

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
December 13, 2023
Regular Meeting of Commissioners

Commissioners Present: Fred Weis and Dan Baker.

Others Present: Chief Arnold Baker, District Secretary Reggie Trusel, Training Coordinator Raynor Baker, Lieutenant Beau Alanis, Firefighter Association President Chris Willoughby.

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

Pension Board: Opened: 4:30 pm, closed at 4:31pm.

Public Comment: The Firefighters Association president Chris Willoughby gave an update to the Season Of Hope. He reported gift cards were purchased from the Manson Bay Market-worth \$10,900.00 and delivered 12/12/23 to twenty-nine households - (109 individuals received a \$100 gift card each). Manson Bay Market donated \$1,000 in gift cards for the Manson Villa family residents. Twenty-one families received a \$50.00 gift card - (\$1,050.00) in total. Chris concluded altogether; there were fifty families awarded. He emphasized how our firefighter volunteers were a huge help with the entire process. He thanked volunteer's: Efren Alejo, Lou Hazim, and Jesus Estrada who helped with translating the night of deliveries.

Chris summarized; Norm Manley from American Legion was present the evening of deliveries to take photos of the Association members and local Scout troop member Cameron Willoughby. Cameron received a check from our local American Legion for accomplishing "Eagle Scout."

Minutes: Assistant Chairman Weiss presented the Regular meeting Minutes from November 8th, Commissioner Baker, Motioned to approve November 8th Meeting Minutes with stipulated corrections; Commissioner Weiss seconded; Motion passed unanimously.

Financial Report: Chief Baker suggested to the Board to transfer \$80,000 funds from Investment account to Expense account, Commissioner Baker, Motioned to approve funds transfer of \$80,000.00 from Investment to the Expense account; Commissioner Weiss seconded; Motion passed unanimously.

Approval of Invoices: Commissioner Baker, Motioned to affirm; December Voucher FD51 in the amount of \$137,161.17, Voucher FD52 in the amount of \$25,583.59, Commissioner Weiss, seconded; Motion passed unanimously.

New Business:

- Workshop Date December 20th – 3:30 pm ST51
Chief Baker suggested; the Board decide on a budget-number for 2025-Budget before this coming January, as this will help when planning the Levy amount for next year. The workshop will lay the foundation for the next step in Levy strategic planning. The board discussed volunteers sharing topic points with the media as the Levy launch gets closer.

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
December 13, 2023
Regular Meeting of Commissioners

- **Resolution 2023-13 - 2023 Budget Modification**
Chief Baker and Board members discussed the need to modify the 2023 budget during the Financial Report. The Chief explained the added expenses with Brush 52 and Station 51 remodel, brought the department over budget. Commissioner Baker, Motioned to approve Budget Modification with an increase of \$115,000, bringing the final budget amount to \$926,293.64, Commissioner Weiss seconded; Motion passed unanimously.

Old Business:

- **Station 51 Remodel**
Chief Baker gave the Board an update on ST51 final stages of remodel. He indicated some drywall needs repair along with wall-molding to be installed and some light painting. The new boardroom floor is now finished along with electrical work. He suggested hiring a professional cleaning crew to come and clean carpets/walls once all the work has been completed. Administrative Assistant Reggie Trusel was asked by the Chief to inquire with local cleaning companies. The Chief also reported the new Boardroom tables are on order and chairs were delivered this past week. He suggested ordering an 80" flat screen television for the room. Consensus from the Board to not exceed \$2,250 for TV and wall mount.
The Chief summarized the new truck bay needs the carpeting-glue removed and the at some point addressing resurfacing all four bays.
- **Station 52: Training Center progress**
Chief Baker reported Kevin Shaw with Shaw Engineering presented an agreement with invoice/payment structure for services, attorney Brain Snure is currently reviewing. The structure reflects services for engineer planning/drawings of ST52 Training Center. Commissioner Baker asked if Shaw's current invoice payment will be held until the agreement is negotiated and signed? The Chief indicated yes; we will hold until the agreement is finalized.
Chief Baker reiterated the two conditions the Conditional Use Permit Application (CUPA) stipulates. First: working with WA Historic Preservation in sharing any discovery (self-reporting). Second: Department of Ecology DOE soil remediation. The DOE recommends using asphalt over gravel to cap the soil once the contamination has been removed. This upgrade is something the DOE grant funds will help us to cover. The Chief advised DOH Associates and other consulting staff will confirm with Mary Monohan how much the Dept. of Ecology will be

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
December 13, 2023
Regular Meeting of Commissioners

reimbursing- 50% or more? He summarized there is no need for a drain system now that we are using asphalt around the foundation-footings.

- **Company Calendar:** Chief Baker went over scheduled meetings and announced he will be taking some medical time off later in December.
He will be attending the upcoming RiverCom & SHKS Architects meeting scheduled for December 14th. He will be helping represent the Board re: land purchase and design.
- **Pre-Fire Plans: FlowMSP-** The Chief briefed the Board; Dec. 7th Captain Nick Glenn and Firefighter Dan Weakly had their first training where they went through the basic set up with a FlowMSP representative. Flow hydrants are now corrected, and updates reflect *actual* hydrants. He informed the Board they will be using an iPad tablet or personal cell phone for inputting data/photos.
- **Review Resolution 2023-09**
At Will and Schedule A – 2024 Salary Survey.
Chief Baker suggested not to make any action on Resolution 2023-09 until January 2024. He recommends keeping a close watch throughout the year to make sure volunteers do not cross the threshold line per salary survey. Chief Baker suggested finalizing wording on the “At Will Agreement” and recommends volunteers sign once they fully understand details in the agreement.
Chairman Weiss asked to have any new updated Resolution (Drafts) be numbered / dated accordingly so the Commissioners can keep track of most current documents. The Chief explained an updated draft of Resolution 2023-09 will be sent out to the officers and Board members for comments. Once everyone has viewed & commented-he will finalize and have ready for Commissioners to sign at the January 10th meeting.

EMS Report: None

Assistant Chief’s Report: Kermit McClellan - None

Training Coordinator Report: Raynor Baker – Nothing new to report.

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
December 13, 2023
Regular Meeting of Commissioners

Chiefs Report:

***Additional Discussion for Chiefs Report**

- **Incidents**

The Chief reported call volume is down which is typical for this time of year. Our calls recently are assisting EMS and emphasized our volunteers are doing an amazing job. Good call turn-out from our firefighters.

- **Facilities & Equipment:**

Group Insurance with Chelan Fire & Rescue

Nicholson Insurance Associates (group insurance) is now in place with updated policy. Chief Baker explained to the Board the department will be receiving a refund for the difference once the new policy/payment is processed. We renewed our original plan this past July.

E-51 Replacement

Chairman Weiss asked if the “opt-out” section of order agreement had been adjusted. Chief Baker indicated yes; wording was updated per last Commissioner Meeting.

- **Prevention-Discussed under Old Business**

Pre-Fire Plans: FlowMSP

3rd Lieutenant Position

Three people are seeking the position opening. Aaron Richmond, Darrick Steele and Dashiell Hei. They are currently studying and preparing for the written test. The Chief indicated they can take the written part of the test anytime they are ready- the deadline is January 15th. The practical part of the testing will happen after that. He expressed the need for evaluators and panel to help with this part of testing.

Executive Session: RCW 42.30.110 (1) (g) to review the performance of a public employee. Assistant Chairman Weiss asked for approximately 15 minutes. The Board started executive session at 5:46 pm. At 6:00 pm the Board asked for an additional 10 more minutes, reconvening the regular meeting at 6:10 pm.

Commissioner Baker Motioned to approve payment to Training Coordinator, Raynor Baker and Administrative Assistant, Reggie Trusel for hours worked over their 80/160 work month for (Year's: 2022 and 2023), Commissioner Weiss seconded, Motion passed unanimously. There was consensus from the Board to have Chief Baker draft a policy for employee overage hours

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
December 13, 2023
Regular Meeting of Commissioners

and revamp a time keeping schedule to account for more than twenty working days per month. The details of the new policy will be reviewed by the Board for approval by the next regular meeting January 10, 2024.

Public Comment: None

Adjournment: Commissioner Weiss closed the meeting with no additional business before the Commissioners; the meeting adjourned 6:16 pm.

Chelan County Fire District 5 Board of Commissioners:

Commissioner Fred Weiss

Commissioner Dan Baker

Attest: Regenia Trusel
District Secretary

Chelan County Fire Protection District No. 5
250 West Manson Blvd.
Manson, WA 98831
Workshop Meeting of Commissioners
Wednesday, January 20 @ 3:30 pm

Commissioners Present: Fred Weiss and Dan Baker.

Others Present: Chief Arnold Baker, District Secretary Reggie Trusel, Training Coordinator Raynor Baker, Association President Chris Willoughby,

Call to Order: Chairman Weiss called the meeting to order at 3:35 p.m. The Flag salute commenced.

Levy Lid Lift 2024:

Chief Baker opened the workshop by displaying updated 8 Levy Goals

#1

- Engine-51 replacement (ST51).
Type 3 Structure/Wildland interface engine with a class A CAFS system. \$640,000 is currently reserved to cover most of the cost. Additional funds needed \$285,446. New Levy will help fund the balance. The consensus from the Board is to keep this goal on target for 2025. The purchase agreement stipulates engine completion for 2026. Calculated total expense is \$925,446 w/tax.
The current Engine-51 in our fleet as a backup water source.
One time cost of \$285,446.

#2

- Deputy Chief/Training Officer Position
New full-time position to help offset some of the Chiefs duties. Position will encompass responsibility over all training and department operations starting in 2025. Chief Baker indicated this new position will lead to taking over his job as Chief, as he will be retiring in 2026. The new annual salary will start off at \$126,193 which includes medical/retirement benefits. Discussion by the Board to adjust salary amount but be competitive with other Fire Agencies.
Annual cost, 1st year \$126,193 salary & benefits, total levy term \$827,195.

#3

- Firefighter Volunteer Incentive Compensation
The points system is based on volunteers attending 50% of drills and 10% of incident calls and obtaining certifications for the different Firefighter levels; FF, FF2, FF3. The volunteer compensation amounts will comply with the Salary Survey and not exceed the 20% threshold that is determined by our closest fire agency, Chelan Fire & Rescue earning scale. Firefighter 2 Certified: \$19,494, Firefighter 1 Certified: \$17,544, No FF Certification (FF3): \$15,595, Lieutenants: \$21,151, Captains: \$21,151, Assistant Chief-\$29,000.
Escalating annual benefit, \$1,282,354 total for 6 years.

Chelan County Fire Protection District No. 5
250 West Manson Blvd.
Manson, WA 98831
Workshop Meeting of Commissioners
Wednesday, January 20 @ 3:30 pm

#4

- Brush Truck Replacement: B-53
Refurbished used Type 6 brush truck with CAFS system. One time cost \$175,000.
Current 1990 Brush-53 will be surplus.

#5

- New Type 3 Wildland Interface Engine – 2 Ton Chassis, 1000-gallon tank and CAFS Compressed Air Foam System. This will be a sister truck to current E-54 –(ST52). We have received a grant for \$50,000.00 from DNR to help purchase the chassis for this engine. The Board has approved a total of \$120,000 for chassis expense. Chief Baker advised it should be delivered later part of 2024.
Truck Completion estimated one time cost of \$314,700.

#6

- Full-Time - Volunteer Classroom Coordinator
Position will be filled once the Resident/Training Classroom building is completed in 2026. The third full time officer will oversee the resident building, maintenance in the training center and recruitment of new volunteers starting 2027.
Annual cost, 1st year 2027, \$126,455 salary & benefits, levy term \$528,975.
Chief Baker confirmed this job description is in place, Commissioner Weiss asked to see a copy.

#7

- Command Truck (Pump Unit) replacement
The Chief explained the pump unit is not reliable and is currently not in service for “fire-calls”. The 2016 Chevy 3500 will also need a refurbished chassis.
One time cost of \$180,000

#8

- Operating Cost: Insurance, utilities, supplies and building maintenance for ST52- (Resident-Training Classroom Building) providing the Legislature funds are awarded for construction of new building.
Escalating annual cost of \$460,000 total additional for 5 years.
- Contingency Plan
Potential Added Cost to ER&R-\$100,000.
Vulnerability cost overruns for ST52 Construction-Training Center
Operating Expenses-One time cost \$250,000
Vulnerability of Soil Remediation
Discussion to plan for added maintenance cost: Equipment, Vehicle Repair and ST52

Chelan County Fire Protection District No. 5
250 West Manson Blvd.
Manson, WA 98831
Workshop Meeting of Commissioners
Wednesday, January 20 @ 3:30 pm

existing building- bathroom floors, painting and enlarging one of the door bays. The Chief added he is going to be seeking realistic building costs for ST52 construction of new Resident-Training Classroom building. He summarized there are other options by way of funding; Small loan for approximately \$538,644/paying back \$100,000 per year. The Chief estimates the budget for 2025 would come in around \$1,783,018 which is based on 90% of 2024 year. This will help with the number needed for the upcoming Levy.

Next Workshop date will be decided at the next Regular Meeting January 10th.

Adjournment: Commissioner Weiss closed the workshop meeting with no additional business before the Commissioners, the meeting adjourned at 5:32 pm.

Chelan County Fire District 5 Board of Commissioners:

Commissioner Chairman 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

December 13, 2023

Incidents

42 Calls for service in the month of November; 32 within Fire District 5 and 10 out of District. Fire responded to 12 calls within District 5.

In District 5; 2 Unauthorized burning, 1 Authorized burning, 1 Vehicle Fire, and 8 Assist EMS calls. Out of District 5; 2 Dispatched & cancelled

EMS responded to 20 calls in District 5. 12 EMS Calls handled without Fire, and 8 with assistance of Fire.

Out of District 5; 6 EMS Calls, and 2 Dispatched & Cancelled.

November Call Times;

Fire Call Processing was at 2:29, Arrival on scene at 12:10.

EMS Call Processing was at 2:21, Arrival on scene at 10:08.

Of the 24 dispatches in District 5, 14 calls were compliant to NFPA 1221, for call processing for 58.3%.

Of the 24 responses in District 5, 21 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 87.5%.

Personnel and Training

Training in November consisted of;

11/7 Rescue 42 Jacks in-service & ambulance stretcher operations – 22 attended

11/14 Low angle ropes – 22 attended

11/20 OTEP Ambulance safety & field triage – 9 attended

11/21 Annual haz-mat refresher – 17 attended

11/28 RIT & Firefighter rescue – 17 attended

Facilities and Equipment

Chelan County CPIF Grant for the Training Center – Our CUPA is approved with conditions, primarily the Dept of Ecology soil remediation. The Tribes have not responded if they choose to archeological survey. Our remediation consultant was going to check with Ecology to see if we could proceed.

An interesting situation developing with the kind of surface we use. We had planned to use crushed compacted gravel under the training center. That isn't as impermeable as Ecology would like. So we are upgrading to asphalt, and the asphalt is a reimbursable cost from Ecology. I then forwarded that info to Kevin Shaw, our training center engineer. Then Kevin does not need to design a drain system under the containers.

Station-51 Remodel – Floor is done, most painting done. The molding is yet to get installed. Some electrical needs to be done with a couple outlets. Some drywall repairs. I think that will finish it up. The table and chairs are ordered. Need to discuss a TV for the back wall.

Group Insurance – We have begun the group insurance plan. More discussion needs to be done to make sure the Hospitals EMS has the right coverage.

Engine-51 Replacement – The agreement had consensus from the Commissioners. It is signed and submitted on Nov 16th. Mark is working on setting up a pre, pre-con meeting to go over the specs of the truck. I suggested we discuss side view mirrors that would be easy to fit in the station doors. We

will have that meeting soon. That is just us and Cascade Fire. It finalizes some specs so when we have the pre-con meeting with the factory it goes faster and smoother.

Brush-52 Update – We have had the new brush truck back at Cascade Fire to get some features corrected from the last winter build. Aaron Richmond and I flew down on Dec 6th. We met with Dave, the shop manager and 2 of the shot techs. Went through all of the details we had sent them by email. The trip was very valuable to explain the functionality of each item. We both came away with high confidence we will get the truck we want. Expected completion is first of February 2024.

RiverCom

RiverCom has hired an Architect firm from Seattle area to build the new dispatch building. We have also been in negotiations with the landowners for the top choice land. The appraisal and asking price are close. The landowners want to cost shared of some features that will be very beneficial to both parties. As a condition of sale, both parties will need a conditional use permit. They need to get approval of their conditional use permit before we can close the deal.

Prevention

On Dec 7th, Nick Glenn, Dan Weakly and I had our first training on FlowMSP. The website staff have done a lot of our background work for us. Hydrant layer is in and been corrected. We are now ready to start entering data. They have a module in their app that does notifications (dispatching). We currently have that in iSpyFire. With iSpy's recent upgrade, we are having reliability issues with dispatching. We are trying to work out a direct feed from RiverCom's Spillman program that would give our responders a redundant notification. A work in progress.

DNR Grant Chassis

RWC has not responded yet.

3rd Lieutenant Position

3 people are seeking the 3rd Lt position; Aaron Richmond, Darrick Steele, and Dashiell Hei. The study assignments have been given. I will take care of the written tests independently and set up a panel testing day in January.

December 2023 CURRENT CERTIFICATION REPORT

(Completed 12/07/2023)

TITLE	IFSAC CERTS	Medical	NWCG	2023 GOAL
Firefighter 1	8			5
Firefighter 2	7			3
Officer 1	4			2
Officer 2	2			1
Instructor 1	8			8
Instructor 2	1			0
Hazmat Operations	12			6
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 = 42

Number of Interior Firefighters = 22

Number of Driver Operators = 3

Number of Medical / Support Personnel = 11

Number of Junior Firefighters = 6

Number of members on Leave = 3

CURRENT TRAINING REPORT

Training Review

As it was asked in my review, I updated the metrics above so we are adding the fire officers to those certificates they completed below like firefighter 1 and 2.

November was a great month of drill participation where we averaged 19.5 for the months 4 drills. November 22nd, we held an in-service for the Rescue 42's. These are vehicle stabilization jacks. We also in-serviced the hospitals new ambulance and gurney. We were able to rotate firefighters through a couple stations one getting hands on with the Rescue 42's stabilizing a vehicle on its side and one

going through EMS's new ambulance and gurney. November 14th, we held low angle ropes training. Here we went over our knots and practices the raising and lowering procedures of crew and patient in a low angle incident. November 21st, we had our last required training of the year with our annual Hazmat Refresher. We went over some required PowerPoint material then broke into skills groups where we covered 2 awareness and 2 operations skills sheets. November 28th, we covered RIT and firefighter rescue. Here again we covered the why we need it with some PowerPoint then broke out into skills stations where we covered rescuing a downed firefighter, our RIT bag, and calling a Mayday as well as how to use our Pak-tracker tool looking for downed firefighters.

For December we don't have any required, big or pressing training to complete. We'll hold a make-up training on the 19th in hopes to close out the year without missed trainings.

Testing:

I took the IFSAC Fire Officer 2 course November 30th and December 1st in Woodinville. I passed the practical and am waiting for the written results.

Chelan is hosting an EMT course January 18th through April 18th. I think we currently have 1 interested in taking the course.

There is a volunteer recruit academy hosted this year in Chelan February 6th through March 30th on Tuesday nights and Saturdays. I currently have 5 firefighters interested in this.

I would suspect that in the next couple months Hazmat and Firefighter 1 & 2 testing opportunities will be coming out in the region and hopefully we can add a test after the recruit academy.

Online Training (Vector Solutions):

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

2nd Quarter right-to-know modules comprised of 4 modules assigned to 24 members.

3rd Quarter right-to-know modules comprised of 3 modules assigned to 23 members.

4th Quarter right-to-know modules comprised of 3 modules assigned to 23 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 87 completed for a 72% completion rate. 0% movement

2nd Quarter Right-to-know 96 modules with 65 completed for a 67% completion rate. 0% movement

3rd Quarter Right-to-know 69 modules with 40 completed for a 57% completion rate. Up 7%

4th Quarter Right-to-know 69 modules with 29 completed for a 42% completion rate. Up 28%

New Recruit Training 297 modules with 144 complete for a 48% completion rate. 0% movement

We have a total of 651 online training modules assigned with 365 completed for a 56% completion rate. Up 4%

One-on-ones: In November

November 1st met with Jesus to assign structure PPE and go over PPE safety and features. 1.5 hours

November 2nd met with Doug and Brooks Pinski to complete their FA and CPR skills 1.5 hours

November 15th met with Brain Maas to cover initial driving of A51. 3 hours

Training Calendar:

Monday December 4th: Officer Drill

Tuesday December 5th: Further RIT / SCBA practice

Tuesday December 12th: Season of Hope Deliveries

Monday December 18th: OTEP 2022 Documentation and Liability

Tuesday December 19th: Required Training make-up / Fit testing make-up

Tuesday November 26th: No formal drill. I will be present if people want to cover topics but nothing required.

Recruitment & Retention:

November, we had 1 new member Maddox Hazim son of Lou Hazim. Maddox is a junior at Manson.