

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
January 10, 2020
Regular Meeting of Commissioners

Commissioners Present: John Spencer, Dan Baker and Dana Starkweather

Others Present: Chief Arnold Baker, Assistant Chief Kermit McClellan, Training Officer Karen Sargeant, Fred Weiss, Chris Willoughby and Ray Eickmeyer (Director of EMS and Paratransit, Safety & Preparedness)

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

Pension Board: Pension Board opened at 4:31pm. No business to conduct. Pension Board Closed at 4:32 pm.

Public Comment: None

Minutes: The Meeting Minutes for the Regular meeting on December 10, 2019 and Commissioners Workshop January 7, 2020 were presented, Commissioner Starkweather motioned to approve the minutes, Commissioner Spencer seconded; Motion passed unanimously.

*Further Discussion: Commissioner Starkweather suggested, keeping the “Chiefs Report” and “Officer Training Report” separate from the regular minutes. All commissioners were in agreement to add as an addendum each month.

Financial Report: Financial report presented and reviewed.

Approval of Invoices: Commissioner Baker motioned to affirm the Voucher FD51 in the amount of \$18,166.24, Commissioner Spencer seconded; motion passed unanimously.

New Business:

Discussions made regarding Commissioners Workshop held 1/7/20.

- Equipment Replacement: Purchase of used Aerial / Ladder Fire Engine. Update; Chief Bakers first choice, Aerial Engine (stock # 12003) is currently on hold for another customer. Chief has made Brindlee Mountain Fire Apparatus, sales associate aware that the MFD would be interested in making a possible offer if current buyer falls through. In the meantime, they will be scouting for a comparable engine in the price range of \$150,000 & \$200,000. Chief Baker was informed; all engines in inventory are sold “As Is”. It is up to the customer to present a “punch list” of repairs/changes needed as part of the sales agreement. Chief Baker suggested when the time comes to take a more serious look; he would like to have Assistant Chief Kermit McClellan, one of the current Fire Commissioners and possibly Lieutenant Raynor Baker to join him on the trip.

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Brindlee Mountain Fire Apparatus is the largest buyer/seller of fire trucks in the Western Hemisphere, with over 1,300 trucks to choose from. Commissioners were all in agreement to give Chief Baker the authority to initiate a purchase, if and when the right engine comes along.

- Volunteer Incentive Plan (Point Value):
Discussion was made to increase the point/dollar amount from last years (\$12.18 per point). Motion made by Commissioner Baker to approve (\$13.40 flat rate/per point), Commissioner Spencer seconded; the motion was passed unanimously.
- Suggestion was made by Commissioner Starkweather, to reword two sections of the Minutes from the Commissioners Workshop re: Personnel and Equipment Replacement topics. Personnel; change “agreed” to “are considering” and Equipment Replacement; change “decided” to “suggested”

Old Business:

- Company Calendar –Reviewed
Commissioner Starkweather suggested adding the past Commissioners Workshop meeting held on 01/07/2020 to the calendar.
- ZBA Architecture: Station 52 Addition
Chief Baker suggested local contractor; Ras Construction and ZBA Architect to connect and discuss different layers of construction plans. Manson Fire Department is working on collecting bids to get project underway for early spring.
- Electric Sign Update: None
- Pre-Fire Plans-Update
Chief Baker would like to start with creating a cover letter @ Pre Fire plans to send to local Manson businesses, as well as organize the team to prepare for initial visit.

EMS Report: Ray Eickmeyer, EMS Director for Lake Chelan Community Hospital & Clinics, joined the meeting by handing out EMS Community Report pamphlets. Director Eickmeyer reported there were 1600 paramedic calls and 235 community transfers. Twenty more transfers than last year. Twenty Two percent of the calls are generated from the Manson area. Eighty Two percent of EMS calls arrives within 5 minutes.

He had positive things to say about the future for the hospital with new CEO George Rohrich at the helm. He seemed very optimistic for things turning around for LCCHC. Director Eickmeyer has been busy writing grants, currently working on their fourth. Thus far, LCCHC/EMS has received a \$68,000 grant which enables them to purchase a Mini Van used for transferring

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patients. The second grant for \$60,000 is to help community Para Medicine. Financially he feels the EMS department is doing very well. Director Eickmeyer has received several letters from local citizens and is very grateful to have the communities support.

“LLCHC EMS is supported by a levy of 28 cents per \$1,000, compared to Cascade EMS (Leavenworth, a similar hospital-based system) with a levy of 44 cents per \$1,000.” The EMS team works hard to provide the community more value for less cost. Director Eickmeyer is looking to have levy ready by August 2020.

In support of LCCHC/EMS, Manson Fire Department would like to extend an invitation to CEO, George Rohrich to attend future Commissioner Meetings. In exchange, Chief Baker will be making plans to attend LCCHC board meetings as well.

***Additional Discussion:**

Commissioner Starkweather asked if any funding would be available to help the Trusted Living Care (TLC) program, Director Eickmeyer indicated yes. TLC is a program to help find senior care and senior living options.

Training Officer Report: Karen Sargeant

***Further Discussion re: Training Report**

Karen has set up a system to organize individual training folders for each volunteer, giving skill test sheets for each training subject.

Commissioner Spencer asked if there is a good line of communication between her and the volunteers. Karen explained the best route to communicate “training reminders” is by email or iSpy. The schedule is pretty much set for the year, but will keep fluid month to month. Her goal is to keep the volunteers informed for the month ahead, as to not overload them with too much information. It can be challenging to get the volunteers to commit to drills or truck checks with their schedules. Commissioner Spencer suggested setting a mandatory meeting for all volunteer firefighters and officers. Karen and Chief Baker will decide on a date for future mandatory meeting. Karen and Chief Baker are working together to organize a date to start the HazMat classes, which will be held over three separate weekends.

Karen will also be posting information regarding upcoming training/classes being offered around the State on each bulletin board @ Station 1 and Station 2. Chelan County Fire District 5, sees the importance of encouraging our firefighters to take advantage of all training opportunities and want them to know, we support and appreciate their efforts.

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Assistant Chief's Report: Kermit McClellan

Kermit reported he is having "good luck". He recently certified another driver on brush truck 51. Mike Knott was certified for "driving" but unfortunately could not be cleared for pump operation certification due to the weather. When the weather is better, Mike will be finishing certification on brush 51 and working towards his next truck certification, Engine 51. Travis Sweeney is another volunteer interested in more training once he clears his schedule. Kermit would like to keep encouraging those volunteers who want to learn and be certified, he'll be ready once weather allows.

Chiefs Report:

***Additional Discussion**

Personnel and Training:

Chief Baker reiterated he will be taking steps to arrange for an instructor to come to Manson to teach HazMat Operations class. Class will be held, most likely at Station 2, in March.

Additional Discussion: re: Boetzke Fire.

Chief Baker's Update; the fire Investigator reported the cause was from a small refrigerator plugged in the upstairs bedroom. The Investigator took the refrigerator with him to have it tested and to evaluate the make, model and year. Possible outcome, refrigerator unit had a manufacture defect. Chief Baker concluded, because this particular fire had some unique factors, the best policy moving forward is to NOT release possession of the scene until after an investigator has arrived.

Commissioner "Chairman" Position: A motion was made by Commissioner Baker to rotate the Chairman position from Commissioner Spencer to Commissioner Baker, and making Commissioner Starkweather-Vice Chairman, Commissioner Spencer seconded the motion, and was passed unanimously.

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Attached as Addendum I- Chiefs Report
Attached as Addendum II- Training Officer Report

Adjournment: Commissioner Spencer closed meeting with no additional business before the Commissioners, the meeting adjourned at 5:40 pm.

Chelan County Fire District 5 Board of Commissioners:

Commissioner Chairman John Spencer

Commissioner Dan Baker

Commissioner Dana Starkweather

**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, 2020

Incidents

22 Calls for service in the month of December; 18 within Fire District 5 and 2 out of the District. Fire responded to 4 calls within District 5.

In District 5; 1 Authorized burning, 1 MVA with no injuries, 2 calls to Assist EMS crew.

EMS responded to 16 medical calls in District 5. 14 Calls EMS handled without Fire, 2 with assistance of Fire.

Out of District; 2 Medical calls, 1 MVA with injuries and 1 Dispatch & cancelled enroute.

December Call Times;

Fire Call Processing was at 2:22, Arrival on scene at 7:09.

EMS Call Processing was at 1:47, Arrival on scene at 13:30.

Of the 18 dispatches in District 5, 15 calls were compliant to NFPA 1221, for call processing for 83.3%.

Of the 18 responses in District 5, 14 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 77.8%

Personnel and Training

Training in December consisted of Vehicle fire considerations, Basic Electricity considerations, SCBA Quarterly proficiency, Medical OTEP- skills makeup, Officer meeting and Rig checks.

As I stated in the Workshop, priority is to get a HazMat Operations class here in Manson to make it a convenient as possible for our personnel. I just heard back from the State Fire Marshal's Office and they are working to set that up for March.

Recruitment & Retention

Nothing to report

Facilities and Equipment

Working to update information on the grant truck for this grant cycle. As I reported last month the grant was to have opened Dec 2nd, it hasn't opened yet. So anytime now!

I contacted the sales company for the used 2008 aerial apparatus, we may have lost out as a customer may be signing a sales agreement this week. I think we wait till the right truck comes along.

RiverCom

I am chair for a committee to review an Memorandum of Understanding for the portion of the 1/10th sales tax to be used for; Tier 1 regional communications projects, and Tier 2 individual agency communications equipment reimbursements. We have the MOU from 10 years ago to start with. They learning curve from the past agreement has had frustrations and an opportunity to correct some issues to help serve all agencies more equitably.

Prevention

I am registered for the Community Risk Reduction Symposium in Murfreesboro TN. The agenda was published recently and looks to be a great opportunity to learn from other agencies performing CRR activities.

JANUARY, 2020 TRAINING REPORT
KAREN SARGEANT

IFSAC Certification Skill Sheets: All of the skill sheets for any IFSAC certified classes are downloaded and put into separate folders for easy access. The skill sheets were then grouped by drill topics and put into folders. The lead instructor for the drill will be able to pull their specific folder and know what mandatory and random skill sheets they need to cover. Additionally, each drill folder will have the coordinating lesson plans inserted. This is to streamline the instruction process so the instructors know what information they need to cover and what skill stations to set up to cover the skills sheets.

2020 Annual Training Calendar: The 2020 training calendar is completed. The copy that we have given to you is more in depth than the one we sent out to the firefighters. You will see that your copy has the IFSAC Firefighter 1 or 2 skill sheet numbers that are covered by the drill. It also has the chapter numbers from either the “Essentials of Firefighting” or “Hazardous Materials for First Responders” textbooks. This is so the firefighters can do their own reading out of their textbooks. As we progress through the drills, I will be assigning them the appropriate chapters to read on their own. These will correspond with the 24/7 Online training courses that we are asking them to complete.

Training Announcements Bulletin Boards: In the coming weeks, there will be two bulletin boards installed at both Stations 51 and 52. These will be used to post the following items: Truck Check Assignments, Annual Training Plan, upcoming monthly drills by quarter, and any outside training opportunities for our members to register for. It is hoped that by posting these classes, as well as sending notification emails out, we will encourage people to complete more training than we alone can offer them.

Training Records and Certifications: The plan for these is to copy any certification documents for the firefighters and keep them on hand in their individual folders. Most all of the classes, unless they are entry level have prerequisite courses that must have been completed. When we register people for classes, we have to send copies of the required prerequisite courses along with their registration. Having them on hand will make it easier for the firefighters to register. I will pull copies of the certs that we have and secure them in the training folders.