

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
June 14, 2016
Regular Meeting of Commissioners

Commissioners Present: Brian Harris, Dan Baker and John Spencer

Others Present: Chief Arnold Baker, Assistant Chief Kermit McClellan, Karl Jonasson, Roy Carlton, Mike Kirk, Chris Willoughby, Craig Vivian and Tammy Pratt

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

Public Comment:

Santana Drive Neighborhood Annexation Petition: Mr. Mike Kirk was in attendance representing the Santana Drive parcel owners who are requesting annexation into Chelan County Fire District 5. The group consists of six parcels all of which are adjacent to the Districts boundary. (120.88 acres at an assessed value of \$1,260,117) The request contains 100% support for the annexation. Santana Drive is a paved private road. It is the home owner's responsibility to keep the road open and maintained year round. Chief Baker will be doing an onsite assessment on June 25, 2016 with the home owners.

Emerson Acres Neighborhood Annexation Petition: Mr. Roy Carlton was in attendance representing the Emerson Acres parcel owners who are requesting annexation into Chelan County Fire District 5. This annexation request is for twelve parcels that are all adjacent to the current District boundary. Emerson Acres Road is a ^(deletion) ~~paved~~ private road. It is the home owner's responsibility to keep the road open and maintained year round. Chief Baker feels that it is very practical to accept this annexation. There is no critically steep terrain in this proposal. There is a Y intersection and a turnaround at Ray Carlton's home which will be helpful in maneuvering apparatus in this area. (154.36 acres at an assessed value of \$2,606,227) Signatures for 87.04% of the properties acreage is in the request. RCW 52.04.031 requires that not less than 60% of the annexed area agree to be annexed.

Additional Action Required: A vote was taken to accept the two groups of annexation petitions but after further review of the requirements for annexation it was discovered that the District had not met all of the prerequisite requirement prior to voting. Due to not having completed all of the prerequisites the vote taken was invalid. A public hearing will be held for these annexation petitions during next month's Regular Commissioner's Meeting on July 12, 2016, upon completion of all annexation requirements a vote will be taken.

Pension Board: Opened at 4:31 p.m., no business, closed at 4:48p.m.

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Minutes: May 10, 2016 Regular Commissioners Board Meeting Minutes were presented and reviewed.

Action: Commissioner John Spencer motioned to approve the May 10, 2016 Regular Commissioners Board Meeting Minutes as presented; Commissioner Dan Baker seconded the motion, (Motion Passed, 3-0).

Financial Report: The May 2016 Financial Report was presented and reviewed.

Approval of Vouchers: June 2016 Vouchers Batch FD51 totaling \$7,012.26 was presented for review and approval.

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

Chiefs Report:

Incidents

- 39 calls for service for the month of May;
- Fire responded in District to 2 Motor Vehicle Accidents and 2 controlled burns, out of District to 2 controlled burns in the Emerson Acres area and Fire was cancelled enroute.
- EMS responded in District to 23 EMS calls and 1 medical alarm (false alarm), out of District to 5 EMS calls, 2 interfacility transports and 2 cancelled enroute.
- Fire alarm processing was at 4:03 at the 90th percentile.
- Fire Response from the 911 call to arrival was at 12:11 at the 80th percentile.
- EMS alarm processing was at 2:42 at the 90th percentile.
- EMS Response from the 911 call to arrival was at 8:23 at the 80th percentile.

Personnel and Training

May training calendar was; 5/2 Officer meeting, Firefighters (24/7 Respiratory Protection and SCBA),

5/9 Wildland Refresher training part-2 and respirator fit testing, 5/16 Work test (structural & wildland work capacity test) and respirator fit testing, 5/23 Medical OTEP online modules and Firefighter (24/7 Fire Ground Hydraulics), 5/30 Memorial Day, Firefighter (24/7 Building Construction)

I attended National Fire Academy's Executive Planning class May 16th through May 27th in Emmitsburg MD. The class was far more intense than any of the previous classes I have taken at NFA. I believe that the skills learned in the class will help to facilitate strategic planning and project planning needs in the future.

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Recruitment & Retention

This last month we have 2 new recruits. Darrick Steele who grew up in Manson has moved back and is looking forward to being a volunteer. This week we have taken an application for Pat Miller, brought in by Wade Gross.

Facilities and Equipment

The command truck chassis has been delivered to ProTech Industries on June 8th. ProTech plans to have their installation of the body complete by Monday the 13th. Cascade Fire will send a driver to bring it to Yakima to receive the light-siren package. Will work around my schedule and Cascade's shop schedule to get the fire module moved over. I have worked out some details so when we bring it to Manson it will be a complete truck with lettering.

You will see in the vouchers \$268 to Cascade Fire for T-52 seat buckles. This would be an International warrantee item, but it would cost more to take the time to go to the International dealer in Yakima to get the items fixed. Kerm is replacing the buckles. This will hopefully fix the seat belt warning issue.

RiverCom

We are expecting to see some drastic improvements in call processing times now. Spillman sent a technician to look at the system and they noticed a code entered incorrectly. When this code was corrected the "recommended units" module began to work. They believe they have also fixed the "paging" module. In short, a dispatcher that had been doing 13 steps to page Fire and EMS will be cut down to 3 or 4 as it should have been a long time ago. We should see 20 and 30 second processing more often. The fast processing in the Response Times Detail report now are not 911 calls but rather agency requests on the radio.

After our 2015 Response Times Report has been in their hands for 4 months, the RiverCom staff took a close look at it, especially the fire extended call processing. The issue is things like none ^(deletion) injury accidents. Initially it is just a law call and then someone decides that they hurt more than they thought and we get the request for Fire and EMS. Reality is that many calls have more indicators that the incident is more serious than the calling party thinks. The caller will say that the car hit a pole or some other solid object, but no one is hurt. I think dispatchers are getting tunnel vision on the caller saying "no one is hurt" and missing that the mechanism of hitting the object should initiate a higher level response. So my work is not done with getting the service I think out citizens should receive from 911.

Prevention

We have completed 5 home assessments from the info sent out, 1 more scheduled for the 15th. Those that are requesting site visits are mostly in the moderate risk area. I have had 1 with a

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high risk factor that was really looking for recommendations. This particular homeowner built the house in an area that burned in the 2002 Deer Point Fire, the house was built in 2003. The reception from the homeowners is absolutely great.

Assistant Chief's Report: Driving is going well. Assistant Chief McClellan is working with Wade Gross on Tender 52 driver training. Once the annexation of the two new groups that are petitioning is complete the District members will be driving around in the new annexation areas to identify any logistical challenges that may exist. Assistant Chief McClellan will be in charge of the scouting party.

EMS Report: Karl Jonasson reported that in May there were 129 calls, 36 calls were out of station 52. The busiest day of the week was Friday. The busiest time of day was between 18:00 – 21:00, 17% of the calls were out the door in 0-1 minutes, 55% of the calls were out the door in 2-3 minutes, 34% of the calls were out the door in 4-5 minutes, 3% of the calls were over 5 minutes due mostly to transfers.

Old Business:

Company Calendar – Chief Baker distributed the updated Company Calendar.

Wildfire Home Assessment Program Update – As of today five property assessments have been completed by Chief Baker. One more assessment is scheduled for tomorrow. Although response has been slow and minimal Chief Baker believes that residual conversations regarding wild fire risk mitigation are occurring as a result of the wild fire risk assessment mailing.

Webpage Update – Commissioner Spencer, Chief Baker and Tammy will be working on the new website later this month. It is Commissioner Spencer's plan to identify the visual representation we want our new site to have then port over the general information we have had on the previous website.

New Business:

Employee Recognition & Banquet Policy Review - Chief Baker presented to the Commissioners the need to adjust our Employee Recognition & Banquet Policy so that it provides for adequate funds in today's market to express the Districts appreciation and acknowledgment in a significant way. It was the consensus of the Commissioners that the

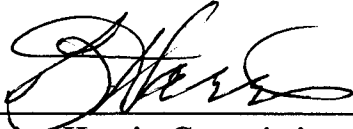
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spending cap of \$65.00 be increased to \$125.00 for each award. The policy will be amended to reflect this increase and will be presented to the Board of Commissioners at the regular July meeting for consideration and vote.


Summer Commissioners Special Workshop – The date and time for the Summer Commissioners Special Workshop shall be Saturday, July 23, 2016 from 8:00 a.m. to noon at Station 51.

Adjournment: Having no additional business before the board the meeting closed at 5:37 p.m.

Chelan County Fire District 5 Board of Commissioners:



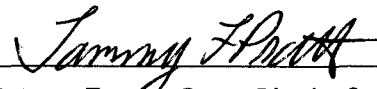
Brian Harris, Commissioner



John Spencer, Commissioner



Dan Baker, Commissioner



Attest: Tammy Pratt, District Secretary