
FIRE DEPARTMENT CITY ADMINISTRATOR REPORT



DATE: April 30, 2019
TO: MARIA PENA, CITY ADMINISTRATOR
FROM: KEN WOFFENDEN, 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 April 2019.

- Safely and successfully completed controlled burns north of Connell, as well as east of town, along highway 260.
- Ordering new carpet to replace badly worn carpet in the Fire Station office.
- Completed annual fire inspection at Coyote Ridge Correction Center
- Conducted annual wildland fire refresher to keep responders safe in the field.
- Order parts to refurbish four portable radios for use during summer fire season.
- Scheduled with public works, hydrant testing for upcoming WSRB inspection.
- Planning to strip and wax reception area floors.
- Continuing the process of business inspections in town.
- Provided fire station to Cemetery Board for a meeting.
- Paid Fire Dept. bills.
- Scheduled visit from preschool to tour the firehall in May.
- With assistance from former Chief Schulte, and Dave Hare (former Pasco Fire Dept. employee), we are entering required information into Emergency Reporting System in preparation for upcoming WSRB visit.
- PA & Speaker system is operational throughout the fire station.

/s/ Ken Woffenden
Fire Chief/City of Connell