

**Chelan County Fire District No. 5**  
**250 West Manson Blvd.**  
**Manson, WA 98831**  
**November 10, 2020**  
**Regular Meeting of Commissioners**

**Commissioners Conference Call:** Dan Baker, Dana Starkweather and Fred Weiss.

**Others on Call:** Chief Arnold Baker, Training Officer Karen Sargeant, Assistant Chief Kermit McClellan, John Spencer, District Secretary Reggie Trusel

**Call to Order:** Commissioner Baker called the meeting to order at 4:34 p.m. No Flag salute, due to the Governor's Proclamation for meetings suspended.

**Pension Board:** Opened: 4:34 pm and Closed: 4:35 pm

**Public Comment:** None

**Minutes:** The Meeting Minutes for the Regular meeting on October 13th, and Special Meeting October 23<sup>rd</sup> were presented, Commissioner Starkweather, Motioned to approve Minutes, Commissioner Weiss seconded; Motion passed unanimously.

**Financial Report:** Presented and reviewed, Chief Baker suggested transferring funds of \$180,000.00 from Expense account to the Investment account. Commissioner Baker, Motioned to make funds transfer of \$180,000.00 from Expense account to Investment account, Commissioner Starkweather seconded; Motion passed unanimously.

**Approval of Invoices:** Commissioner Baker, Motioned to affirm the Voucher FD51 in the amount of \$35,630.69 and Voucher FD52 of \$40,816.88, Commissioner Starkweather seconded; Motion passed unanimously.

**New Business:**

- 2021 Levy Certificate:  
Commissioner Starkweather motioned to approve Levy for \$711,958.18; with refund amount of \$4,041.82; Commissioner Weiss seconded; Motion passed unanimously.
- 2020-07 Resolution for County Tax Ordinance-2021 to collect 1% more than the 2020 property tax.  
Commissioner Baker, Motioned to approve Resolution 2020-07; Commissioner Starkweather seconded; Motion passed unanimously.
- Commissioner Baker, Motioned to move the agenda item "Executive" Session ahead of Old Business, Commissioner Weiss seconded.

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- **Executive Session:** Review of performance of public employees.

The Commissioners agreed on approximate time to be 20 minutes, Commissioners went into Executive Session at 4:50. Commissioner Board Members participated in Zoom Conference while Chief Baker, Assistant Chief McClellan, Training Officer Sargeant and Secretary Trusel remained in the Zoom “Waiting Room”. Commissioner Baker asked for additional 10 minutes, while Chief Baker was called into the Executive Session. The Executive Session reconvened with everyone present at 5:23 pm.

**New Business Resumed:**

Commissioner Baker, Starkweather and Weiss approved unanimously a 2.6% pay increase starting 2021 for Chief Baker. Administrative Assistant-District Secretary, Reggie Trusel was approved for a \$1.00 increase starting 2021.

**2021 Balance Budget:** Chief Baker displayed the 2021 Budget on the screen for the Commissioners to view, explaining each category estimated expenses and revenue for the year ahead.

Commissioner Weiss, Motioned to approve the 2021 Budget for \$819,051.04; Commissioner Starkweather seconded; Motion passed unanimously.

**Old Business:**

- **Company Calendar:** No Updates
- **ZBA-Architect, Randy Vanhoff: Station 52**

**(Phase One): Bay Addition**

Chief Baker spoke with Randy with ZBA Architect regarding the time frame of 180 days (start of project from contract acceptance). Discussion was made to stipulate time frame inside the actual Contractors contract. Packages will go out in the next week or so. Randy will create a single page instruction to be included with package. Chief is hopeful to send to at least 10 potential contractors. Randy suggested closing Bids, January 29, 2021- last Friday of the month. Board of Commissioners agreed. Chief Baker explained the department could schedule a “Special Meeting” to look over bids before the next regular Commissioner Meeting on February 9<sup>th</sup> if needed.

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- **Electric Sign Update:** Chief Baker submitted a quote from “All Traffic Solutions” to the Commissioners. The quote is for \$10,256.01- VMS Message Sign.  
Quote Details: Solar Battery Kit w/ 120-Watt Solar Panel with Mount Kit. Includes 1 year of web services (Smart Apps). (Remote Management-Imaging-Alerts, Mapping and Premier Care warranty) – Shipping and Training. 3 Year Warranty. Commissioner Starkweather suggested sharing costs with The Manson Chamber. Chief Baker commented, there was some past discussion about (cost sharing) with the Chamber and would revisit that idea.
- **Pre-Fire Plans:** No Update
- **Apparatus: E-One Aerial Truck**  
Painting is complete. Bonnie has been working on the Aerial engine last week, applying logo decal’s and name placement etc. Chief Baker expressed he will do his best to have the truck here by Tuesday, 11/17/20 if ready.
- **FEMA 2020 BRIC (Update)**  
Chief Baker explained he has reached out to Hannah with Chelan County Natural Resource Department via email/text and waiting to hear back, as she is working with FEMA; Emergency Management Division (EMD) regarding Benefit-Cost Analysis (BCA). The EMD on case-by-case basis provides limited technical assistance and application tools to help local jurisdictions with applicant preparation. The application deadline is November 15<sup>th</sup>.
- **Irrigation-Station 2:** Previously discarded idea of having our own dedicated larger irrigation meter was brought forward. The LCRD estimated cost: \$5,000.00 - \$6,000.00. Half deposit is required before signing agreement, balance is due 30 days from work completion.  
Chief Baker noted this seems to be a better way to go and gives the department more control, rather than sharing a meter with adjoining properties.  
Commissioner Starkweather suggested the board move forward with the LCRD doing the work. The Commissioners reached a consensus to approve funding for Lake Chelan Reclamation District -Station 2 property- (Irrigation Hookup/Meter).
- **E-53 Surplus:** Chief Baker suggested advertising for private bids; 1971 Seagrave Fire Engine-53. He felt this was a better rout instead of auctioning.

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- Commissioner Starkweather asked to be excused from the Zoom Meeting, 5:48 pm.

**EMS Report:** None

**Training Officer Report:** Karen Sargeant

**\*Additional Discussion:**

Karen informed she will be changing up the training procedures to get volunteers into the direction they want/need to go, by giving them individual training plans. Target Solution (online courses) will be a supplement to the Monday night drills, preparing them for the written exams. The skill sheets will help with practical skills needed for their certifications. The Washington State Patrol (W.S.P). will get them ready for “Practical” testing. Karen is working on the annual training calendar now, organizing an array of different topics. Officers will discuss and approve topics they would like to teach. Refreshers will need to be scheduled as needed. Her objective is to give to the officers, three months in advance so they can plan for the different drills. The last Monday night drill, firefighters rotated through three different stations which seemed to be well received. Hazmat Operations course has now been rescheduled for this weekend and next. We currently have 8 students attending. Reggie will help me on Friday to set up for the weekend classes. IFSAC testing should be available for late spring 2021 in Leavenworth (FF1 & FF2). There will also be testing available later this fall. Grant County have facilities to do a lot of IFSAC testing as well.

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

Kermit described everything as going “very well”. Aaron Richmond has been eager to drive and feels, he has become a great asset to our department. Regarding the new Aerial Engine, Kermit discussed his concerns with parking and using skylift-ladder re: overhead powerlines etc. Chief Baker reiterated the plan to bring three officers to work with Dave (one-on-one) at Cascade Fire and Safety for a three-four hour “training” before the engine leaves Yakima. Discussion was made to possibly film the training while in Yakima, so officers can refresh and share footage at future drills.

**Chiefs Report:**

**\*Additional Discussion for Chiefs Report**

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- **Personnel and Training:**

Chief Baker explained he and firefighters/officers will be doing a Live-Fire Training Burn November 16, 2020 -Wapato Way, Manson. It will be the Monday night drill and emphasized they will keep mindful of the close neighbors.

- **Prevention:**

Chief Baker conveyed; he will be participating in another Kozi Radio interview Friday morning, 11/13/20. With the numerous calls coming into the station regarding smoke complaints, he will stress to the community the need to collect correct information before calling the station.

**Public Comment:** None

**Adjournment:** Commissioner Baker closed meeting with no additional business before the Commissioners, the meeting adjourned 6:08 pm.

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

\_\_\_\_\_  
**Commissioner Chairman Dan Baker**

\_\_\_\_\_  
**Commissioner Dana Starkweather**

\_\_\_\_\_  
**Commissioner Fred Weiss**

\_\_\_\_\_  
**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

November 10, 2020

### Incidents

28 Calls for service in the month of October; 26 within Fire District 5 and 2 out of the District. Fire responded to 12 calls within District 5.

In District 5; 2 Dispatched and cancelled, 1 Alarm system malfunction, 1 Authorized burning, 1 EMS, other (Cardiac Beyond) and 7 calls to Assist EMS crew.

EMS responded to 22 medical calls in District 5. 14 Calls EMS handled without Fire, 7 with assistance of Fire and 1 EMS, other (Cardiac Beyond).

Out of District 5; 2 Medical call

October Call Times;

Fire Call Processing was at 1:15, Arrival on scene at 3:26.

EMS Call Processing was at 1:56, Arrival on scene at 11:39.

Of the 26 dispatches in District 5, 22 calls were compliant to NFPA 1221, for call processing for 84.6%.

Of the 24 responses in District 5, 20 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 83.3%.

### Personnel and Training

The live fire training happened as planned. The structure performed as intended with some wind helping it along. No injuries. The Fox's that owned the house were very pleased with the outcome. I started a new procedure of color coding the firefighters in training with colored straps to note which team they were on, it worked out well. Easier to manage the groups and have them in place as evolutions switched. The added benefit of 4 officers working in pairs, got to rotate. 3 groups of firefighters and 2 groups of instructors. Each officer got to input with each firefighter for more mentoring inside the burn building.

Monday night drill got some benefit of the Wapato Point Resort buildings being removed. We were able to practice these specific skills; Oriented search, disoriented firefighter self egress, Rapid Intervention Team skills, SCBA quarterly, debriefing from the live burn, ground ladders, roof ladder carries, tool carries up a ladder, and victim rescue drags.

No more Covid exposures, no positive tests from the previous exposure.

### Recruitment & Retention

No new recruit requests or packets turned in for progress.

### Facilities and Equipment

Building Addition – I recommend that we go out to bid. We had a list of contractors from the MRSC list.

I will check the list again for new possible contractors meeting MRSC requirements.

Some issues that need resolved in the Bid Project Manual; Bid Security of 5% bid amount, the work shall be substantially complete 150 days after Notice to Proceed, Pre-bid Conference time (we could offer Zoom individual or group meeting?), bid closing date, bid evaluation process. I think we can discuss these items in our meeting and have an intent to give to ZBA to adjust in the Project Manual document.

S-52 Irrigation – No progress, waiting on the easement for accessing irrigation water.

BRIC Grant – The application is written. The County Natural Resources Dept has sent it to a specialist to calculate a benefit cost ratio (BCR). FEMA requires a BCR to be within certain range to submit. They are looking at \$2M project and the risks that are mitigated, so far we have been a little light. In the last discussion with Hannah, we included that resident firefighters would give the citizens a five-minute quicker response than firefighters responding from home. Hoping this five-minutes moves the BCR number within range. Will know by Monday the 9<sup>th</sup>. Hannah and I can discuss other solutions on Monday if is needed. Hannah's point if we don't get the BCR within range, they will not submit the application. That could be lowering the dollar ask to bring it in range. Submission is due on the 15<sup>th</sup>. We are close.

Aerial truck – The Bronto left the paint shop on October 30<sup>th</sup>, back to Cascade Fire. Bonnie has been doing striping and lettering. Cascade has a guy working down our short list to fix. I hope to have a finish date to announce by Commissioner meeting. Cost on paint was a little higher by \$2100. The itemized bill I sent to the Commissioners should help explain.

Aerial tools – The 2 Stihl saws are here, look good.

### **RiverCom**

I am on the Shared Funding committee. I met with Sheriff Burnett and Wenatchee City Councilwoman Ruth Esparza a couple weeks ago. They both see the benefit of the depreciation schedule approach to radio replacement. We are continuing to gather data to build a draft model for the Board to review.

### **Prevention**

I received a proposal from All Traffic Solutions (in your packet) \$10,256.01 before tax. This whole system mounts on a single pole. With permission from a landowner along the highway, burying a pole is the only thing on that property.

# NOVEMBER TRAINING REPORT

(Completed 11/06/2020)

TITLE	IFSAC	2020 GOAL	NFPA NON-CERTIFIED	NWCG	MEDICAL
Firefighter 1	6	8	1		
Firefighter 2	4	5	1		
Hazmat Operations	11	17	1		
Officer 1	2	2			
Officer 2	1	1			
Instructor 1	7	7		1	
Instructor 2	0	1			
Wildland FFT2		6		7	
Wildland FFT1		5		5	
Engine Boss		2		2	
EMT		12			11
EMT Instructor/Evaluator		2			2
Fire Inspector 1	1	1			
Public Information Officer				1	

**Red = New Certifications**

Number of Chelan Fire District #5 Firefighters = 31

## **BASIC WILDLAND & NIMS COURSES**

There are 3 firefighters that are working on completing the following trainings:

Basic Wildland – L-180, S-130, S-190 (\*)

Basic Command/NIMS – IS – 100, 200, 700 & 800 (\*)

(\*) These courses are needed to qualify for obtaining a qualifications card to participate in a wildland fire incident. The NIMS courses allow the firefighters to take higher level courses in both wildland and structural venues.

## **TRAINING PROGRAM**

The firefighter individual training folders are up to date and currently complete. This is the first step to creating and implementing individual training plans for all of the firefighters. The Target Solutions online program will be used to supplement the

Essentials of Fire Fighting textbook to prepare firefighters for the IFSAC FF1 and FF2 certification tests. Firefighters will be supplied with the necessary textbooks to progress toward certifications as IFSAC FF1, FF2, HazMat Ops, Officer 1 & 2, Fire Instructor 1 & 2, NWCG certifications, etc. This information will be additional training assigned to the firefighters to prep for the testing.

The Monday night drills will focus on the WSP IFSAC Skills Sheets in order to target practical skills for groups of firefighters to enhance their progression toward their desired certifications.

## **TRAINING CALENDAR (\*)**

The annual training calendar will be created by the beginning of 2021. This calendar will have the drill topics listed along with all the refresher courses mandated for all firefighters to renew each year. These refresher courses include, but are not limited to, First Aid/CPR (including HP CPR), Driver Operation, HazMat Operations, Wildland Fire, and the SCBA quarterly Qualifications. The drill topics will be submitted to all of the officers in three-month intervals. The officers will review the drill topics and select hands-on drills to be completed during drill. If the officers want to change the scheduling of the drill topics, they will make the changes on the schedule including the hands-on drills and return the revised schedule to me.

**(\*) – Note: The annual calendar is an extremely fluid, dynamic document and is subject to constant change.**

## **TRAINING DRILLS**

The training drills held on each Monday of the month will be planned at least two months in advance. The firefighters will receive the monthly schedule at the end of the previous month. As stated previously, the hands-on drills are to be selected directly from the WSP Skill sheets for the IFSAC certifications. Additionally, those firefighters desiring to move upward in the wildland fire arena will be given access to skill sets and coursework to advance forward.

## **HazMat Operations Class**

We will be finally completing the HazMat Operations class that was started back in March. The final 4 days are scheduled for Nov 14 & 15 and Nov 21 & 22. We have two of the three firefighters that started the course signed up to finish it, Brian Whitney and Efren Alejo. Jerry Smith was the third firefighter and he successfully attained his certification for IFSAC HazMat Operations back in June. We also have two other firefighters signed up to gain the knowledge from the remainder of the course to begin their progression towards the certification; Wade Gross and Travis Farrar. To fill the

class, I have sent registration information to other local fire districts. The class is limited to 10 people and COVID protocols will be established during the class.

### **IFSAC TESTING**

We have two firefighters that will be testing for IFSAC Firefighter 2 in December. Nick Glenn has already passed the written test and will be completing the practical test. Raynor Baker will be taking both the written and practical tests.