

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
September 13, 2022
Regular Meeting of Commissioners

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

Others Present: Chief Arnold Baker, District Secretary Reggie Trusel, Firefighter Association President Chris Willoughby, and Lieutenant Raynor Baker.

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

Pension Board: Opened: 4:31 pm. Pension Board Closed 4:32 pm.

Public Comment: Manson Firefighter Association President, Chris Willoughby gave an update on the upcoming Hydrofest event September 24th. The Association will be doing a fundraiser event at Station 51, downtown Manson; Open House, serving hamburgers & hotdogs. Chris extended an invitation to the Commissioners to participate on that Saturday. Chris also announced the Manson Firefighter's Association will be hosting a dinner for the Douglas Firefighter's Association, representing all Fire Districts in Chelan and Douglas Counties. Location will be at Station 52, with social beginning at 6:00 pm, Dinner 6:30 pm and meeting to follow

Minutes: Chairman Starkweather presented the Regular meeting Minutes from August 9th, Commissioner Weiss and Commissioner Baker suggested a couple of word changes to the Minutes, Commissioner Baker, Motioned to approve August 9th Meeting Minutes with changes, Commissioner Weiss, seconded; Motion passed unanimously.

Commissioner Baker, Motioned to approve Special Meetings Minutes from; 8/15/22, 8/22/22, 8/26/22 and 8/31/22, Commissioner Weiss, seconded; Motion passed unanimously.

Financial Report: Chief Baker suggested moving \$65,000.00 from Investment account to the Expense account. Commissioner Weiss, Motioned to approve the transfer of \$65,000.00 from Investment to the Expense account, Commissioner Baker, seconded; Motion passed unanimously.

Approval of Invoices: Commissioner Weiss, Motioned to affirm September Voucher FD51 in the amount of \$ 17,030.17 and August Voucher FD53 in the amount of \$27,345.75, Commissioner Baker seconded; Motion passed unanimously. Chief Baker noted the line item (9.14 - Smoke Alarms) was budgeted under "fire prevention." The purchase of one hundred alarms were for the Manson Firefighter Association-Smoke Alarm program. He indicated almost half of the alarms will be going to the Chandler Complex. They will be reimbursing the Firefighter Association \$1,000.00. The rental manager has arranged for a smoke alarm-demonstration for the tenants and will have all alarms installed in each of the units as well as new fire extinguishers.

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Executive Session: RCW 42.30.110(g) To evaluate the qualifications of an applicant for public employment. Board started session at 4:50 p.m. for 10 minutes. At 5:00 pm, Commissioners asked to have an additional 5 minutes. Commissioners reconvened to the Regular Board Meeting at 5:05 p.m.

New Business:

- **Training Coordinator Position:**
Commissioners Weiss Motioned to appoint Raynor Baker, Commissioner Baker, seconded; Motion passed unanimously. Commissioner Baker stipulated the Training Coordinator “position will not be a straight shot to any advanced position.” He stressed; the position will have a 90-day probation period to see how things work out. Board Chairman advised the salary pay will be \$40,000.00 annual and the required hours will be 16 day-time hours plus one evening per week - 2-hour drill. Start date will be October 1st. Commissioner Starkweather would like to finalize the job description as to what the duties will specifically be. Chief Baker stipulated he would draft a work agreement and clarify duties in the next few days. Commissioner Baker suggested announcing the names of all five applicants, specifying they were all from inside the Manson department. Applicants who applied for the Training Coordinator position were; Captain/EMT Nick Glenn, Lt. Beau Alanis, Lt./EMT Raynor Baker, Volunteer-Fleet Maintenance Randy Goebel, and Volunteer/EMT Dashiell Hei. Commissioner Baker stated that the Board will seek input from the Officers and volunteers regarding the training officers performance.

- **WFOA Annual Conferences (Class Recordings):** Board Chairman Starkweather explained all seven class recordings are \$300.00 and individual classes are \$100.00 each. Commissioner Starkweather suggested purchasing all classes, the other Board members were in agreement.
Recorded Classes: Wildland/MOB/DNR, Mission Impossible, Cyber Security, Fire District Finances, Crisis Management, PTSD-Mental Health and Suicide Prevention, PTSD Leadership and Resiliency.

- **Resolution 2022-07 Cancellation of Outstanding Warrants**
Commissioner Baker, Motioned to approve Resolution 2022-07 - (Warrant #'s: 21231, 21216, 866367) Commissioner Weiss seconded, Motion passed unanimously.

- **(CPIF) Cascade Public Infrastructure Fund-Grant (Interlocal Agreement)**
The department was one of the recipients of the \$823,200 available funds for

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public facility projects serving economic development in Chelan County. Chief Baker announced the Manson Fire Department received the full \$100,000.00 grant which will be used towards the new Fire Training Center at Station 52. Commissioner Baker, Motioned Board Chairman Starkweather to sign the Agreement, Commissioner Weiss, seconded; Motion passed unanimously.

Old Business:

- **Company Calendar:**
Chief Baker briefed the Board on the upcoming Calendar meetings. He also noted the volunteer Firefighter drill dates and topics for this next month.
MRSC Rosters Electronic Bidding (Zoom): Oct. 10th-11th, starting 1:00 p.m.
KOZI Interview: Friday, September 16th. Commissioner Starkweather suggested bringing Officer's from time to time to future interviews, as it would be nice to hear from our core group, Chief Baker agreed.
- **Station 52 Irrigation:** On Hold
- **Pre-Fire Plans:** None
- **Recruitment:** Commissioner Weiss reiterated the need to recruit bilingual speaking volunteers.
- **Policy:** Status of Policy Development
Chief Baker emphasized, in developing an updated "Operations Manual" he would need to incorporate current updates from the Washington Administrative Code (WAC). The Standard Operating Guidelines (SOGs) are important to have in place for fire department training and operations. Commissioner Baker, explained during the Training Coordinator interviews, several applicants shared their input on how an operations manual is "really needed." The Chief displayed the current files he is working on and is in the process of collecting information to update our "regular policies" as well.
- **District Secretary:** Secretary Reggie Trusel gave an update on how things are shaping up on the department's website. Chief Baker displayed the "homepage" for reviewing. Board Chairman Starkweather commented on the need to update the (Planning-Tab) information. Chief Baker suggested establishing the departments expansion plans before primary voting begins on future Levy in 2024. He stressed the need to have the plans in place early in the year of 2024.

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Chief Baker discussed a recent meeting he had with Mike Steele, District 12-WA House of Representative, on plans for Station 52 “building-expansion”. The Chief ran some ideas by Representative Steele and inquired on possible funding/grants available to help with this project. Chief Baker seemed encouraged after hearing his input.

EMS Report: None

Assistant Chief’s Report: None

Chief Baker informed the Board, Tower-51 should be ready for pick up Wednesday 09/14/22. He stated Assistant Chief McClellan is already in Yakima and would be available to drive the tower back to Manson. The Chief briefed the Board on a light sensor glitch, he felt assured Cascade Fire & Safety would have issue resolved by Wednesday.

Chiefs Report:

***Additional Discussion for Chiefs Report**

- Incidents: EMS Firefighter “assists’ calls were light for August month.
- Personnel and Training: None
- Recruitment & Retention: None
- Facilities and Equipment: Station 52
Chief Baker explained to the Board, the easement issue with adjoining neighbor, Orn Miller. There are a few tree/rows needing to be removed as the department will be developing a new road to access Fire Training Center-burn boxes. Chief Baker displayed a drafted letter explaining the departments plan for the backside of property along with property sketches. Consensus from the Board was to send the letter to Orn Miller orchard owner and copy to Jared England who is currently leasing the orchard.
- RiverCom: None
- Prevention: USDA Forest Service grant: Funds can not be used on Forest Service land re: Emerson Acres (roads). Chief advised there was no reason to continue application process for this grant.

Public Comment: None

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Adjournment: Commissioner Starkweather closed the meeting with no additional business before the Commissioners; the meeting adjourned 6:28 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

mansonfire.org

Chiefs Report

September 13, 2022

Incidents

53 Calls for service in the month of August; 38 within Fire District 5 and 15 out of District. Fire responded to 14 calls within District 5.

In District 5; 1 Structure fire, 2 Smoke detector malfunction, 1 MVA with no injuries, 1 Detector activation, no fire, 1 Alarm system sounded, 2 Unauthorized burning, 1 Cultivated trees fire, 2 Dispatched & cancelled, and 3 Assist EMS.

Out of District 5; 1 Structure fire, 1 Brush-and-grass fire.

EMS responded to 28 medical calls in District 5. 23 Calls EMS handled without Fire, 1 Unintentional medical alarm, 1 MVA with no injuries, and 3 with assistance of Fire.

Out of District 5; 10 EMS Calls, and 3 Dispatched & cancelled calls.

August Call Times;

Fire Call Processing was at 1:34, Arrival on scene at 12:16.

EMS Call Processing was at 3:02, Arrival on scene at 13:19.

Of the 38 dispatches in District 5, 26 calls were compliant to NFPA 1221, for call processing for 68.4%.

Of the 36 responses in District 5, 26 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 72.2%.

Personnel and Training

Training in August consisted of;

8/1 Officer meeting – 6 attended

8/2 Vehicle extrication, demo Holmatro – 11 attended

8/9 Progressive hose lay & mock wildfire drill – 15 attended

8/15 OTEP Pediatric transport & cardiac arrest – 8 attended

8/16 ICS – Roles for 1st & 2nd arriving Engines – 14 attended

8/23 Pump Ops – 15 attended

8/29 No drill, Union Valley Fire

Recruitment & Retention

Alex, our junior firefighter is back in school on the west side. Everyone else is participating and progressing well.

Facilities and Equipment

Chelan County CPIF Grant – CCFD5 has been awarded \$100,000. I was the only applicant that attended the County Commissioner meeting. Next steps are Engineering plan, costs updated, budget update with decision on our build plan, foundation permit, and a driveway permit.

AFG Grant – Truck replacement; Grant awards are coming out weekly. Awards are starting in the Vehicle category.

DNR Equipment Grant – The WA DNR 1168 grant, waiting for AFG award.

S-52 Irrigation – The irrigation system is on hold for the training center plan.

Tower-51 – Spoke with Mark at Cascade Fire on 8/8, the Tower is functional. The wiring bundle for the outrigger controller is still on order, should have answer shortly. An in-cab indicator light for the

outriggers is unexplainably flashing. Dave reached out to Darryl, the Bronto specialist on 8/9. Waiting to learn what may be going on there.

Tools – With the selection of the used Hurst tools at the last Board meeting, those tools we demo'd were taken in for a complete inspection before being delivered to us. We are at the any day for that delivery. The vent fans may be in the supply chain delay. No word on their expected delivery. The windshield shears are in, as well as the folding cribbing.

RiverCom

The site assessment is wrapping up, the RiverCom Board will a presentation of findings in our October 19th meeting. Last week the Board had a budget workshop that resulted in no changes to the budget and no proposed changes to user fees in 2023.

Prevention

Mobile Mapping – Wayne has completed Emerson Acres assessments. Now working in the Greens Landing where this should just about wrap up this project.

USDA Forest Service grant that I described last month, the project area I proposed the most work is Forest Service land. Learned in a webinar that funds cannot be used of FS lands. That portion of the project is dead. I had also considered fuels treatment in the grant, it would be difficult to manage that project in the fuel type our urban interface is made of. Very difficult to manage an estimated 100 to 200 landowner's borders and a contractor going property to property. I would support when a group of landowners came and asked for the project on a local scale, then it could be handled in a single agreement. At this time I don't see going forward with the grant application.