

**Chelan County Fire District No. 5**  
**250 West Manson Blvd.**  
**Manson, WA 98831**  
**January 12, 2016**  
**Regular Meeting of Commissioners**

**Commissioners Present:** Dan Baker, Brian Harris, John Spencer

**Others Present:** Chief Arnold Baker, Kermit McClellan, Karl Jonasson, Chris Willoughby and Tammy Pratt

**Call to Order:** Chairman Brian Harris called the meeting to order at 4:30 p.m. and the flag salute commenced.

**Oath of Office:** Commissioner Brian Harris administered the Oath of Office to Commissioner John Spencer for his newly elected term.

**Public Comment:** None

**Pension Board:** Opened at 4:35 p.m. Board of Volunteer Firefighters Annual Disability/Pension Fees reviewed. Reimbursement Invoice for W. Borchers Physical was submitted for approval.

*Action: Commissioner Dan Baker motioned to approve the reimbursement invoice to the Board of Volunteer Firefighters; Commissioner John Spencer seconded the motion, (Motion Passed, 3-0).*

Pension Board closed at 4:40 p.m.

**Minutes:** December 8, 2015 Regular Commissioner's Board Meeting Minutes were presented and reviewed.

*Action: Commissioner Dan Baker motioned to approve the minutes as presented; Commissioner John Spencer seconded the motion, (Motion Passed, 3-0).*

**Financial Report:** December 2015 Financial Report was presented and reviewed. Chief Baker will provide the budget carry over balance from 2015 to the Commissioners prior to the next board meeting.

**Approval of Vouchers:** January 2016 Vouchers, Batch FD51 in the amount of \$12,354.74 and Batch FD52 in the amount of \$155.67 were presented and reviewed.

*Action: Commissioner John Spencer motioned to approve the vouchers for payment as presented; Commissioner Brian Harris seconded the motion, (Motion Passed, 3-0).*

**Chiefs Report:**

**Incidents**

In the month of December we had 4 fire calls and Fire assisted EMS on an additional 4 calls in District. EMS responded to 14 calls in District, including the 4 with requested assistance. EMS responded to an additional 7 calls out of District. You may notice an EMS call on Dec 18<sup>th</sup> with 9:11 dispatch reaction, I have reviewed the call and there was a language barrier and the caller could not give an address.

In 2015, Fire was requested 110 times, EMS requested another 315 times for 425 total calls. The 80<sup>th</sup> percentile Response Time for Fire was 11:58, under our established 12:00 Level of Service goal. EMS was 11:06 for a very good consistent time well below the 12:00 goal.

**Personnel and Training**

We had a Haz-Mat Refresher class on Dec 14<sup>th</sup>, we also provided flu shots that evening and had 13 firefighters attend. Since then attendance has dropped off to 5 or 6 per night. I think the Monday night has something to do with it, through the fall competing with Monday Night Football does have an effect. I have proposed to the officers to change drill to Tuesday, not much response. I am sending the proposal to all the firefighters to see if they respond with some support. In 2016 we have 5 Federal holidays on Monday and the addition of Halloween to make that 6 drill nights effected.

**Chelan County Fire District No. 5**  
**250 West Manson Blvd.**  
**Manson, WA 98831**  
**January 12, 2016**

**Regular Meeting of Commissioners**

The 5 personnel in the EMT class have dropped to 4. The class is well enough along that they are getting close to the finish line, they are now getting ride time with Raynor and Chris when they are on duty.

Planning an EVAP driver training class later in January or February. This will be a Saturday for an 8 hour classroom, we will have an additional drill night that can be an annual driving laws refresher for the whole group.

**Recruitment & Retention**

No new recruits have requested information

**Facilities and Equipment**

The 2015 cycle of the AFG grant is currently open, closes on January 15<sup>th</sup>. We have operated with 16 SCBA air packs for the last 15 years. The grant will replace SCBA packs for each riding position of qualified apparatus. E-51, E-52 and E-53 qualify with 13 riding positions on those trucks. 13 SCBA, 13 spare air bottles and 12 additional face pieces to issue one to each firefighter is a high grant priority. The current 3 SCBA on E-54 do not qualify in the grant and will cost the District directly. The air compressor and fill-station are a given to be needed. Because they are not directly attached to firefighter safety as the SCBA air packs are, I think it best to not ask for them in the grant. It challenges the justification. The table below shows the costs, grant portion, our required match and additional equipment not in the grant. All costs shown include sales tax. Freight not included.

Item	Total Costs	Grant Request	Fire District 5
13 SCBA, 12 additional Face-pieces	114,100	108,395	5,705
3 SCBA for Engine-54	25,536	0	25,536
2 Rapid Intervention packs	9,500	9,025	475
Compressor/ air storage/ fill station	47,212	0	47,212
Total	\$196,348	\$117,420	\$78,928

Having had to prioritize time to finish incident review and drill review, I have not had time to go further on the large diameter hose replacement. I will check back with the vendors to validate their quotes and proceed from there.

I have had several emails and a couple of phone calls with the State Contract vendor, Bud Cleary Chevrolet, for the Chevrolet cab & chassis discussed last month. They assure me that the information for the cab & chassis contract was sent to the State in early December. It is still not up on the website available for purchase. I contacted the State Contract office earlier this week and they have not responded. I will continue to work the channels to keep that project moving.

**RiverCom**

I have communicated to the RiverCom Director our call data, specifically pointing to the 5:10 @ 90<sup>th</sup>%, call processing time for all Fire calls within Fire District 5. In a follow up email, I reiterated that the problem was not a personnel issue. The CAD system was the problem that is making it difficult for dispatchers to receive a 911 call and get it dispatched out. Giving RiverCom firm data is very important to measure the size of the problem. I asked the Director to pass the data on to the RiverCom Board members so they can begin to understand the magnitude of the systems problems. To replace the CAD software will cost at least \$1M. Making that level of purchase and justification for systems change needs good data.

**Prevention**

I have signed up to attend the Chelan Earthday with a booth on April 16<sup>th</sup> at the Riverfront Park. I want to focus on providing information to homeowners about wildfire assessments. A home wildfire assessment partially looks at the survivability of the structure, but we want to emphasize the safety of the firefighters to

**Chelan County Fire District No. 5**  
**250 West Manson Blvd.**  
**Manson, WA 98831**  
**January 12, 2016**

**Regular Meeting of Commissioners**

defend the property. A few key details for firefighter safety can make the difference whether the fire crew can be at the structure during the passing front of a fire. We need to communicate that if firefighters cannot be there safely, they will not be allowed to be there when the fire front passes through.

**Assistant Chief's Report:**

No Assistant Chief's Report this month.

**EMS Report:**

Karl Jonasson reported that the response time percentages in December remained about the same as November. The EMS crew has been rotating crew changes through station 52. It is Karl's belief that both crews need to spend time at each station and that diversity in the work environment and work load is beneficial to the crew. By and large most people are happy with their environment. Crews have more time to catch up on their training in their station 52 rotation.

**Old Business:**

**Company Calendar** – January & February 2016 company calendars were presented. Commissioner Baker will attend the Lake Chelan Hospital Board Meeting this month.

**Command Truck Chassis** – Chief Baker has been in communication with state bid vendor, Bud Clary Chevrolet regarding the Districts need for a new cab chassis. In December Bud Clary Chevrolet submitted information to the state regarding placing the Chevy cab chassis on state bid but as of yet it has not come up. Chief Baker e-mailed Steve Hatfield with the Washington State Department of Enterprise. The e-mail explained our need for purchasing a new cab chassis and the urgency as to having the new vehicle completed and operational by fire season. A reply to Chief Baker's e-mail has not been received.

**WFCA/WFC Legislative Day, January 28, 2016** – Commissioner John Spencer is uncertain if he will be attending Legislative Day. Chief Baker plans to attend.

**Facility Generators** – Chief Baker is currently identifying the Districts generator needs and exploring grant funding for the purchase. A pre-app for the grant is due on February 16, 2016.

**Security/Fire Safe** – Commissioner John Spencer is researching the possible purchase of a security/fire safe.

**New Business:**

**Year End Firefighter Points Distribution** – Chief Baker provided the Commissioners with four spreadsheets detailing different options for volunteer firefighter compensation for 2015 Drill, Incident and Training participation. After careful review of the options presented the Commissioner came to a consensus to set the compensation points value for 2015 at \$11.99 per point.

*Action: Commissioner Dan Baker motioned to approve the amount of \$11.99 as a per point compensation value, Commissioner Brian Harris seconded the motion, (Motion Passed, 3-0).*

**Letter to WFCA – RE: Required State Audit Costs** – Commissioner John Spencer composed a letter regarding concerns over the Washington State Auditor's billing practices for mandatory audits. Commissioner Spencer sent the letter to two legislatures and the WFCA chairman.

**Award Received** - Lake Chelan Chamber of Commerce awarded Chelan County Fire District #5 their Presidents Award for Service 2015 for firefighting efforts provided during the Chelan Complex Fire.

**Chelan County Fire District No. 5**  
**250 West Manson Blvd.**  
**Manson, WA 98831**  
**January 12, 2016**  
**Regular Meeting of Commissioners**

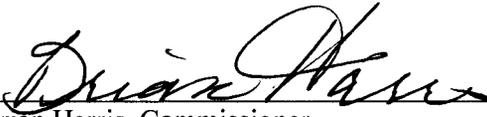
**Resolutions:**

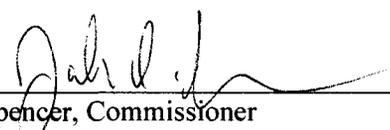
- Resolution 2016-01 A Resolution Appointing Fire Commissioner Board Officer Positions and Secretary  
*Action: Commissioner Dan Baker motioned to approve Resolution 2016-01, Commissioner Brian Harris seconded the motion, (Motion Passed, 3-0).*
- Resolution 2016-02 A Resolution Establishing Regular Board Meeting Dates & Times  
*Action: Commissioner John Spencer motioned to approve Resolution 2016-02, Commissioner Brian Harris seconded the motion, (Motion Passed, 3-0).*
- Resolution 2016-03 A Resolution Regarding Transfer of Funds  
*Action: Commissioner Dan Baker motioned to approve Resolution 2016-03, Commissioner Brian Harris seconded the motion, (Motion Passed, 3-0).*
- Resolution 2016-04 A Resolution Appointing Payroll Officers  
*Action: Commissioner Brian Harris motioned to approve Resolution 2016-04, Commissioner Dan Baker seconded the motion, (Motion Passed, 3-0).*
- Resolution 2016-05 A Resolution Appointing Finance Auditing Officers  
*Action: Commissioner John Spencer motioned to approve Resolution 2016-05, Commissioner Dan Baker seconded the motion, (Motion Passed, 3-0).*

**Public Comment:** Chris Willoughby, Vice President, Manson Volunteer Firefighters Association announced that the association will be helping boy scouts put together first aid kits tonight. Mr. Willoughby also informed the group that Wade Gross now fills the roll of Association Secretary. The association was able to help 12 families totaling 62 people through their Season of Hope program in December. The Association will be hosting Chelan Douglas Firefighters' Association on April 4, 2016.

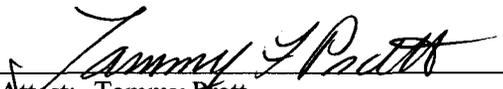
**Adjournment:** There being no more business before the board, the meeting closed at 5:25 p.m.

Chelan County Fire District 5  
Board of Commissioners:

  
\_\_\_\_\_  
Brian Harris, Commissioner

  
\_\_\_\_\_  
John Spencer, Commissioner

  
\_\_\_\_\_  
Dan Baker, Commissioner

  
\_\_\_\_\_  
Attest: Tammy Pratt  
District Secretary