

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
April 13, 2021
Regular Meeting of Commissioners

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

Others Present: Chief Arnold Baker, Training Officer Karen Sargeant, Assistant Chief Kermit McClellan, and Commissioner Karyl Oules from Chelan County Fire District 7.

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

Pension Board: Opened: 4:31 pm. Chief Baker announced, no business for Pension Board.
Closed: 4:31 pm

Public Comment: Chelan Co Fire District 7 Commissioner Karyl Oules glad for open communication between Districts.

Karen Sargeant commented that we will be hosting the Chelan Douglas Firefighters Association meeting in August.

Minutes: The Meeting Minutes for the Regular meeting on February 9th were presented, Commissioner Weiss, Motioned to approve February 9th Minutes, Commissioner Baker seconded; Motion passed unanimously.

Financial Report:

Approval of Invoices: We were not able to prepare vouchers for this meeting. Asked the Commissioners if they could reconvene tomorrow. Commissioners agreed they could reconvene, Wednesday April 14th at 4:30pm to approve vouchers.

New Business:

- Policy Manual Updates: We received 2 proposals for assistance with Policy manuals; the first proposal from a firm called Lexipol, a web-based policy and policy training company for fire and law agencies, the second is Snure Law with Word versions of boilerplate policies that are easily adapted to our agency name. The Lexipol version auto-fills the agency name. Lexipol costs \$3210 per year. When you leave Lexipol you still own that policy without updates or training. The Snure Law option is \$50 per policy, estimated at \$1200 for all that we have indicated.

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Consensus of the Commissioners was to go with Snure's proposal. Chief Baker added that we would pick the most pressing issues now and proceed over time.

- Aircraft Ordering Protocol – It has been 5 years since this protocol and guideline for emergency spending was established. Chief Baker added that we have 2 Commissioners that haven't seen this before, thought it would be timely to review before fire season. Commissioner Baker asked if the \$35,000 figure was still valid. Chief Baker will look into current costs to see if the figure needs updating.

Old Business

- **Company Calendar:**
- **ZBA Architecture:** Station 52 Bay Addition- Chief Baker confirmed, we have signed Notice to Proceed with Cascade Central Construction. They could begin anytime.
- **Pre-Fire Plans-** Chief Baker informed the Board, we have a couple of the responses back. Commissioner Starkweather recommended getting volunteers to help with doing some of the contacts.
- **Apparatus: E-One Aerial Truck**
Training day on Tower 51 happened on Saturday, March 27th. Commissioner Weiss asked about the valve that failed. Parts are on order for around \$1500. A new valve is \$3100. The truck's aerial waterway is in service. The right-side large discharge is not.

EMS Report: None

Training Officer Report: Karen Sargeant

***Additional Discussion**

Jerry Smith leaving the area for Florida. We appreciate his service.

Assistant Chief's Report: Kermit McClellan

Still getting people out driving, explained training needed for Tower.

Chiefs Report:

***Additional Discussion for Chiefs Report**

- **Prevention**

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- The question was asked about a buildup of fuels on one property risking other properties. Chief Baker replied that the current County Code does not work well. Fire Marshal Plumb has the issue on his list of things to improve. Commissioner Starkweather suggested a letter to County Commissioners outlining those risks. Chief Baker will begin a draft version to the Commissioners to comment.

Recessed: Commissioner Starkweather stated with no further business to conduct, he would entertain a motion to recess the meeting till 4:30pm on Wednesday for the purpose to approve vouchers. Commission Baker motioned, Commissioner Weiss second, motion approved unanimous. Meeting Recessed at 5:35pm.

Chelan County Fire District 5 Board of Commissioners:

Commissioner Chairman Dana Starkweather

Commissioner Fred Weiss

Commissioner Dan Baker

**Attest: Arnold Baker
Chief**

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

Others Present: Chief Arnold Baker and District Secretary Reggie Trusel.

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

Approval of Invoices: Commissioner Chairman Starkweather asked for a Motion to approve the April Vouchers. Commissioner Weiss, Motioned to affirm Voucher FD51 in the amount of \$16,041.94, Commissioner Baker seconded; Motion passed unanimously.

Adjournment: Commissioner Starkweather closed meeting with no additional business before the Commissioners, the meeting adjourned 4:31 pm.

Chelan County Fire District 5 Board of Commissioners:

Commissioner Chairman Dana Starkweather

Commissioner Fred Weiss

Commissioner Dan Baker

**Attest: Reggie Trusel
District Secretary**



Manson Fire Department

Chelan County Fire District 5

P.O. Box D Manson WA 98831-0438

mansonfire.org

Chiefs Report

April 13, 2021

Incidents

30 Calls for service in the month of March; 20 within Fire District 5 and 10 out of the District. Fire responded to 7 calls within District 5.

In District 5; 4 calls to Authorized burning from complaints, 1 Alarm activation-no fire, 1 Public service for information about burning regulations and 1 call to Assist EMS crew.

Out of District 5; The Tower has responded to Chelan twice- a burned out air handler motor at the High School and a small residential structure fire at Lakeside, and 2 brush-grass fires.

EMS responded to 14 medical calls in District 5. 13 Calls EMS handled without Fire, and 1 with assistance of Fire.

Out of District 5; 3 Medical calls, and 3 Dispatched & cancelled enroute

March Call Times;

Fire Call Processing was at 2:01, Arrival on scene at 10:50.

EMS Call Processing was at 2:44, Arrival on scene at 10:07.

Of the 20 dispatches in District 5, 12 calls were compliant to NFPA 1221, for call processing for 60%.

Of the 20 responses in District 5, 18 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 90%.

Personnel and Training

Training for March consisted of; CPR practice, SCBA Quarterly and Proficiency drills, taking a hydrant, pump operations, hose deployment, Medical OTEP (chest & abdomen trauma), auto extrication, a portion of the wildland refresher, Officer meeting and truck checks.

The Tower-51 training was valuable, everybody moved forward with their understanding of the truck's capability and operation procedures. When the tower water valve failed, that ended the combination training of boom and waterway. On the following Monday I was able to swap valves with the right-side large discharge to have the tower waterway in service. Parts are ordered to rebuild the valve. I would absolutely have Darryl back for another lesson at a later date. We have enough information now to continue training on the Tower. On Darryl's advise to the group, we should all be hands on practicing monthly.

Recruitment & Retention

No new recruits in March. We are losing Jerry Smith at the end of the month as he is moving to Florida.

Jerry has made himself available as a regular responder and has earned his Firefighter 1 certification in his time with us.

Facilities and Equipment

Building Addition – We have mutually agreed with Cascade Construction for a start date on or before April 26th. After receiving consensus from the Board, executed the Notice to Proceed on April 6th with on or before April 26th and 180 days to complete the project. In an email with Bruce McLean, he indicated that he has been focused on ordering for this project. We can expect to see them show up any time to begin work.

Surplus Equipment – Brian Snure has not gotten back to me with a quote for our policies. With that we are waiting on the policy before listing the old Engine-53 or the manlift.

RiverCom

I created a model for the Shared Funding committee to review. Setting up that meeting soon so we can take the plan to the Board. I visited with Director Viebrock to show her the plan and she was enthusiastic that this plan helped all users of RiverCom equally.

The consultant report to help with personnel issues was delivered and reviewed in a Board Special meeting on April 8th. We now have hired a coaching consultant that lives in Wenatchee and can spend time daily in RiverCom for the next 6-months to carry out the findings of that report.

Has not been progress on site selection for a new facility this past month.

Prevention

Pre-Fire Plans – We have received a few of the plans back. Will offer assistance to the others to help them with that information.

Wildfire Ready is a program launched by the WA DNR as of Monday April 5th. It is a 6 week media blitz to get homeowners to request an assessment, then mitigating issues on their property prior to fire season. Three counties have been selected for the first year; Chelan, Okanogan and Spokane Counties. If a citizen in District 5 fills out the information in the app, I will get an email to call them and arrange a home assessment. The Commissioner of Public Lands, Hillary Franz has invested a lot of money to help us and our citizens to connect through this project.

APRIL TRAINING REPORT

(Completed 4/9/2021)

TITLE	IFSAC	2021 GOAL	NFPA NON-CERTIFIED	NWCG	MEDICAL
Firefighter 1	6	8	1		
Firefighter 2	7	9	1		
Hazmat Operations	11	15	1		
Officer 1	2	4			
Officer 2	1	1			
Instructor 1	7	7		1	
Instructor 2	0	1			
Wildland FFT2		10		7	
Wildland FFT1		7		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 = 30

TESTING

There are two firefighters that will be taking the IFSAC HMO Practical Test on April 24th in Leavenworth.

INDIVIDUAL TRAINING PLANS

Completion of Individual Training Plans (ITP) is progressing. To date, there are twenty-one plans completed, copied and attached to their training files.

FIREFIGHTER RECRUITMENT

Zach Phelps successfully passed the national EMT test. He submitted the EMT certification paperwork for the State of Washington and is awaiting his certification for the state.

Aaron Richmond and Efren Alejo are on temporary medical leaves of absence. Jerry Smith has informed us that he is leaving and moving to Florida. He will be missed and we wish him well on his new adventure.

ONLINE TRAINING

I will be assigning Vector Solutions (formerly known as Target Solutions) modules to the firefighters based on their training goals established from the data in the individual training plans. These modules will supplement the knowledge gained from studying the textbooks.

TRAINING

Brian Whitney successfully completed the S-131 course offered as part of the Washington Department of Natural Resources Wildland Training Academy. Zach Phelps is scheduled to take the course this month. Gunnar Rasmussen has successfully completed the first of four classes needed for wildland firefighter 2 certification.

David Stephens and I successfully completed the IFSAC Evaluator's class held in Quincy last month. Evaluators help to conduct the IFSAC practical testing. I will be evaluating the HMO testing in Leavenworth on April 24th.