

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
October 8, 2019
Regular Meeting of Commissioners

Commissioners Present: John Spencer, Dan Baker and Dana Starkweather

Others Present: Chief Arnold Baker, Karen Sargeant, Jeff Stoelk, Kermit McClellan, Chris Willoughby

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

Commissioner Position: After the Flag Salute, Commissioner Spencer asked for a moment of silence to recognize the passing of Commissioner Brian Harris. Commissioner Spencer asked Dana Starkweather if he was willing to serve as a Fire Commissioner. Dana Starkweather replied yes.

Commissioner Baker moved to appoint Dana Starkweather as Position 1, Commissioner and Commissioner Spencer seconded. Motion approved unanimous.

Commissioner Spencer issued the Oath of Office, Dana Starkweather is sworn in.

Pension Board: Pension Board opened at 4:34. No business to conduct. Pension Board Closed at 4:35.

Public Comment: Jeff Stoelk's commented he is glad it is burning season.

Minutes: The Meeting Minutes for the Regular meeting on September 10th were presented. Commissioner John Spencer motioned to approve the minutes as presented. Commissioner Starkweather seconded; Motion passed unanimously.

Financial Report: Presented and reviewed.

Approval of Invoices: Commissioner Spencer, motioned to approve Voucher FD51 in the amount of \$8,283.25, Commissioner Dan Baker seconded; passed unanimously.

Commissioner Baker asked about the invoice from King County. Chief Baker replied that it was for the District's EMTs ongoing training in EMS Online. This should be a final bill from EMS Online as they will discontinue providing the service outside of King County.

New Business:

- Acknowledged new appointment of Reggie Trusel as Administrative Assistant. Chief Baker asked the Board for a motion to also appoint Reggie Trusel as District Secretary for the Board of Commissioner's monthly meetings. Commissioner Spencer made a motion for Reggie Trusel to be Secretary to the Board of Commissioners, Commissioner Baker seconded. Motion passed unanimously.

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- Open House September 28, 2019-Fire District 51, Chris Willoughby gave the approximate “donation” revenue as \$1,000 for the Firefighter’s Association.

Old Business:

- Company Calendar: Commissioner Spencer asked if Chief Baker should attend future Chelan Community Hospital board meetings. Perhaps at least once per quarter and invite their Hospital (chairman) to attend our Commissioner Meetings.
- ZBA Architecture – Station 52 New Bay-Addition Update
Chief Baker and Commissioner Baker had a conference call with Randy Vanhoff of ZBA. Items discussed were; moving/relocating Breathing Compressor also talked about the drainage and heating. Moving overhead door to be in compliance to Energy Code as well as needing 14” insulation and having only 11” of space. Chief Baker said the County would require that the loss of energy coverage in the overhead door area would have to be made up elsewhere. Chief Baker will also be speaking with the electrical engineer. Commissioner Starkweather asked to have the *sketch* of architect plans sent to his email.
- Electric Sign Update – None

Pre-Fire Plans: Commissioner Spencer asked Chris Willoughby if he could make a plan to schedule in 2-3 weeks, a meeting to discuss Manson-businesses who are on board and open to Pre-Fire plans. Chris has approached 5 businesses thus far. Commissioner Spencer suggested sending letters out to local businesses to solicit their input regarding new plans. The plans to cover both business and residents of downtown establishments, for example Mi Paloma Mexican restaurant, Allison's as they both have residents living above. “Pre-fire Plans” will assist the Manson Fire district in knowing strengths and weaknesses of buildings and contents so that the fire suppression efforts are more effective. This will reduce the risks to our firefighters and give priority to preserve more of the local property from destruction should fire occur.

- North Central Washington Chiefs Association – Mutual Aid Agreement
Chief Baker corrected the Year 2025 section #11. He reviewed what he wanted to accomplish pertaining to agreement. Chief Baker explained the importance of allowing all of local Fire District’s to participate and help with (structural and fire) working with each other. Agreement will be signed and recorded as a single document. It will be beneficial for Sheriff’s department as well as local Fire Districts. Also important to initiate the State mobilization Plan.
Commissioner Baker motioned to accept the NCW Mutual Aid Agreement by, authorizing Chairman Spencer to sign the Mutual Aid Agreement, Commissioner Starkweather second the motion. Motion passed unanimously.

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EMS Report - None

Training Officer Report: Karen Sargeant

Training Needs/Wants Assessments: 10 completed, 13 to finish. The training form has been passed around. I interview each firefighter and then format it electronically. I then put it in their slot and they sign it. I will make a copy of the signed form and keep the original for their training file and they get the copy for their records.

2019 Revised Training Calendar: I passed around the revised tentative 2019 training schedule. You will see that there is a live burn scheduled for October 26th. The training this month is mostly basic fire attack and suppression skills. All of the objectives for these drills come from the Firefighter 1 manual/textbook that I have given out to all of the firefighters that have completed a needs/wants assessment and are pursuing the IFSAC Firefighter 1 certification.

2020 Training Calendar: I am currently working on the 2020 Training Calendar. I am thinking that it would be best to send it out on more of a monthly basis as it is so fluid with many outside trainings, HP CPR testing for example. I will bring it before the Chief and officers for their input and approval. Then I will bring it before the Commissioners for your input and approval.

Chelan/Douglas Fire Association Meeting: October 7th, Manson Fire hosted the Chelan/Douglas Fire Association meeting. It was very successfully attended and we had more Chelan 5 firefighters participating than even before. The food, which was cooked by Randy Goebel and Chris (& Diane) Willoughby, was delicious and enjoyed by all. There were 7 pies donated by Blueberry Hills that were very much appreciated and were also delectable.

Assistant Chief's Report: Kermit McClellan

Doing very well and ready for Brush Truck certification as well as Travis Sweeney and Tiffany Gaughan. Kermit explained they do not currently have enough drivers. Discussion was made on time needed for "driver training". It would depend on skill level and background of individuals. First part of February will be the next classroom training for truck driving refresher and training to work pumps.

Public Comment: None

Chiefs Report:

Incidents

33 Calls for service in the month of September; 25 within Fire District 5 and 8 out of the District. Fire responded to 9 calls within District 5.

In District 5; 1 Alarm system malfunction, 1 unauthorized burning, 1 MVA with no injuries, 1 Smoke scare (Forest Service prescribed burn), 1 Dispatched and cancelled enroute, 3 calls to Assist EMS crew.

District 5 responded to District 7 for a Brush & Grass fire at Washington Creek.

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EMS responded to 20 medical calls in District 5. 17 Calls EMS handled without Fire, 3 with assistance of Fire.

Out of District; 4 Medical calls, and 3 Dispatch & cancelled enroute.

September Call Times;

Fire Call Processing was at 1:47, Arrival on scene at 7:29.

EMS Call Processing was at 1:53, Arrival on scene at 10:27.

Of the 25 dispatches in District 5, 20 calls were compliant to NFPA 1221, for call processing for 80%.

Of the 24 responses in District 5, 22 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 91.7%

Chelan County Prosecutor's Office has asked for an invoice for the Grade Creek Fire on July 6th. In your packets I have a copy of that invoice. Fire District 5 is the lead for all the 2nd alarm resources and the County Road callout. Every apparatus was invoiced at the WA Fire Chiefs Rate Schedule. The Forest Service and WA DNR are each doing their own invoices. If and when any money comes in for recovery of suppression costs, we can distribute by percentage as show on page 2 of the invoice.

Personnel and Training

Training for the month of September consisted of; Basic SCBA Donning, Basic Search & Rescue Skills, Medical OTEP (Oxygen Therapy), Month Truck Checks and Driver Ops, Ventilation and how it affects fire control and firefighter safety, Hydrant-Pump-Attack drill, and Officer meeting.

We are working with a landowner to do a structure live fire training on Oct 12th. Gathering necessary paper work and permits.

Recruitment & Retention

One person asking about joining the District from the open house.

Facilities and Equipment

It appears that we are not going to get a grant award for the FEMA Assistance to Firefighters Grant. Collecting information for cost to convert A-51 (ambulance) to LED emergency lights. The crews have had a continuous fight keeping batteries and charging system working. Power loading is out of balance, needs to reduce power consumption to operate on a single battery system.

The brush truck replacement project that didn't get awarded will be a challenge to do with EPA emissions requirements beginning in 2020.

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RiverCom

RiverCom staff presented a draft budget. No progress on future planning.

Prevention

Burn Ban lifted on October 1st. The Reclamation District is keeping irrigation water on till the 15th which allows people to burn with some water for protection and extinguishing their fires before walking away. Burning yard debris in the Urban Growth Area is not allowed, campfires are allowed.

Also discussed in Chiefs Report

*Chief Baker would like to get some quotes for ambulance rebuild of the electrical system. Batteries were replaced but needing to convert to LED emergency lights. Electrical work –to be checked, needs new battery disconnect switch. Approximate \$10,000 for new lights. Quotes still coming.

*Draft Budget- Suggested commissioners to come and talk to Chief Baker one on one.

Commissioner Spencer asked to send Budget-PDF via email so all can review.

*2020 Budget will need to be approved in November.

*Karen Sargeant will be leaving for vacation November 6-18th.

Adjournment: Having no additional business before the Commissioners, the meeting adjourned at 5:35 pm.

Chelan County Fire District 5 Board of Commissioners:

John Spencer, Commissioner

Dan Baker, Commissioner

Dana Starkweather, Commissioner

Attest: Reggie Trusel
District Secretary