

**Chelan County Fire District No. 5**  
**250 West Manson Blvd.**  
**Manson, WA 98831**  
**August 10, 2021**  
**Regular Meeting of Commissioners**

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

**Others Present:** Chief Arnold Baker, District Secretary Reggie Trusel, Chris Willoughby and via Zoom Training Officer Karen Sergeant.

**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. Per Chief Baker, there are two reported medical claims for Karen Sargeant (finger and knee injury). Commissioner Baker, Motioned to approve the BVFF Accident Report, Commissioner Weiss seconded, Motion passed unanimously. Closed 4:33 pm.

Chief Baker reported the department now has four new firefighters. He is pleased to see our volunteer count growing. The Chief explained 1/3 of our Manson community is Hispanic and would like to see that same amount represented here in our department. The Board commented on how the recruiting signage outside of Station 51 is helping.

**Public Comment:** Chris Willoughby mentioned the Hydro Fest event will be held September 25<sup>th</sup> & 26<sup>th</sup>. He stressed what a great fundraising opportunity this event is to the Manson Firefighter Association. The donated funds from this event greatly help their own Season of Hope event held each Christmas holiday.

Commissioner Starkweather informed the Board of another event coming up this October, Haunted Mania, another possible opportunity for the Association to do more fundraising. Chief Baker interjected how someone from that committee has already reached out to him for safety advice.

**Minutes:** The Meeting Minutes for the Regular meeting on July 13<sup>th</sup> were presented, Commissioner Baker mentioned a small typo under Company Calendar. Commissioner Weiss, Motioned to approve June Minutes with that correction, Commissioner Baker seconded; Motion passed unanimously.

**Financial Report:** Chief Baker made a recommendation to transfer \$100,000.00 from our Investment account to our Expense account. Commissioner Baker, Motioned to approve funds transfer of \$100,000.00 from Investment account to Expense account, Commissioner Weiss seconded; Motion passed unanimously.

Commissioner Weiss asked if the department is on track with existing budget. Chief Baker reiterated; we are over budget by approximately \$30,000.00. The construction for the additional bay at Station 52 seems to be on target. There were a couple of changes added to the original bid. Chief Baker displayed the Budget spreadsheet for the Board to review. He explained the few summer months are known to be slow with revenue, but things will pick back up after October. The Board discussed the Investment account having funds designated to cover projected

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expenses. The Chief also confirmed we have funds earmarked to cover equipment replacements as well.

**Approval of Invoices:** Chief Baker mentioned the additional voucher from Cascade Construction that was submitted after the last Commissioner meeting July 13<sup>th</sup> and the funds transfer, we made to cover that expense. Commissioner Baker, Motion to approve FD52 for \$14,683.00 and funds transfer of \$15,000.00 from Investment account to Expense Account, Commissioner Weiss seconded, Motion was unanimously passed.

Commissioner Weiss, Motioned to affirm August Voucher FD51 in the amount of \$76,714.49, Commissioner Baker seconded; Motion passed unanimously.

**New Business:**

- **Commissioner Workshop Date**  
Commissioner Starkweather proposed August 25<sup>th</sup> and the rest of Board agreed to tentatively set that date, start time at 6:00 pm. Chief Baker suggested inviting the officers to attend and maybe ordering food. The topic will be finalizing budget for 2022 and department re-organization.  
The Board also agreed to set a backup Workshop date, for August 31<sup>st</sup>.

**Old Business:**

- **Company Calendar:**
- **Station 52 Bay Addition – Update**  
Chief Baker briefed the Board, the drywall is hung on the interior walls and now waiting for taping and painting to be completed. Contractor will have utilities to finish up soon as well. Commissioner Weiss asked if there were any plans to have an Open House for the community to come by and see the new addition. Chief Baker suggested choosing a day and inviting firefighters and community to view before filling the bay with equipment.
- **Station 52 Irrigation –** Chief Baker reiterated he is waiting for cooler weather.
- **Pre-Fire Plans-** Chief Baker updated the Commissioners, the Community Wildfire Assessments are going well. Wayne is currently working on Ivan Morris Road.

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- **Policy Updates:**

Attorney Brian Snure provided two drafts to review: Public Record Policy and Credit Card Policy and Procedure.

Commissioner Baker, Motioned to approve word changes and adopt the Credit Card Policy, Commissioner Weiss seconded, Motion passed unanimously.

After deliberating on a few different topics, the Board agreed to approve Records and Procedure Policy with wording changes. Commissioner Weiss, Motioned to adopt Records Policy and Procedure with changes, Commissioner Baker seconded, Motion passed unanimously.

Chief Baker stipulated he would follow up with attorney Brian Snure to retrieve Exemption log *sample* mentioned in the Records policy.

- (EFR) EF Recovery

The Board discussed how the department would use this service and agreed to keep the “status quo” to bill only for special circumstances.

**EMS Report:**

Chief Baker mentioned a recent discussion he had with Ray Eickmeyer; Director of EMS at Lake Chelan Health. The EMS staff working from Station 52 are allowed to access the departments Internet and TV services. Ray informed the Chief the hospital will now be covering that cost for the staff stationed at that location.

**Training Officer Report:** Karen Sergeant

**\*Additional Discussion**

Commissioner Starkweather noted the few FEMA Online courses listed on Karen’s report. She stated the courses are not all required but will be needed to take more advanced courses.

(FEMA Courses: ICS-100, 200, 700 and 800). She concluded the four new recruits are looking at being interior firefighters. Karen is encouraged by their enthusiasm and announced two are moving along swiftly with their training.

**Assistant Chief’s Report:** Kermit McClellan-None

**Chiefs Report:**

**\*Additional Discussion for Chiefs Report**

The Chief announced the new Governor’s Proclamation 21-14. He explained to the Board the COVID-19 vaccine mandate now in place. Per the Health Department vaccines are required by

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October 18<sup>th</sup> for EMT's and Paramedics. This requirement will not reflect on volunteer firefighter - first aid personnel unless the volunteer is hired by Washington State Patrol during a mobilization or by DNR.

**Incidents:** Call volume was "incredible" per Chief Baker. July was our highest calls to date with 73 for the month. August calls have slowed in half.

**Personnel and Training:** The Chief informed; Monday drill turnouts have slowed down a bit.

**Executive Session:** RCW 42.30.110 (1) (g) to review the performance of a public employee. Commissioner Starkweather asked for time of 30 minutes, starting at 6:06 pm. Commissioner Baker stepped out of the session and asked for an additional 20 minutes and requested Chief Baker to join them. Total time requested was 50 minutes. Commissioners reconvened to regular Meeting at 7:00 pm.

**Public Comment:** None

**Adjournment:** Commissioner Starkweather closed the meeting with no additional business before the Commissioners; the meeting adjourned 7:04 pm.

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

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**Commissioner Chairman Dana Starkweather**

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**Commissioner Fred Weiss**

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**Commissioner Dan Baker**

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**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

August 10, 2021

### Incidents

73 Calls for service in the month of July; 53 within Fire District 5 and 20 out of the District. Fire responded to 29 calls within District 5, 3 out of District 5.

In District 5; 1 Arcing electrical equipment (car backing into a ground transformer, 1 Authorized burning from complaint (propane campfire rings at Wapato Lake Campground), 1 Fire in a structure (an outbuilding containing 2 large fuel tanks), 1 MVA with injuries, 2 MVAs without injuries, 1 Dust thought to be smoke, 4 Unauthorized burning (spring orchard burn piles continuing to smolder), 1 smoke scare (BBQ smoke near a structure), 1 Vehicle fire (off Ivan Morse Rd, vehicle driven off the road igniting grass & brush and the vehicle, driver arrested for DUI), 1 Assist law (recovery of stolen property in a vehicle at Roses Lake boat launch), 15 Assist EMS.

Out of District 5; 1 MVA with no injuries, 1 Brush-grass fires, 1 Assist EMS.

EMS responded to 39 medical calls in District 5. 24 Calls EMS handled without Fire, and 15 with assistance of Fire. Also 1 Fire in a structure, 1 MVA with injuries, 2 MVAs without injuries and the Vehicle fire.

Out of District 5; 11 Medical calls, and 7 Dispatched & cancelled

July Call Times;

Fire Call Processing was at 1:29, Arrival on scene at 11:11.

EMS Call Processing was at 2:00, Arrival on scene at 9:14.

Of the 53 dispatches in District 5, 41 calls were compliant to NFPA 1221, for call processing for 77.3%.

Of the 53 responses in District 5, 49 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 92.5%.

### Personnel and Training

Training for July consisted of Emergency Vehicle Driver Refresher, Red Apple fire (Interface) lessons learned, OTEP (Oxygen & Capnography module), Water Rescue (using SCBA up to 15 feet of water), Vehicle in the water, Officer meeting and Rig checks.

### Recruitment & Retention

The 4 new members mentioned last month are continuing to move forward. Processing their packets and getting them training self study in wildland.

### Facilities and Equipment

Building Addition – Metal work is complete on the addition and the soffit eave project on the old building.

We received a change order for Snow Guards at our request. Dan and I looked at a proposal to add the Snow Guards on the old building above the new addition for \$2,085 plus tax. Those will be installed next week.

Insulation is complete. Rough in electrical is complete.

Dry wall arrived on Aug 6<sup>th</sup>, drywall crew to begin on the 6<sup>th</sup> or 7<sup>th</sup>.

Remaining projects include drywall, finish electrical, exterior concrete pads, overhead door, bollards (with the concrete) and paint interior.

**RiverCom**

Nothing new to report

**Prevention**

Pre-fire Plans – No progress on the commercial business pre plans. We have been working heavily on the Mobile Mapping project for wildland home assessments. Wayne Worzella has been out several days. His time is on a 75% reimbursement in a Chelan County Fire District 1 grant.

# AUGUST TRAINING REPORT

(Completed 8/6/2021)

TITLE	IFSAC	2021 GOAL	NFPA NON-CERTIFIED	NWCG	MEDICAL
Firefighter 1	6	8	1		
Firefighter 2	7	7	1		
Hazmat Operations	13	15	1		
Officer 1	2	2			
Officer 2	1	1			
Instructor 1	7	7		1	
Instructor 2	0	1			
Wildland FFT2		8		10	
Wildland FFT1		10		1, 4 - AGY	
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 = **33**

## TESTING

Two personnel, Aaron Richmond and Nick Glenn took advantage of the open written testing at CCFD #1, Easy St. Station on Wednesday, July 28<sup>th</sup> at 1830 in the evening. Aaron took the IFSAC FF1 written test and Nick took the IFSAC Fire Officer 1 written test. They should get their scores anywhere from 2 to 4 weeks from the testing date.

## ONLINE TRAINING

I am continuing to assign the Vector Solutions courses to assist personnel to prepare for the IFSAC written tests for Firefighter 1, HazMat Awareness/Operations, Officer 1, Officer 2 and Apparatus Driver/Operator. I have also created a course completion tracking form for new firefighters. (See Attachment A) This form has several Vector Solutions (VS), NWCG and FEMA courses that new firefighters need to complete to satisfy the training requirements outlined in WAC 296-305 and be prepared to pursue their next level of certification. Once they complete the training on the new form, they will be transferred to the HazMat course completion data form and will be assigned new courses.

## **TRAINING**

The extreme heat has encouraged us to have extra water rescue training. We practiced using the Fortuna to rescue firefighters out of the water. (We actually had quite a few firefighters that wanted to be “victims”.) Then we had a more specific water training where we learned how to use the SCBA when doing a vehicle extraction from a simulated vehicle that was partially submerged. This drill was enlightening as to how waterproof the entire SCBA pack was.

I have notified the officers and potential officers of a training that is happening in November in Cheney. There will be a Preparation for Initial Company Operations (PICO), course November 6 & 7 in Cheney, WA. This is a National Fire Academy Off-Campus Course. There is no charge for this course and it is taking place on a Saturday and Sunday. The only cost to the department is lodging for those people that wish to go.

## **RECRUITMENT & RETENTION**

Since the last training report, we have had 4 new firefighters join the department. David Ferry, John Frolker, Brian Maas and Dan Weakly all returned their paperwork and are awaiting appointments to complete their physicals. I have added them to all training lists and will be assigning them the coursework listed on the new firefighter course assignment list. They have attended some drills and are excited about helping their community.



# Attachment A

NEW FF ONLINE COURSES	EFF CHAPTER #	DATE COMPLETED				WAC 296-305		
		Brian M.	Dan W.	John F.	David F.			
ICS-100 (FEMA) <sup>1</sup>	27							
ICS-200 (FEMA) <sup>1</sup>	27							
ICS-700 (FEMA) <sup>1</sup>	27							
ICS-800 (FEMA) <sup>1</sup>	27							
NWCG L-180 <sup>2</sup>	17							07010-07019
NWCG S-130 <sup>2</sup>	17							07010-07019
NWCG S-190 <sup>2</sup>	17							07010-07019
FF Orientation & Safety (VS)	1							
FF PPE (VS)	6							WAC 296-842 & 04001
SCBA (VS)	6							WAC 296-842 & 04001
General First Aid Part 1 (VS)	23							02501
General First Aid Part 2 (VS)	23							02501
Bloodborne Pathogens (VS)	1							02501
Hearing Conservation (VS)	2							WAC 296-817 & 02004
NFPA 1500 Hazard Comm. (VS)	1							WAC 296-800-170
Asbestos Awareness (VS)	16							WAC 296-62-07722(5)
NFPA 1001 Loss Control (VS)	15							05000 & 05002
NFPA 1500 Confined Space Entry(VS)	17							05004 & 296-809
NFPA 1001 Fire Hose (VS)	12							
NFPA 1001 Fire Streams (VS)	13							
NFPA 1001 Ground Ladders (VS)	8							
NFPA Adv. HAZWOPER Pt. 1 (VS)	24							296-824
NFPA Adv. HAZWOPER Pt. 2 (VS)	24							296-824
NFPA Adv. HAZWOPER Pt. 3 (VS)	24							296-824
NFPA 1500 Driving Safety	2							
1 = FEMA EMI Website <a href="https://training.fema.gov/is">https://training.fema.gov/is</a>								
2 = NWCG Website <a href="https://onlinetraining.nwcg.gov/">https://onlinetraining.nwcg.gov/</a>								
(VS) = Vector Solutions <a href="https://vectorsolutions.com/login">https://vectorsolutions.com/login</a>								