

**Chelan County Fire District No. 5**  
**250 West Manson Blvd.**  
**Manson, WA 98831**  
**October 13, 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, past Commissioner John Spencer, District Secretary Reggie Trusel

**Call to Order:** Commissioner Baker called the meeting to order at 4:33 p.m. No Flag salute, due to the Governor's Proclamation for meetings suspended.

**Pension Board:** Opened: 4:33 pm and Closed: 4:34pm  
Chief Baker explained, there are two recruits he is working on signing up, hopefully soon. They both have volunteer application packets.

**Public Comment:** None

**Minutes:** The Meeting Minutes for the Regular meeting on September 8th were presented, Commissioner Starkweather motioned to approve Minutes, Commissioner Weiss seconded; Motion passed unanimously.  
Commissioner Weis asked for clarification on Page 3 re: (Loan Grant Match)  
Interest calculation reflects Loan of \$1,000,000.00 - (\$71,000.00 would be the loan payment per year @ 20 years). Loan of \$500,000.00 - (\$35,000.00 would be the loan payment per year @ 20 years).

**Financial Report:** Presented and reviewed

**Approval of Invoices:** Commissioner Baker, Motioned to affirm the Voucher FD51 in the amount of \$18,887.18, Commissioner Weiss seconded; Motion passed unanimously.

**New Business:**

- E-53-Surplus  
Chief Baker informed the Commissioner's; he is estimating Aerial truck to be ready in approximately 10 days. He would like to start preparing Engine 53 which is currently housed at Station 51 to go into surplus. As soon as the Aerial truck arrives, Station 52 will move an engine over to Station 51 in place of E-53. Commissioners agreed E-53 could be officially surplused at the first meeting following new trucks operational readiness status.

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**Old Business:**

- **Company Calendar:**  
Snure Seminars-Webinar  
Webinar is scheduled for Wednesday, October 21, 2020 from 6:00–9:00 pm at Station 51.
  
- **ZBA-Architect, Randy Vanhoff: Station 52**  
**(Phase Two) BRIC FEMA Grant:**  
Chief Baker is working diligently with Hannah at Chelan County Natural Resource Department. We still need dollars per square foot estimate from architect. The Chief, Commissioner Baker and Randy have been discussing the possible configuration and location for main living, sleeping quarters and classroom  
**(Phase One): Bay Addition**  
Contractor Bids; Chief Baker had a conversation with a local Contractor who confirmed that most contractors are overwhelmed with current projects and would be in our best interest to wait until late fall to seek out bids.  
Commissioners discussed goal to receive bids back by late December or first part of January. Commissioners and Chief Baker agreed to mark January 10<sup>th</sup> as a deadline. Chief Baker suggested doing a “Pre-Bid” Conference Meeting with Architect and Contractors sometime in early December.
  
- **Irrigation-Station 2:** No progress
  
- **Electric Sign Update:** Chief Baker indicated he has been looking at the possibility of a “Portable” LED sign (battery powered). He is looking at some different size options which are available on either a stand or trailer that holds extra batteries. This would serve as a great option in lieu of a *fixed* sign and would not require electrical power. This type signage could also be installed with no major set up. Location could still be at the Cairdeas Winery -corner of property facing the highway going into Manson, or possibly the “Welcome to Manson” sign. With the sign being portable, we could change locations as desired. The Chief is currently waiting for sign vendors to return calls regarding costs etc. Commissioners asked Chief Baker to investigate solar powered units as well.
  
- **Pre-Fire Plans:** No Update

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- **Apparatus: E-One Aerial Truck**

Painting is almost complete; paint shop is getting close to reassembling lights/doors etc. Next step is to have lettering applied along with Manson Fire Department logo. Chief hopes to have the truck back by week of October 19<sup>th</sup>. The needed fire hoses have already been ordered. He will drive Aerial truck from Yakima, joined by a couple of department Officers. Dave with Cascade Fire & Safety will give everyone a review of the main operating functions before bringing back.

- FEMA 2020 BRIC (Update)

**Further Discussion RE: FEMA (BRIC) GRANT**

FEMA Grant we are seeking would be for \$2,000,000.00 and would require a commitment from our department of 25% of Grant amount, equaling minimum of (\$500,000.00). Total funding will be used for a new building located on Station 52 property- (Living/Sleeping quarters, Classroom and a separate structure designated for Live Fire Training).

Part of this Grant process is receiving an invitation to complete the *final* application. We received an invitation for full application on October 5<sup>th</sup>.

Hannah @ Chelan County Natural Resource Dept. will work on steps to complete the full application prior to November 15<sup>th</sup> - submission deadline. Nationally the FEMA (BRIC) Grant, available funding is around \$500,000,000.00. Chief Baker is working on the last documentation needed, including ZBA Architect, providing final building (cost-per-square-foot) total. Hannah's ultimate goal is to submit completed grant application by the end of October (two weeks) prior to deadline. One additional item needed, is a letter stipulating a Motion by the department Commissioners, showing they are committed to providing the 25% grant match, and will secure funding of a minimum of (\$500,000.00).

Commissioners shared further discussion on possible layout of the fire training facility-structure. Commissioner Baker commented, 25% of the project will be for the live fire-training facility and the remaining 75% will be for the living/sleeping quarters/classroom.

For a more positive "Fire Rating", Chief Baker indicated we would need to practice "hose-attack" training, using 2-3 staircases. Multiple sets of stairs would need to be included on the new building. He would like to provide training to

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encompass many different rescue scenarios. The building will be at least two stories.

Commissioner Baker, asked if the FEMA (BRIC) Grant, gave any criteria regarding timeline for building completion etc.? Also, had concerns if/when we secure the separate funding (\$500,000.00) will we be “locked-in” if our grant is not accepted? Further questions: Is there a timeline for accepting/declining the grant-award? Chief Baker explained the grant memo stipulated, there is a 3-year period of performance and would seek out additional information that would help answer their questions.

Re: Grant Match-Funding

The consensus reached by the Chief and Commissioners is to peruse a “State” loan. The current interest rate is a low 2.22 % interest. Commissioner Weiss also mentioned the possibility in receiving Levy funding in 2024, if Levy is renewed. The Chief reiterated a loan for \$500,000.00 would require an approximate annual payment of \$35,000.00 / 20-year loan (3% interest). A \$1,000,000.00 loan would require a \$71,000.00 approximate annual payment / 20-year loan (3% interest). He felt there is a little more flexibility in our future budget with a lower loan amount. Discussion was made to start the process in obtaining the State loan in January 2021. Initiate by starting paperwork and keeping on *hold* until we can confirm our grant has been accepted. The Grant-Pre-Award Selection notice is anticipated for June 2021.

**EMS Report:** None

**Training Officer Report:** Karen Sargeant

Additional Discussion:

Orondo Fire Chief, Oatey recently completed the Carter–Swanson Live Instructional Fire Training Center. This training center was designed and constructed over the last year by their volunteer firefighters.

Karen is currently working on collecting information for a new Orientation Manual for volunteer firefighters. She indicated there are three new recruits to possibly start with Manson department

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soon. Her goals for the new, Orientation Manual are to provide basic training information. Example: Radio Use- mobile and portable. Basic topics would include FF1 skill sheets. She would like to group together those firefighters who are working on pursuing the same goals and certifications. There are currently seven-eight firefighters trying for (FF1 - IFSAC). Three-four firefighters who want to pursue Wildland only. Karen's main objective is to keep supplying them with online training courses that directly relates to their goals.

Saturday, 10/17/20 is a Live-Burn Training near the Manson Elementary School. Chief Baker interjected how this training burn will be fairly small (double wide mobile home) and will provide only a few burn evolutions. He indicated the teams will trade off-while fire is burning. Chief Baker has prepared additional wood pallets and other material to stoke the fire as needed during the training.

Monday, 10/26/20 is another scheduled Live-Burn Training (single wide mobile home), on Wapato Way in Manson.

Karen described the few drills held at Wapato Point have been a great source for training our volunteers. Basic training is covering skills for - FF1 & FF2.

Training Calendar is fluid as things evolve with Covid-19. Commissioner Starkweather asked when Karen will complete the "training records". She pointed out she would be checking personnel files to see what is needed to complete any certifications.

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

None

**Chiefs Report:**

**\*Additional Discussion for Chiefs Report**

2020-2021 Budget: Chief Baker commented, he would like to meet with Commissioners individually to go over totals. The budget will need to be submitted to Chelan County by the end of November. The Chief would also like to do personnel "Performance Evolutions" before the next Commissioners Meeting, November 10<sup>th</sup>. Executive Session during the November 10<sup>th</sup> meeting will determine if there will be any adjustments made to the future budget @ Salaries/Wages.

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- **Facilities and Equipment**

Station 52 Irrigation Update: Commissioner Baker explained he did finally hear back from Realtor, Morgan Picton and the attorney handling the revision for utility easement

has not made any progress. Discussion was made regarding the location of the main valve, indicating the main-water line/pipe was burred directly underneath on adjoining neighbor's orchard/property. Commissioner Baker confirmed he will be looking over his notes to see if he can find some other options that would result in a faster outcome.

Aerial E-One Truck: Chief Baker is hoping truck will be out of the paint shop soon, he will then make plans to drive over to Yakima to bring home. Chief noted, the aerial truck needs to have a couple of new saws. He would like to order Stihl Rescue chainsaw and a circular saw. Commissioners came to a unified consensus to move forward with purchasing tools needed for aerial.

- **Prevention: Pearl Hill Fire:** Chief Baker was a part of the Mutual Aid responders to the Pearl Hill Fire September 7<sup>th</sup>. The fire burned 160,000 acres in one day. Engine 54 was used as he worked as the Safety Officer-Mansfield area. With extremely low visibility the town of Mansfield had to be evacuated. The Command Center was located at the high school / gymnasium which served as the main location for the evacuated community.
- **Note:** Regarding October Chiefs Report (BRIC Grant). Correction-There was no Motion made during the September Meeting, affirming we will provide the \$500,000.00 grant match. The Commissioners reached a consensus for loan-funding @ grant match. Chief Baker suggested getting Hannah's guidance regarding grant match (document - wording) and recommended calling a "Special Meeting" to finalize any paperwork before the next Commissioners Meeting if needed.
- **Personnel and Training:**  
Chief Baker explained he and firefighters/officers will be doing a Fire Training "Briefing" prior to the live burn on Saturday morning. He will go over the action plan for the day.

**Public Comment:** None

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**Adjournment:** Commissioner Baker closed meeting with no additional business before the Commissioners, the meeting adjourned at 6:11 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

October 13, 2020

### Incidents

26 Calls for service in the month of September; 14 within Fire District 5 and 12 out of the District. Fire responded to 6 calls within District 5.

In District 5; 1 No incident found on arrival, 1 Smoke detector malfunction, 1 Unauthorized burning, and 3 calls to Assist EMS crew.

Out of District 5; 1 Brush-grass fire in Bridgeport/Mansfield and 1 Forest woods & wildland fire at Apple Acres. Both fires went State Mobilization

EMS responded to 11 medical calls in District 5. 8 Calls EMS handled without Fire, and 3 with assistance of Fire.

Out of District 5; 8 Medical calls, 2 Cancelled enroute

September Call Times;

Fire Call Processing was at 1:32, Arrival on scene at 11:01.

EMS Call Processing was at 1:58, Arrival on scene at 8:58.

Of the 14 dispatches in District 5, 10 calls were compliant to NFPA 1221, for call processing for 71.4%.

Of the 14 responses in District 5, 14 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 100%.

### Personnel and Training

Training for September consisted of Incident Management & Response in a mock walk through incident. Forcible Entry, Wall breaching, Ventilation, Advancing a hose up a ladder, High Rise hose packs, Extension Ladder practice all at a Wapato Point Ellowee condos. It has been very nice to have realistic props to train on.

Structure training burns – Currently scheduled for a house at 56 Firwood, by the Elementary School, on Saturday Oct 17<sup>th</sup>. A single wide mobile at 350 Wapato Way will be a Monday drill night project, currently working on Dept of Ecology burn permit.

I was notified on Oct 1<sup>st</sup> that a firefighter attending drill on Sept 28<sup>th</sup> tested positive for Covid-19. His symptoms were for only 1 night and he is fine. We had 13 from Manson and 4 from Chelan in attendance on the 28<sup>th</sup> for drill. A briefing at S-51 before going over to Wapato Point's Ellowee condo. The drill was primarily outdoors and very little time grouped together. I contact the Chelan-Douglas Health District immediately, other than talking to the receptionist, the 2 messages I left were not returned till Friday. The Health District agreed that the exposure was low and numerous calls to figure out what to do with us. After 7 months of Covid I expected that they would have a plan for responders to get tested. They agreed it would be best if all those at the drill would go that day to Entiat for testing. The Health District also gave us 25 self-test kits complete with overnight UPS labels inside. Of the 12 exposed, 8 were tested by the 2<sup>nd</sup>. Three others used the self-test kits. One refused testing. We have made the self-test kits available if anyone wanted a 2<sup>nd</sup> test after a longer incubation period. All tests have come back negative!

Moving forward on which I am counting on additional exposures, we will be more diligent on our drills and responses. I have informed the FFs in an email of changes. They will have their temperature taken arriving at drill. On calls where I can get ahead of the responders, we will take temps there too. Indoor meetings will require a mask. Our meeting room is not large enough to distance, so masks are essential. Outdoor training will be evaluated if masks are necessary. The biggest deal is sharing

information. If you have been exposed say something early. In our exposure the FF knew he had symptoms 2 days before the call. Those 2 days are important to informing others.

### **Recruitment & Retention**

One recruit doing paperwork now. A 2<sup>nd</sup> recruit has inquired from WSU, figuring he wants a foot in the door for summer.

### **Facilities and Equipment**

Building Addition – I spoke with Sam Beasley as a prospective contractor. He reiterated what Adam Rasmussen had said. Very busy now to try to get a bid prepared. Asked if November was better, he thought that would be fine. At this point I would recommend we go out to bid in our November meeting, maybe hold it open a few more weeks, close around the end of December.

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

BRIC Grant – I want to correct information from last month's report. When we submitted the pre-application on Sept 8<sup>th</sup>, that had to be reviewed and scored to get an invitation to submit a full application. That scoring was to be around Sept 30<sup>th</sup>, we received an invitation for a full application on Oct 5<sup>th</sup>. Hannah at the Chelan County Natural Resources Dept has a pretty tight timeline of steps to complete prior to the Nov 15<sup>th</sup> submission deadline. Trying to get first run info in narrative from myself and financial from ZBA Architects out today (Oct 9<sup>th</sup>). We will prepare a document for the Commissioners affirming the motion in the September meeting that we will provide the \$500,000 grant match.

Aerial Truck – The paint shop says that they will finish painting by Monday the 12<sup>th</sup>, bake the paint to harden, reassemble panels, light fixtures and doors. Then it can go back to Cascade Fire for a couple items that have been on order. Hoping we can bring it home on the week of the 19<sup>th</sup>.

Aerial Tools – The retiring E-53 has a circular saw that has a lot of years and is unreliable to start. I would like to order a couple of saws for the aerial because that truck will be doing the ventilation of buildings. First I would like to get another Stihl Rescue chainsaw. Stihl made the Rescue saw directly for the fire service; carbide chain, special chain guard, handles and controls. Current price \$1379.95. Stihl does not allow local dealers to sell at anything less than MSRP. The other saw would be a Stihl circular saw with a 36 volt lithium battery. The saw, 2 batteries, charger and starter blades is \$1019 plus tax. Both together with tax is \$2602.67.

### **RiverCom**

Shared Funding Committee has not had a meeting. The Board is trying to establish the effect of the drop in sales tax due to Covid. How soon will that funding return, before making a decision on funding changes to shared funding program.

The Chiefs Association has affirmed me to continue as their representative on the RiverCom Board. That means for the 2021-2022 term, I will be the 5<sup>th</sup> voting Board member again.

### **Prevention**

The Fire Danger resolution expired on Sept 30<sup>th</sup>. After contacting all the Chiefs, consensus was to open burning on Oct 1<sup>st</sup>. Shorter days for a shorter burn window, good humidity recoveries at night, and most areas still having irrigation water available for protection.

The sign project has stalled. I found another option that I am seeking a quotation. It is a portable unit that runs on battery. It can do multiple lines or large print single line. Being portable, when we have a large incident we can move it to a needed location. Finding a GSA price list online, the estimated equipment for our need is around \$7500. I have tried 2 company reps to get an actual quote. It would sure be nice to have a messaging system to inform fire regulation changes through the summer.

# OCTOBER TRAINING REPORT

(Completed 10/09/2020)

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

## **ONLINE TRAINING**

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.

We have started the development of a new firefighter training orientation manual. Once completed, the orientation manual will be signed off by the Chief, Officers or Training Officer. This document will contain the following information and requirements. This list includes, but is not limited to, the following subjects and it is expected to have subjects added as determined by the Chief and Officers.

CCFD5 Organizational Structure

CCFD5 Member Contact List  
Member Responsibilities  
Manson Firefighters Association Information & Responsibilities  
Code of Ethics & Conduct  
Policies, SOGs & SOPs  
I-Spy Set Up, Use and Policies  
Target Solutions Set Up & Use  
Training, Certification & Incentive Programs & Procedures  
Accountability/Passport Use  
Response Guidelines  
Safety and Health Policies  
District Familiarization  
SCBA/PPE Operation & Use  
Mutual Aid/State Mobilization Procedures  
Radio Procedures & Responsibilities  
Apparatus Operation & Driving Certification  
Apparatus Checks/Equipment Inspection

This orientation module will utilize appropriate Target Solution Modules, & NWCG/ FEMA websites for online training allowing the new firefighter to complete the module at their own pace. The firefighters will drill with all others to help them learn & practice new skills.

Also being developed are targeted skills for groups of firefighters to enhance their progression towards certifications as IFSAC FF1, FF2, HazMat Ops, Officer 1 & 2, Fire Instructor 1, 2 & 3, NWCG certifications, etc. Target Solution modules and other websites will also be used to supplement this training.

## **TRAINING DRILLS**

We are tentatively planning on completing a live fire burn of one of the two structures that have been donated on Saturday, October 17,2020. We have been training at the condos at Wapato Point practicing hose lays & advancement, ventilation, building construction, ground ladders and hydrant-pump-attack operations. All skills are in conjunction with the IFSAC FF1 & FF2 skill sets.

## **TRAINING RECORDS**

Organizing the training records for each firefighter is progressing.