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## FIRE DEPARTMENT CITY ADMINISTRATOR REPORT

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DATE: February 27, 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 February 2019.

- City of Connell Fire Chief transfer of command still in progress for the Fire Department. Ken Woffenden is now the newly appointed Fire Chief for the City of Connell. The transfer is progressing smoothly.
- Ordering new carpet to replace badly worn carpet in the Fire Station office.
- Submitted Fire Fighter payroll for month of February 2019.
- Scheduled pump tests, ladder test (both ground and aerial) for both apparatus in anticipation of upcoming WSRB evaluation.
- Great job on the training room floors, the new wax looks very good. Thank You Public Works!
- Planning to strip and wax reception area floors.
- Ordering desk chair mats to help in maintaining the new flooring.
- Provided fire station to Cemetery Board for a meeting.
- Paid Fire Dept. bills.
- Welcomed the return of the serviced AED which will be carried in Command 201, ready for service.
- Managed snow around Fire Station.
- 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.

/s/ Ken Woffenden  
Fire Chief/City of Connell