

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
November 09, 2021
Regular Meeting of Commissioners

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

Others Present: Chief Arnold Baker, District Secretary Reggie Trusel, Assistant Chief Kermit McClellan, Training Officer Karen Sargeant, Firefighter Association President Chris Willoughby.

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

Pension Board: Opened: 4:31pm. No business. Closed 4:32 pm.

Public Comment: None

Minutes: The Meeting Minutes for the Regular meeting on October 12th were presented, Commissioner Weiss suggested adding a line that was omitted under Volunteer Recruiting, Commissioner Baker, Motioned to approve Minutes with line addition, Commissioner Weiss seconded; Motion passed unanimously.

Financial Report: Chief Baker suggested transferring funds from Expense account to Investment account. Commissioner Baker, Motioned to transfer \$67,089.47 from Expense account to Investment, Commissioner Weiss seconded, Motion passed unanimously.

Approval of Invoices: Commissioner Weiss, Motioned to affirm November Voucher FD51 in the amount of \$9,607.95 and FD52 in the amount of \$13,660.82, Commissioner Baker seconded; Motion passed unanimously.

New Business:

- AFG Truck Grant
Chief Baker announced the AFG Grant applications are now open and will be closing Dec. 17, 2021. The grant award would be used for a Type 3 CAFS Structure Protection truck. He emphasized the department has been trying for this grant for the past few years. Per Chief Baker, the truck cost would be \$333,767.60. Our past application reflected- Federal share is \$317,873.90, District share approximately \$15,893.00.
The Chief informed the Board he and Michelle from Resource Solutions have been strategizing as to why our applications are being rejected. (Department call volume). The dollar amount we are asking might seem excessive for our average call volume. The Chief suggested the department absorbing more of the truck cost. Possibly covering the gap by 27%, bringing our cost share up to

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around \$90,000.00. He reiterated lowering our asking amount to around \$243,000.00 might result in a more favorable outcome. The Chiefs goal is to retire Brush Truck 52 as it is over 30 years old. The Board conveyed their approval and agreed to have Chief Baker pursue with the 2022 application submission.

- Board Chairman Starkweather expressed the need to follow through with a policy and procedure manual, that Officer Nick Glenn suggested at our August Workshop. Commissioner Starkweather communicated he would like to meet with him to discuss further ideas. Chief Baker reiterated; he has a contact that currently has a standard operation guidebook that we could possibly use as a template.

Old Business:

- **Company Calendar:** None

- **Station 52 Bay Addition**
Chief Baker gave an update on the final progress with Cascade Central Construction for Station 52 new bay. Concrete driveway slab is now completed along with all electrical. He informed the Board; the installation of the heater and air monitor are also finished. The Chief advised, there are only a few small things inside to complete. He was also glad to report, the overhead door arrived and will be installed soon.

- **Station 52 Irrigation**
Chief Baker briefed the Board he has finished the irrigation lay out at Station 52. He reiterated organizing a crew of volunteers for a workday to glue-pipes together. There will be a few T-Post that will also need installing.

- **Pre-Fire Plans:**
The Chief noted Wayne Worzella is still working on the Mobil Mapping - Wildland home assessments. He has nearly completed Grade Creek Road. Chief Baker commented he will be connecting with the Manson commercial businesses soon to collect their Pre-Fire Plan information.

- **Policy Updates:**
Chief Baker announced there is no policies ready for approval at this time.

- **EF Recovery:**
Resolution 2021-07 Public Safety Cost Recovery and Rate Table. Chief Baker

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received a few other rate tables to compare, most reflect rates @ Washington State Wage and Equipment daily rates. The Chief made a few adjustments and asked the Board to review once again. Commissioner Baker, Motioned to approve Resolution 2021-07, Commissioner Weiss seconded, Motion passed unanimously. The fees will reflect what our reimbursement cost will be for Accident Scene Response and Traffic Safety for Emergency Response Incidents and all related services.

EMS Report: None

Training Officer Report: Karen Sergeant

***Additional Discussion**

Karen briefed the Board on the firefighters who are currently scheduled to test for IFSAC certifications. Aaron Richmond is scheduled to take the practical test for Firefighter 1. He will be testing in Malaga, December 11th. Officer Nick Glenn will be taking the practical for Officer 1, coming up Nov. 12th-14th in Burlington.

Karen spoke of an opportunity for Electric and Alternative Fuel Vehicles (Train the Trainer) Course. Cost is \$1,200.00. She indicated; Rusty Stamps was sent an email asking Region 6 Training Council to possibly cover the costs. She has not heard back as of yet.

Commissioner Weiss asked about Live Fire training. Karen mentioned the (live training burn) planned with Chelan Fire and Rescue for November 20th. Chief Baker explained he and Chelan Assistant Fire Chief Brandon Asher did a walk-through of the small wood structure a couple weeks ago.

Assistant Chief's Report: Kermit McClellan

Kermit informed the Board a couple of our newer volunteers are anxious to get started with driver training. One is currently dealing with some health issues and had to postpone temporarily. The other is almost ready to certify on Engine. He suggested the Administrative Assistant to be certified on Utility 51.

Chiefs Report:

***Additional Discussion for Chiefs Report**

Chief Baker briefed the Commissioners the incident calls were light for October, as this is the case during the early winter months. There were 8 Fire calls in District and one outside of District.

Commissioner Baker asked about Tower-51. The Chief indicated he is working on getting the annual inspection set up possibly with Cascade Fire and Safety. He indicated he is also looking at other testing companies, (UL) Underwriters Laboratory would be an in-state possibility.

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Public Comment: Chris Willoughby, informed the Board they will be hand-delivering Season of Hope recipient awards on Dec. 6th at 6:30 pm. Applications will be ready soon.

Executive Session: RCW 42.30.110 (1) (g) to review the performance of a public employee. Commissioner Starkweather asked to start session at 5:31pm. Commissioners gathered in the main office. Commissioner Baker asked for an additional 10 minutes (5:45 pm). Commissioner Baker asked to have Chief Baker join Executive Session at 5:55 pm for an additional 5 minutes. Executive Session officially closed 6:04 pm, Commissioners and Chief Baker rejoined the Regular Meeting.

2022 Budget:

Chief Baker displayed the Budget forecast for the Board to view. The Budget reflects new updates from Board discussion.

Commissioners Baker, Motioned to approved a 5% pay increase starting January 2022 for Chief Baker, Commissioner Weiss seconded, Motion was unanimously approved.

Commissioner Baker, Motioned to increase the Command Duty payrate from \$11.00 per hour to \$15.00 per hour, Commissioner Weiss seconded, Motion passed unanimously.

Commissioner Baker, Motioned to change Administrative Assistant from Exempt Status to Non Exempt, Commissioner Weiss seconded, Motion passed unanimously.

Commissioner Weiss Motioned to approved the 2022 Budget for \$858,425.62, Commissioner Baker seconded; Motion for 2022 Budget of \$858,425.62 passed unanimously.

Levy Certificate-2022:

Commissioner Weiss, Motioned to approve Levy Certification with refund amount of \$1,802.17, Commissioner Baker seconded; Motion for Levy Certification of \$749,197.83 passed unanimously. Commissioner Baker, Motioned to authorized Reggie Trusel, Administrative Assistant to sign Levy Certification, Commissioner Weiss seconded, Motion passed unanimously.

2021-08 Resolution for County Tax Ordinance-2022

Commissioner Weiss, Motioned to approve Resolution 2021-08 with a (1% Increase), Commissioner Baker seconded, Motion for Resolution 2021-08 passed unanimously.

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Board Chairman Starkweather asked to set a Commissioner Special Meeting for December 1, 2021 at 4:30 pm, Commissioners Baker and Weiss agreed on this date.

Adjournment: Commissioner Starkweather closed the meeting with no additional business before the Commissioners; the meeting adjourned 6:24 pm.

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

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Chiefs Report

November 9, 2021

Fire District 5 is scheduled for survey with WA Survey & Rating Bureau next September 12th. With more certifications for firefighters, better recording of training hours doing self-study and the addition of the Tower should give the District some improvement in our score. Hopefully enough to improve our grade!

Incidents

32 Calls for service in the month of October; 24 within Fire District 5 and 8 out of District. Fire responded to 8 calls within District 5, 1 out of District 5.

In District 5; 1 Oil spill from sinking boat in the Marina, 1 Passenger vehicle fire (fire out on arrival), 1 Grass fire (5 unexplained starts along Manson Blvd), 5 Assist EMS.

Out of District 5; 1 Structure fire in Chelan – Tower-51 and 8 personnel responded.

EMS responded to 21 medical calls in District 5. 15 Calls EMS handled without Fire, 1 Dispatched and cancelled, and 5 with assistance of Fire.

Out of District 5; 6 Medical calls, 1 MVA with no injuries and 1 Dispatched and cancelled.

October Call Times;

Fire Call Processing was at 0:35, Arrival on scene at 7:17.

EMS Call Processing was at 1:41, Arrival on scene at 8:42.

Of the 24 dispatches in District 5, 21 calls were compliant to NFPA 1221, for call processing for 87.5%.

Of the 23 responses in District 5, 22 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 95.7%.

Personnel and Training

Training in October returned to in person. It consisted of pumping operations and hose lays, SCBA proficiency, medical OTEP (Acute Coronary Syndrome module), truck checks, and officer meeting.

On the last meeting of the month we had a guest presenter, Rich Rocha from FirstNet. We learned about the FirstNet system, benefits during large incidents like pre-emption (priority use of the system) and the added benefits to the individual responders at great pricing.

Recruitment & Retention

A new Jr Firefighter is in the joining process now, Cameron Willoughby.

Facilities and Equipment

Building Addition – We have the final punch list with Cascade Construction. We are getting down to lock inserts into the door handles, paint the bollards, repair a drywall gouge, door over the phone and cable boxes, expansion joint on the generator pad, grind a trip hazard by a post and install thermostat and CO sensor. The heater and overhead door still on backorder.

I have also asked for base molding around the inside. That is a change order of \$1547 plus tax. I gave the Ok. It will help having the molding there when cleaning.

Equipment – I am waiting for Cascade Fire to give me a date for Tower-51. They are waiting to receive a suction primer that was ordered over a month ago. I asked Cascade Fire if they were comfortable with doing the annual inspection on the Tower, they would prefer a testing company. I met an

individual from the fire side of Underwriters Laboratory. They have a fire testing team in Seattle. Working to get the annual inspection done, it might just happen while at Cascade. The UL price for annual inspection \$2495. The non-destructive 5-year test is \$2995 (ultrasonic, magnetic particle, visual and dye-penetrant). Ground ladders \$3.50/foot for annual test. (I believe the Tower has 112' of ground ladders). Our hose testing vendor also does ground ladders, but that 5th person on the crew could not make the trip. Trying to get everything tested yet this year in front of the WSRB survey.

RiverCom

The reorganization has gone well. The Board workshop last month was the Board's first meeting together in about 18 months.

Budget time of year. A lot of discussion around the procedure of agency assessments. Has the old way been fair? Redistribution options? The main issue was over the per call basis for the call count of the previous year. Some agencies would have sharp fluctuations in user fees. We resolved that the per call will be on a 5- year average count to avoid sharp fluctuation in fees.

User fees for all agencies in 2021 was over \$2.2M. RiverCom is finally getting reserves to get over half of the facility construction in hand. We are looking to start reducing user's fees to the \$1.8M to \$1.5M range. The fees are dependent on how well the 1/10th percent sales tax revenue is coming in. Predicting the economy and the sales tax revenue stream is challenging. Next week's meeting will finalize the budget.

Staff is fast tracking to get an engineer working on site costs for our proposed site. The Board would like to establish the site costs and construction costs to better budget needs for the future.

Prevention

Pre-fire Plans – Wayne has nearly completed the Grade Creek Rd area.

I have not moved forward on the commercial structure pre-fire plans project. Getting to the off season will help with making time for that project.

NOVEMBER TRAINING REPORT

(Completed 11/5/2021)

TITLE	IFSAC	2021 GOAL	NFPA NON-CERTIFIED	NWCG	MEDICAL
Firefighter 1	6	8	1		
Firefighter 2	7	7	1		
Hazmat Operations	13	15	1		
Officer 1	2	2			
Officer 2	1	1			
Instructor 1	7	7		1	
Instructor 2	0	1			
Wildland FFT2		8		10	
Wildland FFT1		10		1, 4 - AGY	
Engine Boss		2		2	
EMT		12			12
EMT Instructor/Evaluator		2			2
Fire Inspector 1	1	1			
Public Information Officer				1	

Red = New Certifications

Number of Chelan Fire District #5 Firefighters = **32**

TESTING

There are four firefighters currently testing for IFSAC certifications on dates at locations listed.

11/12 – 11/14	Nick Glenn	Officer 1 Class & Practical	Burlington, WA
12/9	Raynor Baker	Officer 1 Written Test	Leavenworth
12/9	Mike Knott	HMA/HMO Written Tests	Leavenworth
12/11	Aaron Richmond	Firefighter 1	Malaga

ONLINE TRAINING

I will be reviewing all the certification documents to determine what required online training each firefighter needs to complete. I will be communicating with each firefighter about any online training to ensure that there are no issues with any of the courses or modules.

TRAINING

The officers have put together the training calendar for November. Trainings in November are listed below.

11/1	Truck Checks & Officers Meeting
11/8	Vehicle Extrication (J. Evan's property)
11/15	OPEP for EMTs & FF1 Skills
11/22	Stokes/Rope Rescue – Part 1
11/29	December Truck Checks & Officer Meeting (Season of Hope deliveries will happen on the first Monday in December.)

RECRUITMENT & RETENTION

We have a potential new Junior Firefighter to join us this month. Cameron Willoughby, son of Chris Willoughby, is completing the paperwork to join the ranks as a Junior Firefighter. At present, he will be the only junior firefighter, as Micah Peterson has reached the age of 18 and has joined the other firefighters as a full member.