

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
August 9, 2023
Regular Meeting of Commissioners

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

Others Present: Chief Arnold Baker, District Secretary Reggie Trusel, Training Coordinator Raynor Baker, Captain Nick Glenn, Lt. Beau Alanis, Firefighter Association President Chris Willoughby, Volunteer Ronan Walsh, Lake Chelan Health-EMS Director Ray Eickmeyer and MSO Brian Slater.

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

Pension Board: Opened: 4:30 pm. Pension Board Closed 4:30 pm.

EMS Report: Lake Chelan Health-EMS Director Ray Eickmeyer gave an update to the Board. He reported they are currently at about the same call volume as last year. The new F-550 ambulance on order will be completed by Oct. 1st and will be based out of Station 52 on Wapato Lake Road. Director Eickmeyer announced they are requesting RFQ from local contractors to start the process for new, grant funded EMS building. He had a recent opportunity to connect with some contractors and architects from Wenatchee, Spokane and surrounding areas who gave some good ideas for their project. He is hopeful to receive quotes soon. He also stated Lake Chelan Health is in the process of selling the old hospital on Highland Avenue, and explained it is not cost effective to keep the building and use it for other purposes. He indicated they have already received two offers and might be receiving two more soon. Since their EMS is based out of the old hospital and under a rental lease agreement the new owners will be required to honor what is in place. They also have a backup plan to utilize a different building as a temporary location if needed. Director Eickmeyer informed the Board he has spoken to Training Coordinator Baker about the possibility of him filling the new role as Deputy Chief. He emphasized how he has worked with TC Baker for the past several years as an EMT and would be able to utilize his abilities for future collaboration with the hospital if he is chosen. Director Eickmeyer advised it would be helpful to “share staffing roles and dollars” to help with a position and reiterated his support of TC Baker. Chief Baker asked Director Eickmeyer about the “conflict of interest” with his position as Director and his wife working under him. Ray indicated; for his wife “it is not easy,” and it is required there be a supervisor in between their positions. He explained “she takes extra efforts to go above and beyond what is expected of her.” He summarized TC Baker will be under “great scrutiny” and a must to not show any favoritism.

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Public Comment: None

Minutes: Chairman Starkweather presented the Regular meeting Minutes from July 12th, Commissioner Weiss, Motioned to approve July 12th Meeting Minutes; Commissioner Baker, seconded; Motion passed unanimously.

Financial Report: Chief Baker suggested transferring \$60,000.00 from the Investment account to our Expense account. Commissioner Baker, Motioned to approve transfer of 60,000.00 from Investment account to Expense account; Commissioner Weiss seconded; Motion passed unanimously.

Approval of Invoices: Commissioner Baker, Motioned to affirm; Voucher FD51 in the amount of \$29,422.64 and Voucher FD52 in the amount of \$8,883.48 Commissioner Weiss seconded; Motion passed unanimously.

Commissioner Baker, Motioned to affirm; July Voucher FD53 in the amount for \$12,704.34 Commissioner Weiss seconded; Motion passed unanimously.

New Business:

- “Get to know your Volunteers” – Questionnaire
District Secretary Reggie Trusel, briefed the Board, questionnaires are now being received and the webpage will be up soon, rotating volunteers month to month.
- RFQ for Architectural Services-ST52 Resident Quarters
Chief Baker explained he took an online seminar on the tasks and expectations of the Department of Commerce grant award recipients. There are certain requirements that need to be met. Commissioner Baker suggested advertising on the MRSC website as well as Wenatchee World. Consensus from the Board is to proceed with Wenatchee World Newspaper to start.
- ILA - Group Insurance Plan
Board reviewed copy of North Central Washington Risk Management Consortium Interlocal Agreement - a group liability insurance policy, partnering with Chelan Fire & Rescue. Chief Baker explained in this Interlocal Agreement the requirements hold agencies to a higher standard and can be quite financially beneficial. The agreement is to ensure each agency will meet certain requirements to receive the group discount. Once the insurance company receives the signed Interlocal Agreement they will then send out a quote. Commissioner Baker Motioned to move forward

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with the North Central Washington Risk Management Consortium Interlocal Agreement, Commissioner Weiss seconded, Motion passed unanimously.

- **ST51 Fencing**
Chief Baker informed the Board the need to install a fence around the ST51 storage container. He will be looking for an 8' - commercial grade fence with sliding gate for easier access. The Chief suggested putting another RFQ in the Wenatchee World paper for fencing quotes as well.

- **Deputy Chief: Agency Feedback**
Commissioner Starkweather announced; the Board met with several of the volunteer group and now feels "it is not a high priority to fill a Deputy Chief position at this time." Commissioner Baker noted it is in the department's best interest to wait and see if the Levy is passed next year.
Commissioner Weiss also agreed waiting until the agency was more comfortable financially.
Chief Baker commented how he would like to have the help now to alleviate some of his workload and cutting back the 5000 hours a year he has the Command truck duty. Board Chairman Starkweather asked for a date when he will be retiring, the Chief announced July 31, 2026.
The Chief added he would be using up his accrued vacation/sick leave hours his last year before retiring. The Board inquired if the department has a policy in place regarding vacation/sick leave accrued hours – timeframe usage? Commissioner Weiss suggested creating a policy for Vacation/Sick Leave usage and inquired about past policies already approved. He would like to have past-approved policies printed and entered into the Commissioners notebooks. Board Chairman Starkweather suggested having the Administrative Assistant take on more of the Policy duties, and to review/update the existing list.
Board Chairman Starkweather suggested finding more ways to take the burden off Chief Baker. He recommended one way is to have Captain Glenn help with the Pre-Fire Plans responsibility. Captain Glenn acknowledged he would like to take that duty on and work hand in hand with the Commercial businesses here in Manson.
Discussion was made regarding Command Duty shifts and if there is a necessity for the Command truck to go on every call. The Board reiterated the need to go back to the Officer group and see if they could take on more shifts. Chief Baker emphasized; command truck C-51 is not as important as personnel on an incident. Responders can take any appropriate engine to get to a scene, C-51 does not have to be at every call. The Chief reiterated it is however important to designate an Officer in charge at the scene. He concluded he will be sending out an email to Officers with shifts needing

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filled and see who can be more supportive.

Volunteer Ronan Walsh brought up an opportunity Chelan Fire & Rescue (CCFD7) is exploring; bringing in more volunteers who could help man more of the station calls. The Board consensus is to finalize wording for the “At-Will” Agreement and send out to all current volunteers for signatures. Board Chairman Starkweather summarized; Deputy Chief job position will be revisited next year after the 2024 Levy.

Old Business:

- **Station 51 Remodel-** Chief Baker reported; the interior doors are in, waiting for drywall. The next steps will be removing rollup door and installing window framing. He indicated we will be seeing a lot of progress in the next month and getting things wrapped up.

- **Levy 2024: Strategic Plan**
Board Chairman Starkweather noted a critical part of the Levy is to have a Strategic Plan less than four pages. He asked the Administrative Assistant to inquire with Liz Loomis her hourly rate. Her services help local governments pass tax increases, as we would like to utilize her expertise along the way. Commissioner Weiss asked for response time clarification and getting that updated information out to the community. Chief Baker stressed the need to know what the Board would like to accomplish with apparatus replacement in 2025 and possibly replacing Command truck C-51. He would like to set some goals and create a list of projected costs Levy would need to cover.

- **Station 52 Training Center: CPIF Grant**
The Chief updated the Board; Paul Coppock with DOH Associates filed the CUP Amendment and paid the filing fee. He noted he is still trying to connect with Batchelor Excavation regarding scope of work and the engineering should be completed by end of August per Keven Shaw. The Chief advised he has been working on drafting container modifications for training facility and is looking forward to moving forward after CUP permit.

- **Company Calendar:**
Chief Baker advised the Board on the upcoming Calendar meetings. Board noted the September 5th WFC Volunteer Recruitment & Retention meeting. The Chief is currently the sitting Chairman, for the monthly meetings.

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- **Pre-Fire Plans:** Discussed earlier, Captain Glenn will be helping facilitate Pre-Fire planning with local commercial businesses.
- **Recruitment:** None
- **Policy:** Discussed earlier Administrative Assistant Trusel will help Chief Baker organize and update policy list.
- **2023-09 Resolution to Define Volunteer Firefighters**
Chief Baker advised he will have a final draft of 2023-09 Resolution as well as “At Will” agreement for the Commissioners to review and possibly approve at the next Board meeting scheduled for September 13th. Board Chairman Starkweather asked to include this topic on the next Agenda.

Assistant Chief’s Report: Kermit McClellan - None

Training Coordinator Report: Raynor Baker

TC Baker advised the Board of the two areas he is most pleased with; First Aid and Red Card qualifications. More certified volunteers than in past years. He indicated the volunteer training is making “big steps” in how the group is making up missed drills and drill participation is “going good.” TC Baker commented; the water rescue drill August 1st with Chelan Fire & Rescue went well. Chief Baker informed the Board, the Sheriff’s boat (Marine I) is starting to utilize our volunteers to help with lake rescue calls in the area. Volunteer Chris Willoughby advised Sgt. Rob Huddleston has taken over the Marine program and asked if Chris could teach an IMR class (Inter-Agency Marine Rescue). Chris agreed to plan the class before next year’s summer season.

Chiefs Report:

***Additional Discussion for Chiefs Report**

Incidents: None

Personnel & Training: None

Recruitment & Retention: None

Facilities & Equipment:

TW-51 Commissioner Baker inquired if Tower-51 will have UL do the annual 5-year inspection that is due. The Chief reported we are currently waiting for UL to hire someone to do inspections and until then, it will not prevent us from using

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TW51 for calls as needed. The Chief announced Chelan Fire & Rescue hired their new mechanic, Jason Miller. He added having a shared agreement with CCFD7 for mechanical services will be helpful with our inspections/maintenance. After ST51, ST52 clean-up day, he expressed how nice it is to have tools back in their proper places and hopeful people will be mindful when using them. The Chief noted John Goynes retirement party will be on August 26th at Station 71 in Chelan.

RiverCom: None

Prevention: Chief Baker noted the department received a second order of thirty smoke alarms ready for installation. Captain Glenn updated the Board on the department Safety Jackets. He is working with GO USA on devising a Velcro name tag for the coats and informed he is working on Policy draft. He is hopeful to have name tags ready for the coats to pass out this fall.

Public Comment: None

Adjournment: Commissioner Starkweather closed the meeting with no additional business before the Commissioners; the meeting adjourned 6:27 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

August 9, 2023

Incidents

73 Calls for service in the month of July; 55 within Fire District 5 and 18 out of District. Fire responded to 23 calls within District 5.

In District 5; 2 Brush & grass fires, 1 Grass fire, 1 Smoke Detector activation-no fire, 2 Overheated motor in HVAC air handler, 2 Unauthorized burning, 1 Gas leak (Propane), 3 MVA with injuries, 1 MVA with no injuries, 1 Water problem (broken water main at Wapato Point), 1 Smoke from a BBQ, 1 Smoke scare (dust), 2 Dispatched & cancelled, 1 EMS other (Beyond help) and 4 Assist EMS calls.

Out of District 5; 1 Commercial structure with a breakdown in a light ballast

EMS responded to 32 calls in District 5. 22 EMS Calls handled without Fire, 4 with assistance of Fire, 1 EMS other (Beyond help), 3 MVA with injuries, and 1 MVA without injuries.

Out of District 5; 17 EMS Calls.

July Call Times;

Fire Call Processing was at 2:56, Arrival on scene at 12:20.

EMS Call Processing was at 1:40, Arrival on scene at 10:18.

Of the 45 dispatches in District 5, 34 calls were compliant to NFPA 1221, for call processing for 75.6%.

Of the 43 responses in District 5, 37 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 86.0%.

Personnel and Training

Training for July consisted of;

7/11 Quarterly SCBA & Proficiency, HP CPR – 16 attended

7/17 OTEP: Ventilation, Oxygenation & Airway Devices – 10 attended

7/18 Accountability, Radio Review & iSpy update – 18 attended

7/25 Search & Rescue in a Structure – 14 attended

Facilities and Equipment

Chelan County CPIF Grant for the Training Center – Paul filed the CUP Amendment. Paul also paid the filing fee to get it in sooner. Batchelor is still out on fire standby, continuing to try to connect with him for the scope of work. Keven Shaw said he would be done with engineering by end of August. Timing is good to get these items wrapped up together.

New Brush-52 – We had an issue with a pulley that slid on a shaft. I took the truck out of service a few days, then learned it was an easy field repair. I sent the truck to Sandum Welding to work on the hose reel. Zach was able to adjust clearances around the reel and roller to allow hose on and off easier.

Guys are spending time working with the truck, learning curve. Even though the CAFS pump is very similar to E-54's pump. Still has its own quirks to learn. The final bill from Cascade Fire came in at \$24,364.09. This put the grand total for the truck at \$138,351.35. Under the \$140,000 budget we planned.

Station-51 Remodel – Cascade Central has demo done (except for the rollup door), and most framing done, all electrical is complete and inspected for cover. A new light unit will get installed in the hallway. Expecting to see the louver relocated soon and drywall start to get hung.

S-52 Resident Quarters / Classroom Building – I attended a Dept of Commerce webinar about the grant.

They have made it easy to manage the grant. And we are ready to begin. Unless the Board has a reason to wait, I would like to advertise a Request For Qualifications for Architectural services. I will need their help to create a budget for our award.

Tower-51 – I contacted UL about the 5-year test due this year. They responded that they are working on hiring an engineer to take over the northwest area. I replied that we want to be on the new engineer's list.

Mechanic Services – Chelan 7 hired a mechanic away from the City of Chelan. I should have a draft of an Interlocal Agreement drawn up by their attorney soon.

Group Insurance – Brian Snure got back to me about an Interlocal Agreement for group insurance on 8/2. He will have that ILA drafted before the Board meeting.

RiverCom

The feasibility engineering study being done on the Confluence Technology Center hit a cost to fix issue.

We needed to vet that building before entertaining a green build across the street. Discussions are happening now with the Port District to pursue that option.

Prevention

Wayne installed the 30 Red Cross smoke alarms. We have ordered another 30 from Red Cross.

Eastern Washington burn committee has brought of zone (Valley zone) up to Extreme beginning on 8/4.

This will close wood campfires, briquette BBQs. Propane grills and campfire rings are allowed.

August 2023 CURRENT CERTIFICATION REPORT

(Completed 8/03/2023)

TITLE	IFSAC CERTS	Medical	NWCG	2023 GOAL
Firefighter 1	1			5
Firefighter 2	3			3
Hazmat Operations	12			6
Officer 1	2			2
Officer 2	2			1
Instructor 1	6			7
Instructor 2	1			0
Wildland FFT2			16	20
Wildland FFT1			4	2
Engine Boss			2	2
Tender Driver			5	
EMT		14		15
EMT Instructor/Evaluator		2		2
Fire Inspector 1	1			

Total Number of Chelan Fire District #5 Personnel = 37

Number of Interior Firefighters = 23

Number of Driver Operators = 4

Number of Medical / Support Personnel = 10

Number of Junior Firefighters = 3

CURRENT TRAINING REPORT

Training Review

I am super pleased with the amount of firefighter we have currently trained in their wildland requirements and in First Aid and CPR. These numbers are way higher than years past. Being able to provide the training and follow up trainings for individuals that have missed training nights has allowed us to capture and train our members at a high level.

We currently have a total of 20 firefighters red carded. This I believe is more than we have ever had, we usually get 10 to 12 a year. I hope by next month we have a couple more of our new guys complete their online training to add to this list.

We also have the majority 83% of our firefighter current in their First Aid and CPR. I have 6 left with online key codes they are working on.

The updated driver training program is now in place. We now have had 4 of our newer firefighters complete their online driver's coursework and get with Kerm and Beau for truck orientation and driving.

In July we had great overall turnout at drills. July 11th, we had our quarterly SCBA, SCBA proficiency and was able to use the new feedback CPR manikin to improve our High-Performance CPR in our quarterly skills. July 18th drill we covered many topics like fire ground accountability, iSpy, radio operations and touched on the classroom portion of the next weeks, search and rescue drill. This was a great drill to circle back and get everyone on the same page to be safe on the fire ground. July 25th, we had search and rescue drill. This drill we simulated a real incident with a rescue and had firefighter fill the fire ground roles while using the accountability, iSpy and radio tools we learned the week before. We focused on once we find a victim in a fire how are we going to work together to rescue them efficiently. August 1st drill was our annual summer water rescue training. This drill was with Dist 7. We got to work from their boat to rescue injured patient from the lake. We got to see how our boat and theirs work together and understand the capabilities of each. I think this past month our firefighter learned a lot of good skills and had a lot of fun in these drills.

Testing:

There was no firefighter testing in July. Myself and Darrick Steele are registered for the VFIS driver instructor course September 29th and 30th in Burlington. This will allow us to assist Kerm and Beau in the driver sign off process.

Online Training (Vector Solutions):

1st Quarter right-to-know modules comprised of 5 modules assigned to 24 members.

2nd Quarter right-to-know training modules went out April 1st. 2nd Quarter is made up of 4 modules. These are assigned to 24 members.

3rd Quarter right-to-know training modules went out July 1st. 3rd Quarter is made up of 3 modules assigned to 24 members.

"New Recruit" training comprises of 33 modules assigned to 9 members. These are broken into two categories. 1st they complete their NFPA required training and 2nd they complete their right-to-know courses. They are also given NWCG courses to complete for their wildland FF2 as well as first aid and CPR Training.

1st Quarter Right-to-know 120 modules with 82 completed for a 68% completion rate. **No change**

2nd Quarter Right-to-know 96 modules with 52 completed for a 54% completion rate. **Up 8%**

3rd Quarter Right-to-know 72 modules with 19 completed for a 26% completion rate.

New Recruit Training 297 modules with 118 complete for a 39% completion rate. **Up 12%**

With the addition of Quarter 3 we have a total of 585 online training modules assigned with 271 completed for a 46% completion rate. **Up 6%**

Training Calendar:

July

Tuesday August 1st: Summer Water Rescue with Dist 7

Monday August 7th: Officer Drill

Tuesday August 8th: Summer BBQ with Dist 7 1700 at Riverwalk

Tuesday August 15th: Driver vehicle sign offs

Monday August 21st: OTEP Sometime life is special populations

Tuesday August 22nd: Progressive hose pack

Tuesday August 29th: Annual Driving Refresher

Recruitment & Retention:

We had no new member join in July.