CBA at 7.2% and admin at 5%. Additionally, Seasonal Firefighter (FF) salaries showed an increase because the budget only reflected one seasonal FF. Chairman Donnell requested to be kept informed of any budget changes and asked that seasonal positions be put off until further notice, and facility maintenance items be put on hold until after the out-of-state conference..
- Commissioner Jones MOTIONS to approve the 2026 Budget as presented, MOTION carried

Regular Meeting Call to Order: Chairman Donnell called the regular meeting to order at 3:06 PM

Approve Agenda: Commissioner Jones MOTIONED to APPROVE the Agenda as amended. MOTION CARRIED-

Chairman Donnell will make changes under new business; Chelan Douglas Pathways Master Plan will be moved to the top of new business, Clerical contract with Fire 8, discuss the open board position, and the surplus items will be moved to January

Public Comment: None

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

- Revenue and Expenditure Report: November 2025
- Payroll: 10-23-2025 to 11-19-2025 Paid 12-05-2025 Benefits: \$112,993.79, Salaries/Wages (Net) \$113,582.64 Total \$226,576.43.
- General Account Vouchers 11/07/2025 Transaction #1433 to #1455 for \$39,244.48; 11/14/2025 Transaction #1461 to #1472 for \$10,761.18; 11/21/2025 Transaction #1473 to #1489 for \$8,489.05
- Capital Purchase: 11/14/2025 Transactions #1456 for \$1,559.86; 11/22/2025 Transaction #1490 for 76,268.88
- Minutes: Regular Meeting from September 17, 2025, and October 15, 2025. Minutes from Budget Workshops: October 15, 2025, October 30, 2025, November 6, 2025, and November 19, 2025

Commissioner's Report:

- Commissioner Jones thanked Chairman Donnell for his work on the CPR training and wanted to thank everyone who went on the MOBE last week (December west side flooding), and he feels we have great people.
- Chairman Donnell mentioned he completed the assessment with the state auditor for the 2024 audit, and attended the Iturri presentation and feels the truck would be a nice resource for an outlying station.
- Chief Asher discussed finance options on the Iturri truck and the pros and cons of its purpose.
-

Fire Chief Report:

- 2025 Budget & Financial Report – November 2025
- We Received \$46,504 in mobe funds.
- Only 18.2% of career reimbursement has occurred.
- Volunteer Point Reimbursement occurred, and it was more than expected. Good problem to have. I have adjusted the 2026 budget to reflect a higher number.
- Facilities: ST71; \$4,400 Lock updates, \$6,100 Water Damage, and \$1,200 to fix the sink in the bull pen



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- Fleet: \$6,000 on L71 Pump repair \$1,700 on T75 Barnes Welding

Emergency Response Reports:

- November– Emergency Response Report / Community Risk Reduction / Station & Apparatus Update
- November Incident Response Report shows 81 calls for emergency services. Our 10-year average call volume for November is 70 calls.
- Rescue/EMS responses accounted for 61% of total calls for service.
- Effective Work Force:
- NO fire loss for November in the district.
- We've reached out to First Due to assist with getting some reports figured out.
- Our crews went and assisted with the Skagit/Snohomish Floods.

Administration:

- The Safety Committee met; however, the meeting was interrupted due to calls.
- Continued review of SOGs.
- The updated DNR FLRA was signed and will remain in effect through 2031. The primary change involves revised wording related to px fires.
- A request for \$31,000 in RiverCom funds was approved. Radios and headsets have been ordered.
- We received resupply from the DOE for all boat operations related to the up-lake oil spill.
- 18.2% of career staff Mobe reimbursement has been completed.
- Orondo remains interested in mechanical services. Tentative discussions mirror the Manson agreement at \$2,000 per month. Jason and Chief Sherman will schedule to inspect their equipment to determine capacity.
- The 2026 shift calendar is currently being updated now that all K-days have been submitted. A draft Battalion Chief coverage plan is also being developed with CC5 for their review, including discussion of shared BC duties

Community Risk Reduction/Events:

- Participated in Elf Day
- Holiday Social
- Small Town Christmas event with dancers and the high school band.
- Santas Stars
- Tomorrow is the Bikes for Tikes

Apparatus Status:

- L71 is back in service
- B71 has been moved up to ST73 for the winter
- B79 is double-stacked at ST75
- E71 went to Oregon under warranty so they can further diagnose the intermittent starter issue.
- CH72 is now decaled.
- ITurri Demo Type 1/3 was shown. Very nice truck. Manson is also very interested.

Stations:

- Station 71 had to replace a hot water heater.
- Station 71 had lock updates to allow for volunteers in the gym
- Station 72 clean-up finished
- Chief Sherman is still waiting for bids on the flooring, and the paging system continues to fail, possibly due to low voltage.



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- Jason got L81 started
- Repairs for ST72 have been completed- Chairman Donnell wanted to say thank you for cleaning up ST72, and it looks 100% better
- Chief Asher had some last-minute water rescue items: dry suits, booties, whistle lanyard, and some bags, which amounts to \$6,900.00. The boat and the command trucks made over \$8,000.00. Chairman Donnell feels that if it's a need, then move forward with the purchase

Long Range Discussion:

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

Assistant Fire Chief Report:

Recruitment:

- New Applications: 4 new applications have been received since the last commissioner meeting.
- RDD Academy (26-01): The Regional Direct Delivery recruit academy is confirmed to begin on January 6th, 2026.

Retention:

- Volunteer Incentive Program: Submitted an updated points policy to increase the volunteer incentive program while maintaining strict FLSA compliance.
- Personnel Updates: Chris Poland is no longer with us

Stipend coverage:

- Participation: There is currently still only one person participating in the Stipend shift program.
- Fleet Support: David Holmes continues shifts (Tue–Thu) to support the Fleet Program

Training:

- 2025 Summary: Year-End Data: Total training hours for 2025 are being compiled and will be presented at the January 2026 meeting.
- Academy Planning: RDD Academy: Final planning processes are underway for the January session

Apparatus:

- Brush 73 (formerly B71): Brush 71 has been recommissioned as Brush 73 and is currently in service at Station 73.
- 2024 Command Rig: In the shop for decal installation; lighting and siren packages are ordered and awaiting delivery.
- Ladder 81: Unit has been started and is moving to Station 72 for storage.
- DNR Surplus Engine: The grant application for the Type 5 Engine was unsuccessful.
- Next Steps: The district will reapply at the opening of the next phase grant.

Prevention: Facilities:

- Fire Life Safety Inspections (FLSI): 2025 Performance: 35 total inspections completed for the year.
- 2026 Program Development: Currently drafting a District Document to outline new FLSI program guidelines and expectations for 2026.

Health & Safety:

- Safety Committee: The December meeting was interrupted by an emergency response and is rescheduled for January 7th, 2026.

Community Risk Reduction:

- Firewise: 20 home assessments were completed as of the November report.

Unfinished Business:

- TIF Update Workgroup has still been meeting regarding tightening language for TIF.
- The City has \$3 million for design and engineering for the water reservoir. They believe having this in place will get them \$9 million in 2027. They also have a \$2.5 million line item in Senator Murray's for the first phase of construction if the government passes the budget. My guess is that most everything will be



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nearing construction whenever this all comes together. No further mitigation efforts have been made. Still, all things are unclear.

- 100-Year Anniversary Celebration: going to keep this under wraps for the time being and will be removed from the agenda
- From Chief Asher-SAFER Grant Update from FEMA: working on a 30 hr. week plan. Will do interviews in January. We do not have to have this position in place to move forward.
- Moving Accounts Payables and Payroll from County System – no update
- 2025 Policy Update Commissioner Donnell- will hold off on this until 2026 and until the third commissioner position is filled

New Business:

- Chelan Douglas Pathways Master Plan: Chief Asher-Nothing about this project should decrease our ability to respond to the Manson area. We won't support narrowing the roads. The concept of a healthy path that can connect Manson to Lakeside, in my opinion, is not bad. But it will take serious planning and the willingness of property owners along the proposed area to not decrease emergency response capabilities.
- Commissioner Jones encourages us to send letters to Chief Baker and does not support the narrowing of that road.
- Chairman Donnell agrees with Commissioner Jones and has his concerns and encourages us to work with Chief Baker.
- Guests spoke of their concerns with the pathway and questioned the impact of the new lakeside trail.
- Chief Asher asked if there was another meeting with that group. Guests mentioned the Mayor is somewhat on board with it yet has some concerns with the property owners. The guests also feel that the meetings are not well announced.
- Chairman Donnell requested a two-minute break
- Approval request for out-of-state travel for Chief Asher and Chairman Donnell to attend the 2026 Station Design Conference in Reno, Nevada. Commissioner Jones MOTIONED to approve the out-of-state travel; MOTION carried.
- Addendum to Chiefs Contracts Commissioner Donnell had a conversation with the district attorney; there were concerns with the Chiefs performing Backfill. There was also some wordiness in Assistant Chief Sherman's contract that needed to be cleaned up. Commissioner Jones MOTION approve the addendum, the MOTION carried.
- Surplus Resolution (Chief Sherman) moved to the January meeting
- Tuition Reimbursement Policy – Draft (Chief Asher): It was believed that a formal policy already existed; however, one could not be located. Tuition reimbursement is referenced in the bargaining unit contract, and Chief Sherman is currently enrolled in school. This draft represents a basic policy that is common among comparable agencies.
 - Discussion: Chairman Donnell suggested establishing a defined dollar amount and reviewing eligible fees. Questions were raised regarding whether the district should be responsible for 100% of expenses, whether a tuition line item should be included in the budget, and whether reimbursements should be handled on a case-by-case basis.
- 2026 Regular Meeting and KOZI calendar: Chairman Donnell would like to move the January 21, 2026, meeting to January 14, 2026, and move the May meeting from May 20, 2026, to May 13, 2026. Rotating schedule for KOZI, starting with Russ first, then Donnell.
- Commissioner Jones MOTIONS for Chairman Donnell to remain in the current position, MOTION carried
- Clerical Service Contract- Commissioner Jones MOTIONED to Approve Interlocal agreement for the clerical contract between Fire 8 and Fire 7, the MOTION carried
- 2026 Board Chairman Position- Chairman Donnell mentioned Commissioner Simmons will send a resignation letter tomorrow, and then the Commissioners can appoint someone.



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Special Events:

- KOZI – Community Connection Thursday, December 18 @ 8:10 Chief Asher and Commissioner Jones
- Christmas December 25
- New Year's Eve Fireworks in Chelan at 9 p.m.
- New Year's Day
- Winterfest starts January 16-25
- Washington Fire Chiefs and Washington Fire Commissioners' legislative day will be happening January 28 & 29, 2026

Board for Volunteer Firefighters:

- Nothing to Report

Public Comment: None

Commissioner Comments:

- Chairman Donnell appreciates all the work the staff and the personnel have done, and also admitted he has never been a supporter of the boat, yet is very thankful they were able to help

Executive Session:

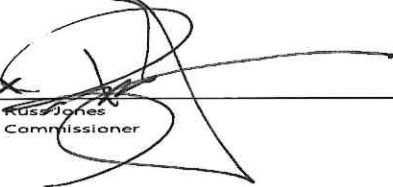
- RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Chairman Donnell announced the executive session should last about an hour. Entered executive session at 4:24, resumed the meeting at 5:30 PM.
- Chairman Donnell announced they have completed Chief Asher's performance evaluation for 2025.

There was no more business before the Board of Commissioners. Commissioner Jones MOTIONED to ADJOURN the regular meeting at 5:31. The MOTION CARRIED

Chelan County Fire Protection District 7 Board of Commissioners:

X 

 Mark Donnell
 Chairman

X 

 Rusty Jones
 Commissioner

X

 Ron Simmons
 Commissioner

X 

 Misty Fifield
 District Secretary