

**Chelan County Fire District No. 5**  
**250 West Manson Blvd.**  
**Manson, WA 98831**  
**August 13, 2019**  
**Regular Meeting of Commissioners**

**Commissioners Present:** Brian Harris, John Spencer and Dan Baker

**Others Present:** Chief Arnold Baker, District Secretary Patty McClellan, Assistant Chief Kermit McClellan, Dana Starkweather, Karen Sargeant, Chris Willoughby, EMS Director Ray Eichmeyer

**Call to Order:** Commissioner Harris called the meeting to order at 4:32 p.m. The Flag salute commenced.

**Pension Board:** Pension Board opened at 4:32. No business. Reconvened at 4:32

**Public Comment:** None

**Minutes:** The Meeting Minutes for the Regular meeting on July 9th were presented and a typo on page 4 in the Chief's Report was corrected. Commissioner Baker motioned to approve the minutes as amended. Commissioner Spencer seconded; Motion passed unanimously.

**Financial Report:** Commissioner Baker motioned to transfer \$13,000.00 from Reserve account 656.505 into Expense Account 656.501. Commissioner Spencer seconded the motion, passing unanimously.

**Approval of Invoices:** Chief Baker explained that the radio expense will be reimbursed by Rivercom. Commissioner Harris motioned to approve Voucher FD51 in the amount of \$21,942.19 and FD52 in the amount of \$115.00 Commissioner Spencer seconds; passed unanimously.

**New Business:**

New Bid Law Thresholds. A new resolution draft sent by Brian Snure was reviewed and discussed. Draft revisions will be sent to Snure for approval and new resolution will be reviewed at the Regular September meeting.

**Old Business:**

**Company Calendar:**

WA Fire Commissioners Conference to be held on 10/24 – 26. None of the Commissioners plan on attending. Chief Baker will be at Campbells for the Fire Marshalls conference, held at the same time.

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**ZBA Stn 52 Addition:** Commissioner Baker had accompanied a Jr. architect from ZBA to Station 52, where pictures and notes were taken.

**E-sign Update – No update**

**Training Officer Report:** Karen reported on the accomplishments of her first month of training officer, including training on truck checks, and how she has it set up for efficiency and accuracy, each firefighter gaining much more familiarity with their perspective apparatus. Emails were sent to all individuals requesting to let her know when they're not able to attend drill. This will assist Karen in a more strategic drill. A new recruitment board has been created and it has been being displayed at Farmers Market lately and there will be other opportunities to use it. Karen has scheduled and been involved in individual training needs/wants assessments with each firefighter to help guide her to individual training needs. Rusty Stamps, chair of Region 6 Training Council offered a Hazmat awareness and ops class to be in Manson beginning in January. Books are being assigned now for preparation to challenge the test. Several FF1 training opportunities are coming up.

Commissioner Spencer requested that Karen prepare a “snapshot” of where we stand as a department, how many firefighters have which certifications, our goals, etc.

**Assistant Chief's Report:** Kermit reported that there has been more interest in driving with Morgan and Aaron this month. Morgan is learning the Tender quickly. Chief wants Morgan to be a Tender Operator.

**EMS Report** – Ray shared EMS statistics and data. More patients (198) were seen last month than ever before in a months time. 18 times in July they had 2 calls at the same time; 14 times in February. Ray feels that if they continue to be engaged at this level 33% of the time they will need another ambulance.

The Community Paramedicine consists of three basic national models combined. Most of the community paramedicine programs in the state are only implementing one. No one is doing it like we are. There is a joint EMS/Fire Grant opportunity to be applied for. Ray would like to see more focused interventions for fall prevention. He would like to see home assessments done to expose trip hazards and the need for grab bar installations. Rotary has been installing grab bars, etc. We just need to be the identifiers.

**Public Comment:** Chris reminded of the Open House coming up with the Hydro Fest, scheduled for September 28, being only six weeks away. Manson Fire Association will be hosting the Chelan-Douglas Fire Association dinner on October 5<sup>th</sup> at Station 52. Jay Witherbe will be catering the dinner. Shirt sales are doing really well. The Association bank account is currently at \$15,000.

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**Chiefs Report:**

Grants – FEMA has not awarded any grants yet. The grant we are still hopeful of receiving is the one to replace the Ambulance & green brush truck. If we are awarded a grant to replace the brush truck FEMA rules require that we do an open formal bid process. Replacing the ambulance does not require it, as it's already on national bid. This fall there will be more grants to be applied for.

We are still looking for maintenance mechanic. A mechanic needs to be registered with the state and be insured. Commissioner Harris knows someone who might qualify and be interested. He will call him this week.

Commissioner Spencer expressed his appreciation to Karen for cleaning the back room.

Commissioner Baker asked for update on tilling the Station 52 property? Aaron is still busy, but still plans on doing it.

**Executive Session**

Chief Baker requested an executive session to review an employee at 5:35 to reconvene at 5:45. An extension of 10 minutes was added and the regular meeting reconvened at 5:55.

**Adjournment:** Having no additional business before the Commissioners, the meeting adjourned at 5:55

**Chelan County Fire District 5 Board of Commissioners:**

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**Brian Harris, Commissioner Chairman**

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**John Spencer, Commissioner**

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**Dan Baker, Commissioner**