

**Chelan County Fire District No. 5**  
**250 West Manson Blvd.**  
**Manson, WA 98831**  
**July 9, 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 and Chris Willoughby.

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

**Pension Board:** Pension Board opened at 4:30. One returning fire fighter, Morgan Picton. With nothing more to report, Pension Board adjourned, opening regular meeting at 4:31

**Public Comment:** None

**Minutes:** The Meeting Minutes for the Regular meeting on June 11th were presented and a correction was made on page 5 changing “sheriff received an accommodation” to “a commendation”. The minutes from the Commissioners’ Workshop of June 20th were also reviewed and changes were made to word the consensus of “hiring” a training coordinator to say “investigate hiring”. Commissioner Baker motioned to approve the minutes for both meetings as amended. Commissioner Spencer seconded; Motion passed unanimously.

**Financial Report:** Chief Baker went over some financial discrepancies found between the County expense reports and our financial spreadsheet report. There were some changes that needed to be made to the spreadsheet formula, and after making these changes the two reports now balance to the penny. Commissioner Harris motioned to transfer \$42,000 from the Reserve account into the Expense account.

**Approval of Invoices:** Commissioner Baker motioned to approve Voucher FD51 in the amount of \$8,897.72 and FD52 in the amount of \$2,486.71 Commissioner Spencer seconds; passed unanimously.

**New Business:**

**Training Officer/Volunteer Coordinator:**

Commissioners reviewed the draft of the job description for the new Training Officer/Volunteer Coordinator position. It is important to make training a major priority in the job description. The proposed cost was discussed as well as the considered need of the position. We can double the value of our training hours per Survey and Rating if our personnel are trained to Firefighter II, and the Certification is a higher level of training and competency of serving our community. The single greatest spoke of the wheel for the District is training.

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Commissioner Spencer asked if the position would qualify for money from a Safer grant? Chief Baker responded that to be awarded the money from a Safer Grant for this position we would need to show more need in recruiting. Our recruiting numbers are too good to apply for that particular grant. It would be a good idea to apply for that grant to fund the physicals and PPE for new volunteers instead of funding a position. The State Fire Marshals office offers a training reimbursement program that we've never used, but should look into. It's just a matter of filling out the paperwork. Commissioner Harris said that we will not hire this position by grant. It needs to be a position that we can afford, so it won't expire. The position of Training Officer will be paid similarly to how the other officers are paid, by a monthly stipend. The training officer would be paid points for responding to incidents, but attending drills and training would be part of the stipend and earn no points. This position would also be fully benefitted with healthcare and retirement. The Training Officer will be provided a laptop to work from the station or remotely, whatever the person chooses.

A five-minute recess from the meeting was called at 5:04 to amend the minutes to the Commissioners' Workshop. The regular meeting was called back to order at 5:11.

Commissioner Harris motioned to approve the corrected minutes to the Commissioners' Workshop. Commissioner Baker Seconded the motion, which passed unanimously.

Commissioner Spencer made the motion to approve the job creation and job description of Training Officer/Volunteer Coordinator, to be funded at \$32,549 stipend and benefits.

Commissioner Baker seconds the motion, which passed unanimously.

Chief Baker suggested to offer the position to Karen Sargeant. Her skills and experience can get it going right off the bat. Karen is also an active volunteer for our District. We do not have to advertise for this position. Karen has reviewed the job description. She feels that she can do this job. She has experience as a trainer in other fire departments. This is an at will, stipend position. Karen will be informing all other open applications that she's applied for that she's withdrawing her application.

Chief Baker wants to retro the starting date to July 1. Commissioner Baker motioned to retro Karen's pay to July 1. Commissioner Harris seconded the motion; motion passed unanimously.

**Volunteer Points:** The first half of 2019 training and incident points were presented. The payment will be \$10 per point for first half of year. These will be paid in July's payroll approval.

**Radios :** Chief Baker discussed a proposal from Spectrum Communications for some radios. The expense of the purchase of new radios is 100% reimbursable from Rivercom. They have the money there for these types of programs. The last item on the quote, the Conventional License Key at \$402.50 each was questioned. Chief Baker responded that the system for that key isn't in existence yet, so we won't need to pay for that. The purchase would be just over \$10,000. Kermit asked about having a cell phone booster in the truck and incorporate that into this money from Rivercom? Chief Baker said that a cell booster could be purchased from Deepwater Electronics for about \$350-\$400.

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Some of these new radios will be in the trucks to use, on a charger in the truck. We'll get a cell booster also. The cell booster is network independent, so it will work with any network.

**Old Business:**

**Company Calendar:** Chief Baker will be on vacation the week of July 18<sup>th</sup> through the 24<sup>th</sup>.

**Opening of Electric Wind Machine Bid:** One bid was received from H.F. Hauff Company, Inc in Yakima. The bid amount was \$ 1,525.00. Commissioner Baker motioned to accept the bid. Commissioner Harris seconds the motion, which passed unanimously.

Chief Baker has spoken more with Aaron Krause about ground work at Station 52. Aaron has been busy planting trees, but he will be in touch to do this job. Aaron will grind up stumps, etc. Commissioner Baker considered if we do nothing at this point, at least it's not dusty. The new property at Station 52 was used this previous weekend for the helicopter for the Grade Creek Fire, which worked perfectly.

**ZBA Stn 52 Addition:** A junior architect from ZBA will be coming to check some things out at Station 52 tomorrow. Chief Baker will be in Wenatchee at a RiverCom meeting so Commissioner Baker will meet with the architect.

**E-sign Update:** Chief Baker reported that he'd talked to Charlie at Cairdeas Winery about putting power out in front of the winery for an electronic sign. Chief discussed that the Fire District would pay the bill for running the power to a sign location. Charlie said that he would talk with his wife. There was discussion about distance and how much wire would be needed etc. A proposal needs to be drafted and if accepted, legal papers created as well. Since Zuluaga Electric is already working for Cairdeas, it would be beneficial to let Cairdeas pay Zuluaga for the work and the fire district reimburse them, thereby avoiding all of the government requirements of hiring.

**Chiefs Report:**

Chief Baker shared information about the recent fire at Grade Creek and Lower Joe Creek Roads that took place last Saturday. Beau was incident commander, with Chief Baker having a day off. DNR and Forest Service were both involved, and a helicopter had been called in. DNR paid 100% of the helicopter expense. The fire was started by a person putting fireworks into a mailbox, which blew out both ends of the mailbox, starting fires on both sides of the road, which ended up being 14.4 acres. The man was arrested on charges of Arson 1 and Malicious Mischief. Commissioner Spencer had taken drone pictures of the area, post-fire and showed them to us. The only expense of this fire on our fire district was \$363.00 for the meal that was brought to the firefighters.

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**Incidents**

48 Calls for service in the month of June; 42 within Fire District 5 and 6 out of the District. Fire responded to 16 calls within District 5.

In District 5; 1 MVA w/ injuries, 1 unauthorized burning, 1 Brush & grass fire, 1 smoke from a BBQ (mistaken as an illegal fire), 1 arcing electrical equipment, 10 calls to Assist EMS crew.

Out of District 5 to a Brush & grass fire in District 7

EMS responded to 37 medical calls in District 5. 26 Calls EMS handled without Fire, 10 with assistance of Fire, 1 call cancelled enroute.

Out of District; 4 Medical call, and 1 Dispatch & cancelled enroute.

June Call Times;

Fire Call Processing was at 1:31, Arrival on scene at 11:42.

EMS Call Processing was at 1:46, Arrival on scene at 10:28.

Of the 42 dispatches in District 5, 35 calls were compliant to NFPA 1221, for call processing for 83.3%. Of the 41 responses in District 5, 36 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 87.8%

**Personnel and Training**

Training for the month of June consisted of Wildland accountability & incident response guide books, SCBA emergency procedures, CPR refresher, medical OTEP (Head, Neck & spine Injuries module), 24/7 Online (Introduction to Wildland Urban Interface & Portable Fire Extinguishers modules) and an Officer meeting.

**Recruitment & Retention**

We had 1 new recruit come into the office. I asked the young man to attend drill for a few weeks before making the commitment.

**Facilities and Equipment**

Purchased knee pads to assist with doing CPR, the person doing compressions while kneeling on concrete or other hard surfaces is making it more difficult.

E-53 batteries need replaced and are on order.

I am researching for a local mechanic to take over apparatus maintenance after Tom Fix resigned.

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**RiverCom**

The RiverCom Board and Staff are marketing the levy proposal to renew the 1/10% sales tax. Everything else is on hold till they know if it will be funded.

**Prevention**

On June 18<sup>th</sup>, the Chelan County Commissioners raised the fire danger designation to High. This removed some burning activities and increased travel restrictions for back country roads.

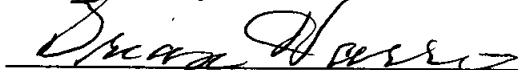
**Assistant Chief's Report:** Kermit had been on the Grade Creek Fire and reported that Beau did make a phone call about availability of the helicopter, but it had already been taken care of. Beau did an excellent job as incident command. Kermit did some drive training with Morgan yesterday, so Morgan is jumping right in. The batteries are in at Reeds to be picked up.

**EMS Report** – none

**Public Comment:** Chris reported on the 4<sup>th</sup> of July boot drive. Last year \$2300 was taken in from the Boot Drive. This year we received \$2,900, which is a new record. The Season of Hope account balance is currently around \$13,000.

**Adjournment:** Having no additional business before the Commissioners, the meeting adjourned at 6:09

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



**Brian Harris, Commissioner Chairman**



**John Spencer, Commissioner**



**Dan Baker, Commissioner**



**Attest: Patty McClellan  
District Secretary**