

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
January 10, 2023
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.

2023 Chair Elect: Commissioner Baker Motioned to keep the two positions the same for 2023; Chair: Dana Starkweather and Vice Chair: Fred Weiss, Commissioner Weiss seconded; Motion passed unanimously.

Pension Board: Opened: 4:30 pm. Chief Baker noted, the Annual Board of Volunteer Firefighters (BVFF) Disability/Pension/Membership remittance is ready to be mailed. He suggested including amount of \$1,830.00 in January vouchers. Pension Board Closed 4:33 pm.

Public Comment: President Chris Willoughby gave an update from Manson Firefighter Association. In addition to the Season of Hope, 25 family recipients of \$10,600.00 in Manson Bay Market (gift cards), the Association also gave \$50 MBM gift cards to 22 residence of Manson Villa Apartment's. He explained with the added \$1,100.00 donation from American Legion the Association was not only able to help Manson Villa residence but also four other families this season. He concluded there was also an anonymous donor who gave \$600.00 to one family as well.

Minutes: Chairman Starkweather presented the Regular meeting Minutes from December 13th, Commissioner Baker, Motioned to approve December 13th Meeting Minutes; Commissioner Weiss, seconded; Motion passed unanimously.

Financial Report: Chief Baker informed the Board, he corrected two errors for 2022, March and October months. December (Financial Report) reflects those updated figures. Chief Baker displayed the budget model: He explained the department is \$99,000 under budget and received more revenue than expected in 2022. He summarized; \$159,000 was added to the reserve account in closing 2022 year.

Approval of Invoices: Commissioner Weiss, Motioned to affirm January; Voucher FD51 in the amount of \$11,420.20, Voucher FD52 in the amount of \$859.67 and Voucher F53 Voucher in the amount of \$1,830.00, Commissioner Baker seconded; Motion passed unanimously.

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New Business: **Task Force:** Commissioner Starkweather suggested taking a closer look at the 2012 Task Force Report at the next meeting in February, noting the need to update the report posted on the department website. Chief Baker suggested reviewing certain pages and added he refers to “Flex Time” when doing Chiefs report. Commissioner Starkweather suggested having the Officer group share ideas in updating/improving report and would like to hear their input.

Commissioner Workshop Meal: The workshop is scheduled for Wednesday, January 18th at 6:00 pm. Commissioner Board reviewed; Fresh off the Press menu and decided on the hearty winter meal of Firehouse Brisket Chili.

Training Coordinator: Agreement Revision

Chief Baker reviewed with the Board the updated Training Coordinator Agreement and noted one of the changes; PERS 11 “Employer Contribution” benefit will be deferred. In lieu of the benefit the dollar amount will be deferred each month.

Commissioner Weiss, Motioned to approve the revised Training Coordinator Work Agreement with changed wording, Commissioner Baker seconded; Motion passed unanimously.

Survey Monkey: Training Coordinator Program-Survey

Chief Baker displayed the survey questions for the Board to see. Commissioner Baker went through each question and shared the responses from the ten-volunteer group who participated. The responses were all anonymous. In closing, Coordinator Raynor Baker, advised the 2023 Training Plan will help to explain how training will be laid out for the volunteers and advised some of the items mentioned in the survey are currently being addressed.

2023 Annual Resolutions: Board Chairman Starkweather reviewed each Resolution with the Board. Commissioner Baker, Motioned to approve Resolutions 2023-01 through 2023-05 as presented, Commissioner Weiss seconded, Motion passed unanimously.

Old Business:

- **Company Calendar:**

Chief Baker advised the Board on the upcoming Calendar meetings and firefighter drill dates, topics for January and February.

Commissioners Starkweather asked if any of the Officers would like to be a part of the KOZI interview scheduled Friday, Jan. 13th. The Chief indicated; he was asked by KOZI if the new Training Coordinator would like to join an upcoming interview.

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- **Station 52 Training Center and ST51 Remodel**
Chairman Starkweather suggested holding discussion for January 18th Workshop.
- **Pre-Fire Plans:** None
- **Recruitment:** Commissioner Weiss asked if the department has or could create a recruitment brochure. Secretary Trusel indicated we currently have a post card with information kept on desk at Station 51. Same post card is passed out during the spring/summer Farmers Market. He expressed the need to have material to pass out to potential new recruits.
- **Policy:** Training Requirements Policy
Board Chairman suggested the Chief and Commissioners review further and possibly refine some of the policy wording.

EMS Report: None

Assistant Chief's Report:

Assistant Chief, Kermit McClellan explained there is nothing new to report on driving but requested further explanation on what is expected of him regarding the upcoming Training Coordinator performance evaluation. He asked for clarification and what format will be used to conduct the evaluation. Chief Baker reiterated using the "Performance Measurements" eval form, which is based on the work agreement stipulated duties. The Chief noted he will also present as the "direct supervisor" his own performance evaluation rating. He stipulated Asst. Chief McClellan should be able to filter through; direct supervisor input, volunteer survey feedback and conduct a fair and unbiased performance evaluation for the 90 Day review.

Training Coordinator Report:

Coordinator Raynor Baker; reiterated the need to wind up the 2023 Training Plan and hopes to get it out to the volunteer staff once the department "Training Policy" has been approved. He noted his plan to assign NWCD FF2 Wildland training this month to those volunteers who currently have red cards. He also mentioned, he would like to meet with the Assistant Chief and Lt. Alanis to discuss new driver training courses. Coordinator Baker advised, he will also be sending out First Aid class information soon as well.

Chiefs Report:

***Additional Discussion for Chiefs Report**

Chief Baker displayed to the Board the points incentive spreadsheet, specifying volunteer points earned for attendance to drills, incidents and certifications

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obtained. He indicated there were only a few volunteers who are not meeting at least 10% of incident calls or attending 50% of drills. After reviewing, the consensus from the Board was to enter the point earnings into January payroll. Chief Baker suggested discussing further incentive compensation “points” when planning for the 2024 Levy.

Incidents: Chief Baker referred the Commissioners to a pie-chart handout. The chart displayed the breakdown by major incident type for Fire & EMS calls. Identifying incident type and quantity; Fire, EMS, Hazardous Condition, False Alarms, Severe Weather, Service Calls, Good Intent and Special incident. He emphasized 2022 was a “less impactful year” for the department.

Personnel & Training: Chief Baker briefed the Board on a potential new waterproof coat he is looking at ordering for the department firefighters. He gave a price comparison from a couple local vendors to one that we use for most of our uniform purchases in State. The Chief explained the coat will be waterproof, lined and will be department issued to only “active” firefighter volunteers. Board Chairman Starkweather suggested passing the coat information out to the Officer group to hear their feedback.

Chief Baker concurred he would like to present the Training Requirement Policy at the upcoming Workshop January 18th. Discussion was made to move forward with Boards approval, Chairman Starkweather suggested approving policy as is, keeping in mind an addendum may be added. Commissioner Weiss, Motioned to approve Training Requirements Policy-Draft, Commissioner Baker seconded, Motion passed unanimously.

Chief Baker commented he would like to have another workshop to cover Points compensation in the future.

Recruitment & Retention: Jr. Firefighter, Brooks Pinski is our new recruit for this month.

Facilities & Equipment:

Station 52 Training Center will be the main topic for the upcoming January 18th, Commissioners workshop.

ST51 Remodel: Chief Baker reiterated he sent the Board three potential architects. Commissioner Baker, Motion to authorize agreement for Architectural – Consultant Services with Paul Coppock from DOH Associates, PS, Architects and Planners, Commissioner Weiss seconded, Motion passed unanimously. Chief Baker noted, DOH may be helpful when seeking advice or consulting for the new Training Facility as well.

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Prevention: None

Executive Session: RCW 42.30.110 (1) (G) to review the performance of a public employee. Board Chairman Starkweather asked for 10 minutes starting Executive Session at 6:30 pm. The Board reconvened to the Regular Commissioner Meeting at 6:40 pm.

Public Comment: None

Adjournment: Commissioner Starkweather closed the meeting with no additional business before the Commissioners; the meeting adjourned 6:40 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

January 10, 2023

Incidents

40 Calls for service in the month of December; 35 within Fire District 5 and 5 out of District. Fire responded to 21 calls within District 5.

In District 5; 1 MVA with injuries, 2 MVA with no injuries, 1 Arcing electrical equipment, a Motel's sprinkler system froze & thawed with significant water damage, a residential water line broke under a floor and flooded an area, a Wapato Point condo sprinkler system froze & thawed in an exterior sprinkler riser room, and 14 Assist EMS.

Out of District 5; None

EMS responded to 31 medical calls in District 5. 12 Calls EMS handled without Fire, 2 MVA with no injuries, 1 MVA with injuries, 1 false medical alarm, 1 Dispatched & cancelled, and 14 with assistance of Fire.

Out of District 5; 3 EMS Calls, and 2 Dispatched & cancelled calls.

December Call Times;

Fire Call Processing was at 2:08, Arrival on scene at 16:05.

EMS Call Processing was at 2:09, Arrival on scene at 13:00.

Of the 35 dispatches in District 5, 27 calls were compliant to NFPA 1221, for call processing for 77.1%.

Of the 34 responses in District 5, 21 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 61.8%.

Personnel and Training

Training in December consisted of;

12/5 Officer meeting – 6 attended

12/6 Season of Hope deliveries, 10 attended. Followed by SCBA Quarterly makeup – 12 attended

12/13 Rapid Intervention Teams & Firefighter rescue – 10 attended

12/19 OTEP Burns & fluid resuscitation – 10 attended

12/20 Rope rescue with ladder & stokes basket – 8 attended

12/27 Water, Electrical & Propane hazards – 11 attended

I am getting quotes for green safety coats. Have had requests from the firefighters for that type of coat. It would be waterproof, have a zip out liner, MANSON FIRE on the back, reflective striping front and back. It is suggested that it will not have names, and not be the property of the firefighter. (Some models have ID badge attachment) It would be Fire District issue and treated as assigned PPE. An everyday coat with safety in mind.

I'm working with Raynor on a draft policy for training requirements. We are doing an outstanding job with a high level of compliance to the WAC 296-305 Safety Standard for Firefighters. We haven't been compliant on the housekeeping items, i.e. Back injury prevention, Alcohol free workplace, Diversity training, Workplace violence, and Anger & conflict in the workplace type of trainings. The policy will roadmap getting this type of training done in a multiple-year self-study online training plan. Every effort to bring up doing more training is met with pushback. They are doing well in the hard tasks. Pushback is coming for asking them to do the easy stuff. This is very doable for a volunteer to be totally compliant in training.

Station 1, 250 West Manson Blvd.
Telephone 509-687-3222, Fax 509-687-6022

Station 2, 2010 Wapato Lake Road
Telephone 509-687-9041

Recruitment & Retention

1 new recruit, Brooks Pinski, a Jr Firefighter. His father Doug Pinski is also interested in joining in the near future.

Facilities and Equipment

Chelan County CPIF Grant for the Training Center – No new information. A presentation at the workshop to evaluate the project goals and scope.

New Brush-51 is being refurbished – No progress report yet.

AFG 2022 cycle will begin probably around Feb 1st. Last year we cut back \$100,000 off the request to better our chances. Need Board consensus to size the request in this cycle.

S-51 Remodel – I sent the Board the agreements from DOH & Associates (Architect services). Will need a motion to proceed.

S-52 Resident Quarters / Classroom Building – Working on the beginning steps of a Legislative request from the State Budget Committee, Local Community Project. Application is due by Feb 17th. Fire Service Legislative Day is also Feb 17th, considering attending this year to promote our project.

RiverCom

I am an ex-officio Board member for 2023, that comes with less responsibility and no voting rights. I am preparing a letter for the Fire Commissioners to explain what I may be asked to do and the time requirement.

Prevention

Nothing to report.

JANUARY 2023 CURRENT CERTIFICATION REPORT

(Completed 1/6/2023)

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 = 32

Number of Structural Firefighters = 17

Number of Medical only & Support Personnel = 12

Number of Junior Firefighters = 3

CURRENT TRAINING REPORT

Training Review

Currently I have a 2023 training plan and calendar mapped out to meet the requirements of regulatory bodies. In this plan I map out training that is required and how often that training will be offered as well as a 3-year ongoing training competency cycle for other trainings. This plan was met with resistance by the district officers. This plan was laid out in a way that set required training towards the beginning of the month and/or quarter to allow firefighter to makeup missed requirement. Offering makeups is also a new process in our training plan not previously done. 90% of the plan is the same we have been doing for years. The added 10% are online training modules through Vector Solutions that take less than an hour to complete, many taking less than 30 minutes that allows us to meet requirements without taking drill nights. In reality mapping our training out in a 3-year cycle takes a load off the training burden and adds flexibility to the schedule. Due to the resistance met, the

training plan is currently on hold waiting the drafted department Training Policy which is presented for the Commissioner Board to review.

In January I plan to review and assign NWCG FF2 wildland training modules to firefighters not currently red carded. I also plan to review Driver training records and meet with Kerm and Beau for scheduling a new driver VFIS course and review firefighter next step in vehicle sign offs.

Testing:

I am registered for an Instructor 2 course Online February 27th through March 1st with testing in Duvall March 3rd.

No current other Firefighter testing planned.

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

Online Training (Vector Solutions):

The right-to-know online modules are assigned for 1st quarter 2023 to all staff. I hope that once I'm able to present the 2023 training plan and walk firefighter through Vector Solutions more modules will be completed.

Later on in January I will assign out Vector Solutions modules to assist firefighter with their next certification step.

Currently a total of 237 online training modules are assigned with 57 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 Calendar:

Monday January 2nd: Officer Drill

Tuesday January 3rd: Quarterly HP CPR & SCBA

Tuesday January 10th: Fire Ground Communication and Radio Ops

Tuesday January 17th: ICS for Structure

Monday January 23rd: OTEP (Arrest to ROSC)

Tuesday January 24th: Ice Rescue & Ropes

Monday January 30th: First Aid Skills

Tuesday January 31st: HP CPR Training

Monday February 6th: Officer Drill

Tuesday February 7th: HP CPR Regional Testing

Monday February 13th: OTEP (The beat goes on: Pediatric Edition)

Tuesday February 14th: NO DRILL

Recruitment & Retention:

New recruits are assigned Vector Solution modules that cover Firefighter basics. I'm still updating and building New Recruit Checklist.