

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
December 13, 2022
Regular Meeting of Commissioners

Commissioners Present: Dan Baker, Dana Starkweather, and Fred Weiss

Others Present: Chief Arnold Baker, District Secretary Reggie Trusel, Assistant Chief, Kermit McClellan, Training Coordinator Raynor Baker, Lieutenant Beau Alanis, Firefighter Association President Chris Willoughby.

Call to Order: Commissioner Chairman Starkweather called the meeting to order at 4:30 p.m. The Flag salute commenced.

Pension Board: Opened: 4:30 pm. Pension Board Closed 4:31 pm.

Public Comment: Chris Willoughby Season of Hope update- Manson Firefighters Association was pleased to report they delivered \$10,600.00 in Manson Bay Market (Gift Cards) to 25 local families on December 6th. Chris added the Association will also be delivering \$1,100.00 in Manson Bay Market (Gift Cards) to residents of the Manson Villa's, (22 units) Saturday December 17th. Chief Baker noted the Season of Hope has helped the Manson community over the past 19 years, giving over \$100,000.00
Commissioner Starkweather acknowledged Kermit McClellan, foreman for District 5-Road Maintenance (road crew) for their outstanding job in keeping the roads open during the heavy snow fall. Kermit noted there are approximately 100 intersections and 26-28 outer miles to clean up for the Chelan-Manson routes.

Minutes: Chairman Starkweather presented the Regular meeting Minutes from November 8th, Commissioner Weiss, Motioned to approve November 8th Meeting Minutes; Commissioner Baker, seconded; Motion passed unanimously.

Financial Report: Discussion was made regarding "uncollected" revenue and taxes (2022).

Approval of Invoices: Commissioner Baker, Motioned to affirm December Voucher FD51 in the amount of \$14,339.89 Commissioner Weiss seconded; Motion passed unanimously.

New Business:

- Bereavement Policy
Board Commissioners and Chief Baker discussed potential policy details and agreed to adopt Bereavement Leave policy: Commissioner Baker, Motion to approve Bereavement Leave policy, Commissioner Weiss seconded; Motion passed unanimously.
- Training Coordinator 90-Day review: Chain of Command
Commissioner Baker suggested going through "chain of command" for the upcoming Training Coordinator 90-day performance evaluation review. He explained the Assistant

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
December 13, 2022
Regular Meeting of Commissioners

Chief would have better knowledge of the “Coordinator” duties and new training development for the volunteers. Chief Baker displayed a Performance Measurements form that can be used when giving reviews. Commissioner Baker reiterated the Chief will continue to oversee the Training Coordinator position and work together on drill-training planning. Assistant Chief Kermit McClellan agreed to implement the “Training Coordinator” performance evaluations during the probationary period.

- Survey Monkey: Commissioner Baker also suggested having the firefighter volunteers partake in an individual survey on how they feel the Coordinator Training program is going. It could be anonymous or not. He purposed developing a short questionnaire that covers training position and program. Commissioner Baker advised doing performance reviews in two cycles - 90 and 180 days.

Old Business:

- **Company Calendar:**
Chief Baker advised the Board on the upcoming Calendar meetings and Firefighter drill dates, topics for December and January.
- **Station 52 Training Center and ST51 Remodel**
Chief Baker explained the container to training burn-box modification process. He suggested putting an ad in the Wenatchee World newspaper soliciting for an Engineer Consultant. The Chief explained after receiving advisement from State Chief Deputy Fire Marshal and other local departments; our training facility will not need special engineering and can be certified once we’ve met the National Fire Protection Association (NFPA) requirements. He suggested teaching our own Officers in getting certified as “instructors.” Once they have instructor certification, they will be qualified to teach volunteers. The Board agreed to move forward with Engineer advertisement and suggested discussing at the January meeting further details.
- **Pre-Fire Plans:** None
- **Recruitment:** None
- **Policy:** Bereavement-discussed in New Business.

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
December 13, 2022
Regular Meeting of Commissioners

EMS Report: Chief Baker advised during his hospital pre-opening tour, there were a few areas inside where he did not receive radio transmission. Coordinator Raynor Baker indicated the Hospital is now up and running and they will be working on those issues.

Assistant Chief's Report: Kermit McClellan reported nothing new happening with driver training. He noted volunteer Dan Weakly taking out a couple different engines to see how they react when driving in snow/ice.

Training Coordinator: Raynor Baker
Chief Baker advised Raynor had nothing to add, as the Commissioners have complete report.

Chiefs Report:

***Additional Discussion for Chiefs Report**

Incidents: Chief Baker noted the EMS calls were heavy, but Fire call volume was down this past month. The drill attendance is averaging between 13-17. He informed the Board; November 22nd "Roof Ventilation" drill held at ST52 was successful. The Chief explained District 7 - Chelan Fire & Rescue joined the drill. He summarized, they paired experienced firefighters with less experienced and it seemed to work out "really well." The food was catered by Fresh Off the Press and was a big hit. The Chief stressed how nice it is to work towards a better relationship with our neighbors and how Chelan District 7 is looking forward to utilizing our new Training Center.

Commissioner Weiss noted Karen Sargeant has moved to Montana and suggested writing an appreciation letter for her six years of service. Chief Baker agreed that was a good idea.

Personnel & Training: None

Recruitment & Retention: None

Facilities & Equipment:

Station 52 Training Center: The Chief briefed the Board; Batchelor Excavation will be preparing a site bid -150' X 200' "hard pad". He stated we are still waiting for public works driveway permit. The Chief indicated he's working with Lake Chelan Reclamation District on what type of hydrant will be needed. The ecology permit is in place and Batchelor Excavation advised they would be able to pull trees this winter. Chief Baker suggested doing all 500 feet of site work needed for future site plan while equipment is on property.

Station 51 Remodel: Chief Baker informed the Board, Paul Coppock from DOH Associates Architects & Planners stopped by Station 51 to tour the station and

**Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
December 13, 2022
Regular Meeting of Commissioners**

discuss plans for remodel. He will be sending a quote for spec drawings, so we can solicit for building-contractors. The Chief indicated doing smaller projects like remodels under MRSC is “a lot easier” than a new build.

Prevention: None

Executive Session: RCW 42.30.110 (1) (G) to review the performance of a public employee. Board Chairman Starkweather suggested 20-minute session-starting 5:28 pm. At 5:46 pm Commissioner Baker asked for an additional 15 minutes. Chief Baker was asked to join Executive Session at 5:55 pm. At 6:03 pm Commissioner Baker asked for another 7 minutes. Meeting reconvened at 6:10 pm.

Public Comment: None

Adjournment: Commissioner Starkweather closed the meeting with no additional business before the Commissioners; the meeting adjourned 6:10 pm.

Chelan County Fire District 5 Board of Commissioners:

Commissioner Chairman Dana Starkweather

Commissioner Fred Weiss

Commissioner Dan Baker

**Attest: Regenia Trusel
District Secretary**



Manson Fire Department

Chelan County Fire District 5

P.O. Box D Manson WA 98831-0438

mansonfire.org

Chiefs Report

December 13, 2022

Incidents

43 Calls for service in the month of November; 29 within Fire District 5 and 14 out of District. Fire responded to 9 calls within District 5.

In District 5; 1 MVA with injuries, 1 MVA with no injuries, 1 Unauthorized burning, 1 Cooking fire (contained in the oven), 1 Arcing electrical equipment, and 4 Assist EMS.

Out of District 5; None

EMS responded to 22 medical calls in District 5. 16 Calls EMS handled without Fire, 1 MVA with no injuries, 1 MVA with injuries, and 4 with assistance of Fire.

Out of District 5; 13 EMS Calls, and 1 Dispatched & cancelled calls.

November Call Times;

Fire Call Processing was at 2:04, Arrival on scene at 9:12.

EMS Call Processing was at 1:45, Arrival on scene at 10:02.

Of the 25 dispatches in District 5, 17 calls were compliant to NFPA 1221, for call processing for 68.0%.

Of the 25 responses in District 5, 22 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 88.0%.

Personnel and Training

Training in October consisted of;

11/1 Backing Apparatus & Hand signals – 10 attended

11/7 Officer meeting; Blue card ICS – 6 officers & Commissioner Baker

11/8 Fire Behavior & Thermal Imaging camera & Chimney fires – 17 attended

11/12 Hurst extrication tools in service with LN Curtis technician – 13 attended

11/15 Haz-Mat refresher & 5-gas monitor – 15 attended

11/21 OTEP: Tools to tackle chest & abdominal pain – 7 attended

11/22 Roof ventilation (joint drill Dist 5 & 7) – 12 attended Dist 5, 9 attended Dist 7

11/29 Quarterly SCBA & HP CPR (Association meeting 1800) – 13 attended

Recruitment & Retention

No additional recruits. Karen Sargeant has moved to Montana after 6 years of service.

Facilities and Equipment

Chelan County CPIF Grant for the Training Center – Batchelor coming with his transit to calculate the grade soon. This way he can better price the cost for site work. He is also interested in getting the site work done in the winter. Ground is not frozen under the snow. Will inform the Board as the budget gets more defined.

New Brush-51 is being refurbished – No progress report yet. Expecting at least March for completion.

Taking the Command truck in for service the day after Board meeting, Fuel gauge system has failed.

Possibly due to the work done on the fuel system.

Purchased several new sets of tire chains. We responded to a call in Emerson Acres, E-52 got stuck in relatively flat area. The On-spot chain system on the truck was no assistance to get it out.

Conventional chains are more reliable.

RiverCom

Real estate agent identified 11 new properties to consider for new dispatch site. Staff worked through their evaluation of radio signal and proximity to Pangborn airport. The list is shortened to 3 and our consultant will work up a comparison for the remaining sites. I met with a Bond Council Attorney, getting issues brought forward that will need to be considered. A Bond might be delayed till 2024 for issues to be resolved and interest rates to come down.

Prevention

In my next Friday KOZI interview I will highlight holiday safety items. (water your live tree daily, power cords, portable heaters)

DECEMBER 2022 CURRENT CERTIFICATION REPORT

(Completed 12/8/22)

TITLE	IFSAC CERTS	Medical	NWCG	2023 GOAL
Firefighter 1	1			5
Firefighter 2	3			3
Hazmat Operations	12			6
Officer 1	3			2
Officer 2	1			2
Instructor 1	6		1	7
Instructor 2	0			1
Wildland FFT2			14	20
Wildland FFT1			3	2
Engine Boss			1	2
Tender Driver			4	
EMT		11		14
EMT Instructor/Evaluator		2		2
Fire Inspector 1	1			
Public Information Officer			1	

Number of Chelan Fire District #5 Personnel = 31

Number of Structural Firefighters = 17

Number of Medical only & Support Personnel = 12

Number of Junior Firefighters = 2

CURRENT TRAINING REPORT

Testing:

No current Firefighter testing planned.

We have 2 staff (Dan Weakly & Brian Maas) Currently taking the EMT Course through LCH EMS.

Online Training (Vector Solutions):

I have built out Vector Solutions for our training needs moving forward. I have assigned out right-to-know modules to all staff. I'm planning to wait until the 1st of the year before assigning the next wave of certification specific online trainings.

Currently a total of 237 online training modules are assigned with 49 completed

“New Recruit” training comprises of 27 modules assigned to 3 members

General “Right-to-Know” trainings comprises of 6 modules assigned to 26 members

Training:

Monday December 5th: Officer Drill

Tuesday December 6th: Season of Hope Deliveries / SCBA Quarterly Make-ups

Tuesday December 13th: Regular Drill - RIT & Firefighter Rescue

Monday December 19th: OTEP – Burns and Fluid Resuscitation

Tuesday December 20th: Regular Drill – Rope Ladder Rescue Drill

Tuesday December 27th: Regular Drill - Electrical, Propane & Water Incident Hazards

Monday January 2nd: Officer Drill

Tuesday January 3rd: 2023 Training Plan overview / Quarterly SCBA & HP CPR / Association meeting

Tuesday January 10th: Fire Ground Communication & Radio Ops

Recruitment & Retention:

I'm still updating and building New Recruit Checklist.