

**Chelan County Fire District No. 5**  
**250 West Manson Blvd.**  
**Manson, WA 98831**  
**December 14, 2021**  
**Regular Meeting of Commissioners**

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

**Others Present:** Chief Arnold Baker, District Secretary Reggie Trusel, Training Officer Karen Sargeant, Firefighter Association President Chris Willoughby.

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

**Pension Board:** Opened: 4:31 pm. No business. Closed 4:32 pm.

**Public Comment:** Chris Willoughby gave an update from the Season of Hope; the Manson Firefighters Association gave to 25 families-102 individuals a total of \$10,200.00 in gift cards from Manson Bay Market. He expressed how the families were all very thankful for the donations.

**Minutes:** The Meeting Minutes for the Regular meeting on November 9<sup>th</sup> and Special Meeting on December 1<sup>st</sup> were presented, Commissioner Baker, Motioned to approve both November 9<sup>th</sup> and December 1<sup>st</sup> Minutes, Commissioner Weiss seconded; Motion passed unanimously.

**Financial Report:** Chief Baker suggested transferring \$30,000.00 from the investment account to expense account. Commissioner Weiss motioned to approve transfer of \$30,000.00 from investment account to expense account, Commissioner Baker seconded, Motion passed unanimously.

Chief Baker informed the Board; he transferred additional funds of \$44,000.00 from Expense account to Investment account last month after the November 9<sup>th</sup> meeting. Commissioner Baker, Motioned to approve that transfer of \$44,000.00 additional funds from Expense account to Investment, Commissioner Weiss seconded, Motion passed unanimously. Total transfer of funds for November was (\$111,089.47).

**Approval of Invoices:** Commissioner Weiss, Motioned to affirm December Voucher FD51 in the amount of \$23,346.62, Commissioner Baker seconded; Motion passed unanimously.

Discussion was made regarding new Bay completion and final invoice payment for Station 52. Chief Baker indicated the few things needing finished. The Wiring for overhead door will need to be finished and few other small things. The 5% retainage will be released to Contractor upon Fire Department receipt of releases from WA State L&I, Revenue, and Employment Security Departments.

Commissioners asked about the SCBA-Air flow testing and Tower-51 annual test.

Chief Baker also advised the Commissioners the inquiry he made on getting fiber installed at Station 52. He is currently waiting to hear back if or when that could happen. The Board agreed it is important to have a better internet alternative with unlimited data usage. The current company we are using charges overage fees quite frequently. The Board agreed to continue covering the cost/overage fees for Chelan Health EMS for the time being.

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**New Business:**

- Oath of Office for Commissioners Dana Starkweather and Fred Weiss: Both Commissioners stated the Oath of Office for the next term and signed the Certificates. Commissioner Baker asked current Chair, Dana Starkweather if he would like to remain as Chairman for 2022 and he agreed, Commissioner Weiss agreed to be Vice Chair.
- Correspondence: Retirement letter for Karen Sargeant. She will be retiring from Training Coordinator this month, confirming her last day of work will be December 24<sup>th</sup>, 2021. The Commissioners and Chief Baker discussed Karen's Severance package, which includes funds to cover Health Insurance for four months. Chief Baker indicated the funds will need to include appropriate tax withholdings. Commissioner Baker, Motioned to approve the approximate amount of Severance pay for \$4,500.00, Commissioner Weiss seconded, Motion passed unanimously.
- Correspondence: The Board formally acknowledged receiving a letter from Chelan County Fire District 7 (Chelan Fire and Rescue). The letter proposed that Manson Fire Department along with Lake Chelan Health-EMS participate in a feasibility study, to ultimately adapt a resolution establishing a joint Fire and EMS consolidation. The Board briefly discussed, and Chairman Starkweather agreed to respond with a return letter to Chelan County Fire District 7.

**Old Business:**

- **Company Calendar:** Chief Baker updated how the RiverCom-staff changes have been implemented; dispatcher positions are all mostly filled. New management is now in place, and he is looking forward to a positive year ahead.
- **Station 52 Bay Addition-** Covered in December-Voucher approval.
- **Station 52 Irrigation-** Chief reiterated there was nothing to report until spring 2022.
- **Pre-Fire Plans:**  
The Chief noted Wayne Worzella is still working on the Mobil Mapping - Wildland home assessments. He has nearly completed Grade Creek drainage, next will be Kinsey Road. Chief Baker reported Wayne is now off for the holidays. The "Commercial" Pre-Fire Plans are still needing to be completed, as this information is important to collect for multiple agencies to access. We are still waiting to hear from those businesses that were mailed questionnaires last year.

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- **Policy Updates**

Chief Baker indicated he reached out to Chelan County 1 to ask about their current policy and procedure manual. The Chief has discussed in the past incorporating our policies into a template we can expand with.

Commissioner Baker gave an update on the plans to find a current training manual for the E-One Aerial. Chief Baker reiterated the recent-UL Inspection showed Aerial capability he was not aware of. For example, if the “boom” is overloaded, it will still have full reach with overload capacity.

**EMS Report:** None

**Training Officer Report:** Karen Sergeant

**\*Additional Discussion**

Karen shared some of the topics from her report. She updated the Board; Captain Nick Glenn passed the Officer 1 testing and was “very proud” he achieved his goal in gaining that certification. Karen had two other firefighters lined up for different testing, unfortunately there was a glitch with the test scheduler email and our testing applications were not received. She indicated they are working on rescheduling. Aaron Richmond who was testing for FF1 had to reschedule due to lack of evaluators for the Practical test. The tests are tentatively re-set for January.

Karen did not have any updates on possible, classes/training for electric car safety features. She indicated she has not heard back from Rusty Stamps who is with Region 6 Training Council. She expressed the need to continue pursuing this training.

**Assistant Chief’s Report:** Kermit McClellan None

**Chiefs Report:**

**\*Additional Discussion for Chiefs Report**

**Incidents:** Chief Baker briefed the Commissioners; things are currently slow with calls mostly authorized control burns.

**Personnel and Training:** The Chief advised the Board that our firefighter turnout is positive. He raised the discussion of the new position opening; Assistant Chief/Training Officer. The Commissioners addressed the qualifications needed to fill the position and asked if we would be hiring someone who is currently a Manson Firefighter? The Board discussed briefly and are in favor of that idea. The Chief emphasized one of the qualifications would include Fire Officer 1 and 2. The Commissioners agreed to address further details at the next meeting.

**Public Comment:** None

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**Adjournment:** Commissioner Starkweather closed the meeting with no additional business before the Commissioners; the meeting adjourned 5:58 pm.

**Chelan County Fire District 5 Board of Commissioners:**

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**Commissioner Chairman Dana Starkweather**

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**Commissioner Fred Weiss**

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**Commissioner Dan Baker**

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**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 14, 2021

### Incidents

33 Calls for service in the month of November; 22 within Fire District 5 and 11 out of District. Fire responded to 10 calls within District 5, 1 out of District 5.

In District 5; 1 Power line down, 3 Authorized controlled burning, 6 Assist EMS.

Out of District 5; 1 Motor vehicle accident on Grade Creek Rd, 9 miles past the end of the Fire District.

EMS responded to 18 medical calls in District 5. 11 Calls EMS handled without Fire, 1 No incident found on arrival (multiple Washington Streets in communities, not having that address in Manson it was discovered the call was in Wenatchee), and 6 with assistance of Fire.

Out of District 5; 7 Medical calls, 2 MVAs with injuries, 1 water rescue from a sinking row boat and 1 Dispatched and cancelled.

November Call Times;

Fire Call Processing was at 2:20, Arrival on scene at 26:12.

EMS Call Processing was at 1:59, Arrival on scene at 9:57.

Of the 22 dispatches in District 5, 15 calls were compliant to NFPA 1221, for call processing for 68.2%.

Of the 22 responses in District 5, 18 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 81.8%.

### Personnel and Training

Training in November consisted of Officer meeting and truck checks the first week. We went off site to Jamie Evans wrecking yard for Vehicle Extrication. Jamie pulled out 2 cars that we worked with; glass cutting, side glass, extrication tools to remove doors, A-posts, B-posts, roof removal and a dash roll. Wayne roll played as a patient so they could determine the amount of cutting to remove the patient on a back board. On the third week, medical OTEP for EMTs (Hypothermia and Congestive Heart Failure module), Firefighters did a hydrant-pump-attack evolutions. Fourth week we all did rope and knots refresher for Firefighter1 and low angle rescue techniques with our new stokes basket. (The MVA up Grade Creek Rd was the week after this drill and had everyone hoping to use their new skills, the occupants self-extricated). November having 5 weeks we used the fifth week for another Officer meeting and truck checks as the first week in December was needed for Season of Hope deliveries.

### Recruitment & Retention

No new candidates in recruitment this month.

### Facilities and Equipment

Building Addition – In the vouchers is the final advance for the construction. We have a short list of items to complete, it is a very short list. Our overhead door vendor received a couple of panels that he was able add to the supply in his shop to build our door. Waiting his return to hook it to power, then it will be complete. The electrician provided a junction box for the outlet but didn't provide an outlet. The expansion joint was cut, now needs to be fill with caulk. The trip hazard still needs ground down. Need a door over the phone boxes and the wall gouge repaired. Short list!

Equipment – I was able to get Underwriters Laboratory to come to do the Tower's annual inspection.

We spent about 12 hours going through test and capacities. The UL Inspector checked torque on suspension, frame, torque box and turntable bolts. We lifted 125% capacity at full reach over each outrigger. Pressure tested the boom and operation of the boom at 250-psi in the waterway. The inspection on the first day was to manufacturer's inspection specifications. The second day was the inspection the NFPA standards. I was able to learn a lot more about the truck and emergency procedures should we need them. Waiting for the final report, which will probably be after they receive payment. Hydraulic oil sample taken and that report came back normal. In brief from the Inspector, we have a good truck and there are a few items that need attention.

### **RiverCom**

Reorganization is continuing. Our new Executive Director hit the ground running. In the last couple weeks, more administration positions have vacated. That was reason for concern, briefly. When you hire a good Director they work through building a team very quickly. I had a one-on-one meeting with the Director on Dec 8<sup>th</sup>. I was informed of vulnerabilities in the radio system, the personnel changes and the solutions and new hires. A good sign of recovery in the organization is the people that left due to too much pressure and overtime, they are asking to return to work for RiverCom.

The budget was approved with a good strategy to reduce user fees. The \$1.8M in users fees is a base line.

If the 1/10% sales tax exceeds \$3.8M in the next year, then there will be a \$300,000 reduction in the 4<sup>th</sup> quarter fees for 2022.

No progress on the property as internal issues took a lot of time.

### **Prevention**

Pre-fire Plans – Wayne has completed the Grade Creek Rd area.