
FIRE DEPARTMENT CITY ADMINISTRATOR REPORT



DATE: January 2, 2019
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 December 2018.

- Prepared and distributed 2019 Incident Data Sheet and 2019 Training Attendance List.
- Preloaded Emergency Reporting Systems (ERS) training data base for all regular Drill Night training events scheduled in 2019.
- With help from Larry Turner acquired 2019 Drill Night attendance wall chart.
- Attended Quad County Fire Chiefs meeting with newly hired fire chief and introduced Mr. Woffenden to all in attendance.
- Attended Franklin County Emergency Management exit interview of Washington State audit team.
- Submitted Fire Fighter payroll for month of December 2018.
- Attended graduation ceremony for Kennewick/Pasco/Richland Fire Academy 18-1.
- Instructed portion of Wildland Fire section of Kennewick/Pasco/Richland Fire Academy 18-1.
- Served on evaluation panel for Pasco Battalion Chief promotion
- Borrowed SCBA Fit Testing equipment from Walla Walla Fire District #5.
- Conducted SCBA Fit Testing for all members of City of Connell Fire Department. 23 out of 23 fire fighters passed test. 2 members not tested
- Established email for new chief – kwoffenden@connellwa.org
- Submitted NFIRS reports to Washington State Fire Marshal's office for 2018.
- Prepared Fire Fighters equipment storage area for arrival of new shelves being fabricated and assembled by Public Works employees – Thank you City of Connell Public Works.
- Implemented numerous station deep cleaning activities, more to follow.
- Prepared bid for new Command Vehicle for City of Connell Fire Department and forwarded to Public Works to be included in the order that will be placed in January.
- Chief Schulte took some time off for the holidays

/s/ Chris Schulte
Fire Chief/City of Connell