

**Chelan County Fire District No. 5**  
**250 West Manson Blvd.**  
**Manson, WA 98831**  
**March 9, 2021**  
**Regular Meeting of Commissioners**

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

**Others Present:** Chief Arnold Baker, District Secretary Reggie Trusel, Training Officer Karen Sargeant, Assistant Chief Kermit McClellan, Captain Nick Glenn, Lieutenant Raynor Baker and Commissioner Karyl Oules from Chelan County Fire District 7. Via Zoom; Chris Willoughby, and John Spencer.

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

**Pension Board:** Opened: 4:32 pm. Chief Baker announced, Firefighter Travis Sweeney will be retiring. Closed: 4:33 pm

**Public Comment:**

Manson Fire Association President Chris Willoughby gave an update from their meeting held March 8<sup>th</sup>. He reported the Association agreed to purchase an American Flag for Tower 51. Chris placed the order for a large flag measuring 20` X 30` and should be arriving next week. He also informed the Board of Commissioners; they will be sponsoring Scout Troop 44. They are a part of the Charter organization for Scouts here in Manson Valley.

Commissioner Baker asked to add an Executive Session to the current Agenda, to be held at the end of the meeting. Commissioner Starkweather, Motioned to approve the addition to the Agenda of Executive Session, Commissioner Baker seconded, Motion passed unanimously.

**Minutes:** The Meeting Minutes for the Regular meeting on February 9<sup>th</sup> were presented, Commissioner Baker, Motioned to approve February 9<sup>th</sup> Minutes, Commissioner Weiss seconded; Motion passed unanimously.

**Financial Report:** Chief Baker informed the Commissioners; the need to do a funds transfer of \$ 52,000.00 from Investment account to Expense account. Commissioner Baker, Motioned to transfer \$52,000.00 from Investment to Expense account, Commissioner Weiss seconded; Motion passed unanimously.

**Approval of Invoices:** Commissioner Weiss, Motioned to affirm Voucher FD51 in the amount of \$10,814.31, AND FD52 in the amount of \$21,529.66, Commissioner Baker seconded; Motion passed unanimously. Commissioner Starkweather commented, Voucher FD52 for new Radios will be 100% reimbursed by RiverCom.

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**New Business:**

- IFSAC Certification Compensation: Nick Glenn and Raynor Baker will receive \$2,000.00 each for completing certification for Firefighter II. Commissioner Starkweather acknowledged on the Boards behalf both Nick and Raynor for their achievement in completing Firefighter II status.
- Policy Manual Updates: Commissioner Starkweather mentioned the need to update the departments Policy Manual. Chief Baker agreed and noted the recent Webinar with Attorney Brian Snure showed the need to act on this matter. The Chief suggested working with Snure Law Office to incorporate some of their published information, as they will have the “compliant language” that would help to update our manual. He recommended when our policy has been updated and in place, we will list our surplus items for sale.

**Old Business**

- **Company Calendar:** None
- **ZBA Architecture:** Station 52 Bay Addition- Update  
Chief Baker confirmed, we have finished the Contract Agreement with Cascade Central Construction and currently waiting for Bruce McLean to send back with his final signature. The Chief received a “Notice to Proceed” agreement drafted by Randy Vanhoff -ZBA Architecture, indicating a timeline for project start/end date.
- **Electronic Sign** – Chief would like to table the “Electric-Message Sign” for the time being. He would like to re-address the electric sign possibility when the Assistance to Firefighters Grants (AFG) opens back up next year. This grant supports projects that enhance the safety of the public and firefighters from fire and related hazards.  
Commissioner Starkweather suggested once more to contact the Manson Chamber of Commerce to see if there is a possibility, we could utilize the “Welcome to Manson” sign on the edge of town. Our sign would display messages related to Fire Safety Hazards. The Chief indicated he pulled data in preparation for the AFG application and established there is an average of 19 calls per year that proves a community message sign would be extremely beneficial in mitigating fire hazards.
- **Pre-Fire Plans-** Chief Baker informed the Board, we have mailed approximately 10 letters out to community businesses. Some have contacted him and are in the process of completing the Pre-Fire Planning Fact Sheet.

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- **Apparatus: E-One Aerial Truck**

Gearing up for training on Tower 51 Saturday, March 27<sup>th</sup>.

Officers have completed the modules in preparation for the one-on-one training. The Chief explained the training will be starting at Station 52 then move over to North Shore Bible Church, parking lot. The community “Spring Fling” event in downtown Manson is scheduled for the same day, so there could be some observers viewing some of the training. The Chief is hoping they will get a lot of “master stream” experience and establish a good level of base training on the Aerial. The parking lot-area will be coned off, so the public will be able to view from a distance.

- **FEMA 2020 BRIC Grant – Station 52 New Building Update:**

The Chief participated in a Zoom Conference March 4th with two people from State Emergency Management (EMD) and Hannah, Chelan County Natural Resource Department to clarify why our Grant application was turned down. FEMA-BRIC Grant does not consider funding for “Preparedness”, the need must be for Mitigation. The Chief was hugely disappointed FEMA did not give better information and guidance to Hannah as she consulted with Emergency Management Division over several months in preparing our application. Chief Baker mentioned a Grant offered during the Obama administration in 2009 “Firefighter Construction Grant” through FEMA. This grant funded new build or modification to existing fire stations. The Chief suggested sending a letter inquiry to our US Senators regarding “Preparedness” grants. Requesting information on possible funding available for Eastern Washington to help departments enhance their response capability and to protect their community from fire and fire-related hazards.

**EMS Report:** None

**Training Officer Report:** Karen Sargeant

**\*Additional Discussion**

Karen informed the Board there are a few more volunteers interested in taking the Firefighter S-131 Course. Jerry Smith and Adam Rasmussen have already completed this course. Karen and Chief Baker are working on updating the 2021 goals.

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**Assistant Chief's Report:** Kermit McClellan

Kermit confirmed things are going “extremely well” in the driving sector. Kermit is working with volunteers back to back. He reported he is looking forward to working with new trainer on Tower 51 later this month, noting there are many factors to consider when operating that type of engine.

**Chiefs Report:**

**\*Additional Discussion for Chiefs Report**

- **Incidents**  
Commissioner Baker commented the numbers “look good” for responders to emergency calls. The Chief is impressed with the amount of volunteer responders as well. Pointing out it is “Great to see!” He was also pleased with the EMS Medical assists. He expressed the goal is to have at least 10-12 people, enough manpower to handle all aspects of an EMS rescue. Chief emphasized; we are seeing that approximate number of volunteers showing up on a regular basis.
  
- **Facilities and Equipment**  
FEMA Assistance to Firefighter Grant (AFG) was submitted February 12<sup>th</sup>. This Grant if awarded will be used for a Type 3 CAFS Structure Protection truck. The Peer Reviews are currently underway March 1-12. The Chief volunteers his time each year to help with this process. He described the online program as a newer and improved system and is much more efficient when evaluating applicants.

**Public Comment:** Karyl Oules recognized Chief Bakers Wedding Anniversary.

**Executive Session:** RCW 42.30.110 (1) (g) to review the performance of a public employee. Time requested by Commissioner Baker was five minutes. Commissioners and Chief Baker adjourned to the main office at 5:15 pm and rejoined the regular meeting at 5:20 pm.

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**Adjournment:** Commissioner Starkweather closed meeting with no additional business before the Commissioners, the meeting adjourned 5:23 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

March 9, 2021

### Incidents

33 Calls for service in the month of February; 26 within Fire District 5 and 6 out of the District. Fire responded to 10 calls within District 5.

In District 5; 1 Cattail fire at Roses Lake, 1 Power line down due the high wind event and 8 calls to Assist EMS crew.

EMS responded to 24 medical calls in District 5. 16 Calls EMS handled without Fire, and 8 with assistance of Fire.

Out of District 5; 3 Medical calls, and 3 Dispatched & cancelled enroute

February Call Times;

Fire Call Processing was at 2:33, Arrival on scene at 8:09.

EMS Call Processing was at 1:34, Arrival on scene at 8:10.

Of the 26 dispatches in District 5, 21 calls were compliant to NFPA 1221, for call processing for 80.8%.

Of the 26 responses in District 5, 26 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 100%.

### Personnel and Training

Training in February consisted of; On the 1<sup>st</sup>, Officer meeting and Rig checks. A class on the 8<sup>th</sup> for Pumps, hydraulics and hose friction loss. On the 15<sup>th</sup>, First Aid practical, EMS OTEP online (Infectious Disease & EMT Hygiene module). On the 22<sup>nd</sup>, Pump Operations, Hydrant water flow, Relay pumping, Engine and Aerial positioning on the fire ground. We have had good content for classroom on Driver/Operator. Doing good practical going forward will enforce the skill sets to make good decisions setting up at a fire scene. One truck parked in the way can mess up the whole scene setup. Engine drivers and Tower drivers get the same training to plan each other's needs.

We have completed all the requested modules prior to the E-One trainer coming on March 27<sup>th</sup>. We will start our day at Station-52 doing manual setup on the sloped tarmac. Then we will relocate to North Shore Bible Church for aerial operations of the Bronto unit. We will then be able to shoot water into the Leffler Field.

### Recruitment & Retention

No new recruits in February.

### Facilities and Equipment

Building Addition – Cascade Central Construction was selected as the contractor. Randy Vanhoff created a draft contract. I had the contract reviewed by Brian Snure, he had no issues with it. Then sent it to Bruce McLean from Cascade for their review and they had no issues with the draft. Randy then created a clean copy for signatures, I have signed the document and forwarded to Bruce. Waiting for the document to return. Our next step is then to issue a Notice to Proceed, that starts the 180 day clock to have the addition substantially complete. We have a couple of cars for extrication practice on the east parking strip and working a plan to have those removed. We have committed that we would provide the whole east end strip for the contractor to lay out materials. I need to make sure we have that cleared off before giving the Notice to Proceed.

BRIC Grant – On Thursday March 4<sup>th</sup>, I was able to attend the virtual meeting with State Emergency Management Grant folks to learn why they would not support. It gets down as simple as our project is ‘preparedness’, FEMA only funds ‘mitigation’. Hannah from Chelan County Natural Resources did a good job of outlining how State EM led her on from the beginning. The individual that she had worked with was on the call and he didn’t have much of an explanation for leading her to continue the application. Going forward, the State nor FEMA do not have a program currently that would fund preparedness new construction. The last known station construction grant was in 2009 under President Obama’s Stimulus package.

Station grants are available from many other agencies other than FEMA. Dept of Commerce and Dept of Agriculture have grants to impoverished communities. 10 years ago, with a high percent of farm labor we would have made it as families below poverty threshold. Now with the folks moving that are financially affluent, we don’t meet the percentages anymore. Hannah and I will research more grant agencies to try to find a source.

Tower-51 – We have completed the classroom training before the E-One trainer comes on March 27<sup>th</sup>.

Will try to get all the guys to spend some time getting familiar with setup and controls before then.

AFG Grant – The grants are in peer review now, March 1<sup>st</sup> thru the 12<sup>th</sup>. In the program documents, AFG is expected to start awarding May 1<sup>st</sup>.

Surplus equipment – I want to hold off another month before bringing a couple items for surplus to the Board. In the Snure Seminar we learned that some policies need to be in place. I will get draft policies prepared this month.

### **RiverCom**

No changes to the Shared Funding program yet. Hope to have a meeting with my co-committee members by the end of March to finalize a plan for the Board.

No progress on the site selection process

The item taking the most energy is bringing in a consultant to help with some leadership issues with the staff. The consultant was a 911 Director for over 20 years and has seen our personnel issues many times.

### **Prevention**

The electric sign did not get submitted in the Fire Prevention & Safety grant. The application is long and has requirements of a comprehensive program. I need to spend more thought on the comprehensive program before trying to write this grant. Maybe next year.

Pre-Fire Plans – We sent out about 10 requests for information, all the businesses that have fire sprinkler systems. I have had conversation with about 3 that say they are working on collecting the information. The reason I only sent 10 was that I would have to follow up with each one in an on site meeting. Not wanting to ask for more than I could get in my schedule. Feedback with those I have talked with is supporting and they see the benefit.

# MARCH TRAINING REPORT

(Completed 3/4/2021)

TITLE	IFSAC	2021 GOAL	NFPA NON-CERTIFIED	NWCG	MEDICAL
Firefighter 1	6	8	1		
Firefighter 2	7	7	1		
Hazmat Operations	11	15	1		
Officer 1	2	2			
Officer 2	1	1			
Instructor 1	7	7		1	
Instructor 2	0	1			
Wildland FFT2		8		7	
Wildland FFT1		7		5	
Engine Boss		2		2	
EMT		12			11
EMT Instructor/Evaluator		2			2
Fire Inspector 1	1	1			
Public Information Officer				1	

**Red = New Certifications**

**2021 Goals are in blue.**

Number of Chelan Fire District #5 Firefighters = 30

## TESTING

The chart below shows the firefighters that are currently scheduled for IFSAC testing on 4/24 and 5/22 in Leavenworth and which test(s) they will be taking. Jerry successfully passed the FF1 written test that he took on 2/19. He will be taking the FF1 practical in May.

NAME	IFSAC TEST	TYPE OF TEST		DATE
		Written	Practical(*)	
Efren Alejo	HMA/HMO	X	X	4/24/2021
Brian Whitney	HMO		X	4/24/2021
Travis Farrar	HMO		X	4/24/2021
Jerry Smith	FF1		X	5/22/2021

## **INDIVIDUAL TRAINING PLANS**

Completion of Individual Training Plans (ITP) is progressing. To date, there are fourteen plans that are completed, copied and attached to their training files, with three more that just need signatures to be complete.

## **FIREFIGHTER RECRUITMENT**

Zach Phelps informed me that he is waiting to take the national EMT test next month. After he passes the national test, he will submit the EMT certification paperwork for the State of Washington.

Travis Sweeney has officially retired from the fire service as of last month. He was a member of Manson Fire for around 8 years, but he retired with 25 years overall in the fire service. Congrats to Travis and we thank him for his service to the community.

## **ONLINE TRAINING**

We are continuing to utilize Target Solutions as our main online training program. We are also guiding firefighters to other websites to choose more online training to complete. These are FEMA, NWCG, Responder Safety, Training, Learning Network, and Certified Fire Investigator Training. As in-person courses are postponed or cancelled, we are encouraging our firefighters to keep learning and gaining training hours through these websites.

## **TRAINING**

The Washington Department of Natural Resources held their first S-131, FFT1/Squad Boss, course scheduled for 2/24 and 2/25 as part of their Wildland Training Academy. It was an instructor-led, online webinar. We had two firefighters take that class – Jerry Smith and Adam Rasmussen. Anyone wishing to continue to Crew Boss will have to take S-290, Intermediate Wildland Fire Behavior. The S-290 class is an online class off

of the NWCG website. There are many more S-131 classes for the firefighters to sign up for.

Region 6 was one of two regions selected to hold an IFSAC Evaluator Course. Two firefighters (Karen Sargeant & David Stephens) from our fire department have opted to participate in the class being held in Quincy on 3/11 from 8:00 AM to 12:00 PM. Evaluators help to conduct the IFSAC testing in our region. Having more evaluators on the east side will allow the fire districts to do more testing and use local resources which are more economically feasible.