

**Chelan County Fire District No. 5**  
**250 West Manson Blvd.**  
**Manson, WA 98831**  
**December 10, 2019**  
**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, Chris Willoughby

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

**General Election Results:** Commissioner Spencer recognized Commissioner Baker as receiving the highest number of votes cast for the office of Fire District No. 5 “Commissioner # 2” in the General Election held for Chelan County, Washington State on November 5, 2019. Commissioner Spencer issued the Oath of Office, Commissioner Baker was sworn in.

**Pension Board:** Pension Board opened at 4:33. No business to conduct. Pension Board Closed at 4:34 pm.

**Public Comment:** Chris Willoughby with the Manson Firefighters Association gave an update on the latest holiday events. The “Season of Hope” is their annual program which this year helped over 25 families who needed extra help this Holiday season. Monday December 9<sup>th</sup> the volunteer firefighters were out in fire trucks delivering Holiday stockings with gift cards, food cards and candy. Thanks to the Association supporters this year, they were able to up the number of families helping to provide more assistance, in all giving \$12,500.00. Saturday December 14<sup>th</sup> the Manson Firefighters will also be a part of the Manger Mall event held at the Manson North Shore Bible Church. The Manson Firefighters Association, donations help to also cover the gift cost for families as part of the Season of Hope.

Another annual event is the Chelan County Sheriff’s “Santa Stars” held this year on December 10<sup>th</sup>. Chris Willoughby, Karen Sargeant and Jerry Smith volunteered to help with their Pancake Breakfast and family gift shopping at the Chelan Walmart. Sargeant Adam Musgrove is the primary organizer who brings together First Responders throughout the County to shop with the kids. This program is made possible by donations from the community; each child is awarded a \$100 gift card. Selected kids/families were from Entiat, Chelan and Manson areas. Volunteers were from all environmental services, EMS, Chelan County Sheriff and surrounding Fire departments.

Lastly, the Manson 5<sup>th</sup> graders will be creating Christmas cards for the Manson Fire Department EMT’s, Firefighter Volunteers, Commissioners and Staff. A fun surprise to honor the service of our men and women.

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**Minutes:** The Meeting Minutes for the Regular meeting on November 18th were presented. Commissioner Starkweather suggested a paragraph under “Executive Session” topic to be restructured. Commissioner Starkweather then motioned to approve the minutes w/paragraph changes, Commissioner Baker seconded; Motion passed unanimously.

\*Further Discussion re: Minutes and Commissioner Notebooks

There was a suggestion by Commissioner Spencer to not include the “Chiefs Report” or “Training Officer Report” as part of the Minutes. Chief Baker explained we have provided his report as part of the Minutes for the past ten years.

Commissioner Baker suggested keeping minutes as is, until new year and possibly readdressing at the next Commissioners Workshop in January.

Commissioner Starkweather suggested, Resolution 2019-07 to be added to the commissioner’s notebooks along with other resolution documents missing from this past year.

**Financial Report:** Presented and reviewed. Chief Baker suggested transferring overflow revenue to District 5 “Savings Account” - \$240,000.00. A Motion was made by Commissioner Baker to transfer excess \$240,000.00 to reserve savings, Commissioner Starkweather seconded, the motion passed unanimously.

**Approval of Invoices:** Commissioner Baker motioned to affirm the Voucher FD51 in the amount of \$7,823.97, Commissioner Spencer seconded; motion passed unanimously.

**New Business:**

- Adoption of Hazard Mitigation Plan Resolution 2019-08  
A coalition of Chelan County planning partners have come together to create a planning process to help prepare for and lessen the impacts of specified natural hazards. “The partnership was formed to pool resources and create a uniform hazard mitigation strategy that can be consistently applied to the defined planning area and used to ensure eligibility for specified grant funding”. The planning area for the hazard mitigation plan encompasses all of Chelan County which includes (15 members). Agency FEMA and Washington Emergency Management Divisions (EMD) have approved multi-jurisdictional multi-hazard mitigation plan.  
Commissioner Spencer made a motion to approve Resolution 2019-08, Commissioner Baker seconded, and Motion was approved unanimously.
- Commissioner Starkweather brought up a vehicle accident that happened in Cashmere, where poor weather/lighting conditions impaired the visibility of a stop sign. Discussion was made to investigate cost for “lighted stop signs”. Assistant Chief McClellan has a source for obtaining quotes and will look into gathering more information on pricing and different types of signs. All agreed it would be a worthwhile investment.

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**Old Business:**

- **Company Calendar**  
Lake Chelan Hospital board meeting date was changed to 12/17/19. Chief Baker has plans to attend. Commissioner Spencer suggested Manson Fire District 5 should make it a point to attend future hospital quarterly meetings. Suggestion was made for the new CEO, George Rohrich to join District 5 future Commissioner Meetings.
  
- **ZBA Architecture:** Chief Baker and Commissioner Baker asked to have ZBA Architecture update the Conditional Use Permit application so we can go to bid this winter. Randy Vanhoff-Architect is in agreement to start collecting bids now rather than waiting until late winter, as contractors are currently lining up their projects for early spring.
  
- **Electric Sign Update:**  
Cairdeas Winery has offered to provide Manson Fire Department a corner location of their property-facing the highway, to place an Electronic Message Sign. Chief Baker will be touching base with owners, Mr. & Mrs. Lybecker to discuss future plans for this project after the beginning of the year.
  
- **Pre Fire Plans:**  
Chief Baker attended a RiverCom meeting this past week and came back with some great new ideas, innovated methods for collecting/using data from local businesses apart of Pre Fire planning. He displayed a map of the East Wenatchee Valley Mall, listing important key- features used to help local emergency crew to better navigate possible fire situations within the building.  
(Douglas County 2)  
The idea is to collect data/maps from neighboring district-businesses and upload information to a (main server). This way, participating emergency district responders will be able to access pertinent data needed for different rescue situations. Chief Baker's goal is to implement a Pre Fire Plan for Manson local businesses using similar maps and data collection methods, to ultimately be incorporated into the County Systems-main server.  
Commissioner Spencer suggested building a template that would encompass approximately 50 local businesses. Example would be to list among other items, all critical information most important for setting up command; nearest fire hydrants, electrical main shut off, occupancy, sprinkler systems and more.

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Commissioner Starkweather commented how there are several new businesses going up in the area and it might be helpful to have a copy of their construction plans. Commissioners were all in agreement to start working on this project with Chief Baker and to organize a schedule with startup date and finish deadline. Goal is to start organizing a small team to head up the project creating a “data collection packet” that would be given to local businesses, Wineries and others.

Jeff Berry is the consultant to assist set up of the server for Chelan-Douglas Pre-Fire Plans. There would be approximately 10 departments to go in on licensing. “Cost per department” is not known yet. Chief Baker feels this would keep our department “on top of our game”.

**EMS Report:**

Chief Baker commented, Ray Eickmeyer is in agreement to move forward with plans for repair work on EMS Vehicle A-3151. Repair work estimated around \$14,500.00 will be worthwhile as the vehicle has a lot of mileage-life left.

**Training Officer Report:** Karen Sargeant

**Annual Training Calendar:** The first draft was vetted through the officers. The second version will be done by the end of next week for review. The drills will promote practice of the practical skills sheet tasks that are tested for IFSAC Firefighter I certification is line with the State of Washington requirements and NFPA standards. The numbers pertaining to the skill sheets and NFPA standards will be listed on the training calendar. A senior firefighter who has successfully completed the fire academy will be grouping the skills together in a logical sequence for more efficient training. Due to the fluid nature of the calendar, it will be sent out to the firefighters and officers on a month to month basis. We are also considering starting training drills at 1830 hrs. on Monday nights to assist us in getting closer to our required monthly hours/month.

**Firefighter I Training Academy:** Chelan Fire District #7 will be holding their Firefighter I Training Academy on Tuesday and Thursday evenings and some Saturdays during the months of January, February and March. They will be sending us more specific information next week with exact dates, times, etc. We will be encouraging our potential Firefighter I candidates, (6 -7 individuals), to sign up and complete this academy to prepare them for the practical and written tests for IFSAC Firefighter I.

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**Online Training Courses:** After doing some research on the internet, I have found 20 to 30 free, online training courses through the FEMA Emergency Management Institute and some other sites. These courses are free as long as you do not try to obtain college credit for them. I will continue to look for training opportunities for the firefighters that would enable them to complete them without interfering with their regular employment worktimes.

**Training Folders:** There are training folders set up for all of our members. Over the winter, I will be copying all certificates and storing the copies here for the members. We are trying to ensure that their training records are organized for easy location with these folders and the Excel spreadsheets set up by the Chief. We need to be tracking all of the training hours that our members are completing.

**M-410 Facilitative Instructor Selection:** With my teaching background, I have been selected to be in the instructor cadre for the M-410 class, February 3 -7, 2020 to be held at the Northwest Training Center in Redmond, OR. I will be instructing part of the class and will obtain my M-410 certification at the end of the course. By becoming certified, I am hoping to bring more courses up to Chelan County for our firefighters to attend.

\*Further Discussion re: Training Report

Discussions were made regarding implementing a better incentive plan for volunteers working on their training points. A couple of examples were suggested; when a training certification is given, it would earn a certain amount of points, or taking a “longer” training class would allow the firefighter volunteers the opportunity to earn more points/dollars.

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

So far, the weather is still good for driver training. Aaron Richmond continues to receive driver training hours as he is available. Kermit is looking forward to further discussions about the volunteer incentives for training points. Everyone was in agreement the need to address restructuring the volunteer “payment points” at the next Commissioners meeting January 10<sup>th</sup>.

**Chiefs Report:**

**Incidents**

23 Calls for service in the month of November; 18 within Fire District 5 and 5 out of the District. Fire responded to 12 calls within District 5.

In District 5; 1 Structure fire, 3 Authorized burning, 1 Smoke detector malfunction, 1 Dispatched and cancelled enroute, 6 calls to Assist EMS crew.

EMS responded to 12 medical calls in District 5. 6 Calls EMS handled without Fire, 6 with assistance of Fire.

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Out of District; 3 Medical calls, and 2 Dispatch & cancelled enroute.

November Call Times;

Fire Call Processing was at 2:16, Arrival on scene at 18:59. (The times are skewed from other months; the Authorized burning calls take longer to dispatch due to poor information and longer to respond due to poor information by the 911 caller)

EMS Call Processing was at 1:353, Arrival on scene at 7:55.

Of the 18 dispatches in District 5, 13 calls were compliant to NFPA 1221, for call processing for 72.2%.

Of the 16 responses in District 5, 14 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 87.5%

### **Personnel and Training**

Training in November consisted of; HazMat Awareness Refresher, Medical OTEP (Glucometry & Pulse Oximetry modules), Rig Checks, 24/7 Online (Utilities Shutoff module) and an Officer meeting.

The structural live fire training event in Chelan on Nov 16<sup>th</sup> was a good success. I think the most value for me was in the beginning of rebuilding the relationship. The firefighters in Chelan recognize that they have had 10 years without acquired structures to train in. The fire behavior learning in a demolition training event elevates the experience level in personnel.

After the Regional Training Council meeting in Leavenworth last month, learned that the State Patrol has withdrawn the contract from a vendor that was teaching HazMat operations classes. Working with the State Patrol to address our need, and then they re-establish a vendor contract for HazMat training.

### **Recruitment & Retention**

Nothing new to report.

### **Facilities and Equipment**

The maintenance vendor in Spokane that I referred to last month just lost the guy that was going to service our area. Spoke with the company manager and he is trying to refill that position. We are on hold currently. Still looking for a mechanic.

Assistance for Firefighters Grant was to open on Dec 2<sup>nd</sup>, it did not and a date hasn't been given. Either next week or January. They won't open a grant period too close to the holidays.

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**RiverCom**

North repeater servicing the Lake Chelan valley is working most of the time. With the group of agencies and companies using the Butte site, and bringing their issues together they were able to resolve some interference issues.

**Prevention**

I have reached out to everyone that attended the Fire Prevention Institute conference at Campbell's in October. Over 50 people have responded to take part in information sharing email group. This group will share ideas they use within their departments for Community Risk Reduction (CRR) Week. The national fire service culture places more emphasis in time, resources and funding on fighting the fire than preventing the fire in the first place. CRR Week is focused to reach out to operations firefighters and educated them on how to look for opportunities to prevent incidents.

With our short month since the last Board meeting, I haven't had a chance to build a grant program for the SmartBurner project. Still in the hopper of projects.

**\*Additional Discussion:**

Discussion was made regarding the local fire on Boetzkes Avenue on November 3<sup>rd</sup>. Chelan County Fire Marshall, Bob Plumb and fire investigator are scheduled to assess and hopefully determine the cause of fire this next week. This was an unusual rekindle fire and Chief Baker commented the experience will serve as a good example to better prepare us when writing future reports.

Commissioner Starkweather gave an update report on SafeBurners he took to Heritage Heights. They do not use stove top burners only Microwaves are used. Chief Baker reiterated he will be working on a "burner plan" in the near future and will be including, Chelan District # 7 and District #10. Commissioner Spencer suggested we continue to use our Radio airtime to notify the public, on new and better ways for fire prevention. Chief Baker is scheduled to be a part of the KOZI Radio morning show every month, typically the Friday after Commissioners Meeting.

A date was scheduled for the next Commissioners Workshop; January 7, 2020, Time: 2:00 pm.

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**Adjournment:** Commissioner Spencer closed meeting with no additional business before the Commissioners, the meeting adjourned at 6:25 pm.

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

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**John Spencer, Commissioner**

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**Dan Baker, Commissioner**

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**Dana Starkweather, Commissioner**

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**Attest: Regenia Trusel  
District Secretary**