

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
March 8, 2022
Regular Meeting of Commissioners

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

Others Present: Chief Arnold Baker, District Secretary Reggie Trusel, Captain Nick Glenn, Firefighter Association President Chris Willoughby, Assistant Chief Kermit McClellan and Lieutenant Beau Alanis.

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

Pension Board: Opened: 4:31pm. Pension Board Closed 4:32 pm.

Public Comment: None

Minutes: The Meeting Minutes for the Regular meeting on February 8th were presented, Commissioner Weiss, Motioned to approve February 8th Minutes, Commissioner Baker, seconded; Motion passed unanimously.

Financial Report: Chief Baker suggested making a funds transfer of \$40,000.00 from Investment account to Expense account. Commissioner Baker Motioned to approve funds transfer of \$40,000.00 from Investment account to Expense account, Commissioner Weiss, seconded; Motion passed unanimously.

Approval of Invoices: Commissioner Baker, Motioned to affirm March Voucher FD51 in the amount of \$12,989.68, Voucher FD52 in the amount of \$790.02, and FD53 in the amount of \$11,081.09, Commissioner Weiss, seconded; Motion passed unanimously.

New Business:

- **ST52-PUD (Utility Easement)**
The corner lot next to Station 52 on Wapato Lake Road is being developed for a RV park. The power pole is inside of easement on our side of property. Commissioner Baker mentioned PUD is supposed to provide the Department with an “easement adjustment” document to sign. Commissioner Baker, Motioned to approve Chief Baker to sign the easement adjustment-document when we receive it, Commissioner Weiss, seconded; Motion passed unanimously.
- **Volunteer Recognition:** Commissioner Starkweather asked about how we can recognize our volunteers. We have been unable to have our annual Appreciation Banquet due to COVID these past two years. The Board agreed it would be nice to get back to our tradition again. Discussion was made about doing a BBQ at Station 52

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or a smaller ceremony during a Tuesday Commissioner Meeting / Drill evening. Chris Willoughby noted how it is a great moral booster for the volunteers. Chief Baker suggested basing our awards on the current year and move past the two COVID years missed. The Chief suggested doing a more traditional BBQ later in the year. Consensus was to plan for a fall banquet. Chief Baker recommended presenting awards on May 10th; combining the Commissioner Meeting with volunteer training drill, the Board unanimously agreed.

- **Website, ST51 Bay Lettering:** Commissioner Starkweather suggested updating the departments website, as there are several areas we need to address. Reggie Trusel will be heading up those changes and implementing the departments community goals. He also suggested re-lettering the Bay doors at Station 51, as wording is sun damaged and peeling.

Old Business:

- **Company Calendar:** March 16th Commissioner Workshop: Commissioner Starkweather suggested changing the time to later in the day so the department Officers would be able to attend. The Board agreed to change the time from 1:00 to 6:00 pm.
Commissioner Weiss suggested adding Chief Bakers KOZI interview, planned for Friday March 11th at 8:10 am.
- **Station 52 Bay Addition:** (5% Retainage Release) Chief Baker commented there was a correction on the final invoice from Cascade Central Construction and the Notice for Completion of Public Works Contract was submitted.
The Chief explained how he wanted to look for metal rack shelving to help with storage for the new bay. Assistant Chief McClellan suggested looking into an exterior wireless remote (keypad) making bay entry more accessible.
- **Station 52 Irrigation:** Chief Baker reiterated he will be leveling the land area before irrigation starts.
- **Pre-Fire Plans:** The Chief noted we mailed approximately 30 Pre-Fire Plan letters this past month. Commissioner Starkweather mentioned he would like to bring a letter to the next Manson Chamber Meeting, planned for the last Wednesday of the month.

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- **Policy Updates:** Chief Baker briefed the Board of the new policy draft from attorney Brian Snure regarding, “Relatives and Conflicts of Interest”. The Chief mentioned the attorney added some additional language. Commissioners discussed a couple of changes to add/subtract to the policy. Commissioner Weiss Motioned to adopt “Relatives & Conflict of Interest Policy” with changes, Commissioner Baker seconded; Motion passed unanimously.

- **Assistant Chief/Training Officer Position:** Commissioner Starkweather emphasized how the upcoming March 16th Workshop will be an opportunity to discuss the succession planning for Station 52 and to cover more on the Training Officer topic. He touched on having the Officers continuing to pick up the training slack. Chief Baker informed the Board at the last Officer meeting, they laid out the next two months on how they would be distributing the workload with regard to drills. Commissioner Starkweather stressed his concerns with the “online” training and asked how the department could better pick up that area of training. The Chief displayed to the Board an “online-training” plan spreadsheet, which reflects what the volunteers have completed and what is needed to continue their online training. A few ideas were shared on delegating more duties to the Officers and giving them additional compensation for the increased workload. Captain Glenn reiterated how the Officers could take on more responsibilities and divide more of the duties.

EMS Report: None

Assistant Chief’s Report: Kermit McClellan

Driver training has picked back up again. He has a volunteer who just finished certifying on Brush -51 and now training on E-51.

He noted how the Officers have been taking on a lot more of the training and it is nice to build the repour and have that interaction with the volunteers. Commissioner Baker suggested the Commissioners make a point to attend a drill night to see how training is done. The Chief offered sending them the training calendar so they can choose which drill to attend.

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Chiefs Report:

***Additional Discussion for Chiefs Report**

Personnel and Training: Commissioner Baker asked if the Board could receive a list of previous months attendance at the next Commissioner meeting.

Recruitment & Retention: Our new recruit is currently attending the Fire Academy in Chelan; he will start volunteering with us when he has completed the academy certification.

Facilities and Equipment:

Chief Baker discussed all the Grants he is currently working on or waiting for award notification. FEMA Assistance to Firefighter Grant (AFG) will be used for a Type 3 (CAFS) Compressed Air Foam Systems- Structure Protection truck. Our last Grant submission was modified, bringing up the cost share amount to around \$90,000.00 (asking AFG for \$248,000).

Chief Baker is currently working on a new DNR Grant for \$100,000. He indicated he is waiting to see if we can pair this Grant up with the AFG, which would help to off set the truck cost. This Grant is due by March 31st.

The third Grant is the Chelan County's' Cascade Infostructure Grant, max amount is \$150,000. Chief Baker would like to use this for our Live Fire Training (Burn Box). He summarized this project will have some additional things to plan for and these funds would be well spent. Commissioner Baker offered to help with permit planning.

Chief Baker announced he purchased a new pressure washer for the department.

The Chief informed the Board; he is still working with Cascade Fire & Safety on a date to have the Aerial – Tower 51 serviced in Yakima.

Public Comment: None

Adjournment: Commissioner Starkweather closed the meeting with no additional business before the Commissioners; the meeting adjourned 6:08 pm.

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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

March 8, 2022

Incidents

27 Calls for service in the month of February; 18 within Fire District 5 and 9 out of District. Fire responded to 6 calls within District 5, 1 mutual aid call.

In District 5; 3 MVA with no injuries, 1 MVA with injuries, 2 Assist EMS.

EMS responded to 18 medical calls in District 5. 9 Calls EMS handled without Fire, 3 MVA with no injuries, 1 MVA with injuries, 2 with assistance of Fire, and 3 Dispatched & cancelled.

Out of District 5; 8 Medical calls.

February Call Times;

Fire Call Processing was at 0:46, Arrival on scene at 10:13.

EMS Call Processing was at 1:53, Arrival on scene at 13:29.

Of the 18 dispatches in District 5, 14 calls were compliant to NFPA 1221, for call processing for 77.8%.

Of the 15 responses in District 5, 10 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 66.7%.

Personnel and Training

Training in February consisted of an Ice rescue combined rope anchor lines, Fireground operations (that covered accountability, task responsibilities, incident command risk management, strategic mode, benchmark times and terminology), Radio operation and communications, Forcible entry, OTEP (Pain management module), and an Officer meeting.

Recruitment & Retention

The new firefighter reported last month is attending the recruit school in Chelan. No other inquiries this month.

Facilities and Equipment

Chelan County CPIF Grant – I have had several conversations and emails with Michelle Mazzola, our grant writer. She has dug up a lot of background on this grant program, first of all out project listed in the Chelan County Comp Plan. I had remembered submitting to that Comp Plan a few years ago so I looked up what was listed. In the 2017 Plan they have provided; Fire Station 52, which does not meet the minimum safety standards and cannot accommodate the growing needs of the District. The info is vague to a benefit.

Next step is to create a project budget for the training facility. I will need the assistance of an architect to collect water from the training facility and a storm water site to hold the water. The Conex boxes and modifications are easier to calculate.

DNR Equipment Grant – The WA DNR has opened a larger scale equipment grant than years past. I have asked the question if the grant could be pared with the AFG grant to go toward the cost we cut off the Type 3 Engine. Waiting for an answer.

Pressure Washer – We needed a pressure washer to deep clean some of our equipment. I looked on the internet with a lot of options out there. Then I went to the Lake Chelan Building Supply to see what they could order for us. Bought a good unit with a Honda engine for \$790.

RiverCom

The discussion with CWICC went very well. Have received copies of their current agreements to see what they entail. Believe we can do better. Mentioned the meeting with CWICC at the RiverCom meeting, it was received well by the Board.

Still working to hire an Engineer to calculate the costs getting onto the site we have selected. That Request For Qualifications should be out soon.

Prevention

Sent out about 30 requests for pre-fire plans. 1 received back from that group.