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## FIRE DEPARTMENT CITY ADMINISTRATOR REPORT

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DATE: OCTOBER 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 October 2018.

- Advertised, posted and filled the City of Connell Fire Chief position with an internal advertisement from within the ranks of the current City of Connell Fire Department employees. Ken Woffenden was selected and will be the next Fire Chief for the City of Connell.
- One of the volunteers, Brett Clinton, researched and developed a FireHawk 7, Face Piece, HUD (Hears Up Display) inspection and maintenance process. An effective process had previously eluded us but, Brett's approach has improved the program.
- Submitted Fire Fighter payroll for month of October 2018.
- Installed a seal on the drain pipe that services the sink and washing machine in the bay area.
- Removed old and outdated outdoor light fixture on the south side of the fire station and replaced it with a new 5000 lumens LED light fixture.
- Replaced the pressure relief valve on the primary water heater at the fire station.
- Replaced the paper towel dispensers in the three restrooms in the fire station.
- Repaired, textured and painted the bathroom walls that were impaired after the removal of the old paper towel dispensers.
- Provided fire station for a self defense class that was presented in the community.
- Had a phone jack installed in the training room.
- Hosted three 2<sup>nd</sup> grade class fire station tours.
- Started working on a grant in an attempt to acquire some funding to install the donated generator at the fire station.
- Fire Department received a free, donated AED. We sent it to a service center and received notice that it is going to work like new once we put some new batteries in it. It is being returned and will be kept handy at the fire station to serve the community.
- Sorted through 5 old boxes of historic papers, documents and old training materials, most of which was recycled.

/s/ Chris Schulte  
Fire Chief/City of Connell