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## FIRE DEPARTMENT CITY ADMINISTRATOR REPORT

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DATE: NOVEMBER 30, 2018  
TO: MARIA PENA, CITY ADMINISTRATOR  
FROM: CHRIS SCHULTE, FIRE CHIEF  
RE: Monthly Staff Report Fire Department activities.

**REPORTING PERIOD:** This report covers activities that have occurred or are in progress for the month of November 2018.

- Have begun the Transfer of Command process from Chief Schulte to newly appointed Chief Woffenden. All aspects of the City of Connell Fire Department administration, operations, personnel and business will be discussed prior to Chief Schulte's departure at the end of March.
- Submitted Fire Fighter payroll for month of November 2018. Payroll year for 2018 ends on November 30, 2018. Total salary cost for volunteers to accomplish training and respond to all calls during the 2018 pay calendar will be \$ 10,432.50 after invoicing Franklin County Fire District #1 for their share (\$ 7,852.50) of the training hours.
- City of Connell engines/personnel responded to Mutual Aid request from Franklin County Fire District #1 to a structure fire in Mesa. Fire fighters extinguished fire with minimal fire or suppression damage.
- Replaced light bulbs in Flag pole and outdoor Bay Area light fixtures.
- Had a dinner meeting at MJ's for all fire fighters from City of Connell and Franklin County Fire District #1. Made announcement of new Chief selection and presented all fire fighters with newly developed challenge coins. No City of Connell funds were utilized to purchase the meal or the coins.
- Hosted meetings for the Bus Drivers and Railroad interchange groups at fire department.
- New AED that was donated to Fire Department has returned from it's service appointment and is now located on a small shelf in the training room. It will be available for utilization in the community during times of need.
- Purchased 2 new front tires for E2011.
- Placed some new large gear bags we had made in the turnout storage area to assist fire fighters gather personal protective equipment quickly and bring it to the scene for Mutual Aid event outside of the city limits.
- Have started fabricating a new set of gear storage lockers. The gear lockers will be designed and constructed by Public Works personnel with material purchased at Connell Grange.

/s/ Chris Schulte  
Fire Chief/City of Connell