Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
February 11, 2026
Regular Meeting of Commissioners

Commissioners Present: Chris Willoughby, Fred Weiss, Ronan Walsh, Dale England, and Kermit McClellan.

Call to Order: Chairman Willoughby called the meeting to order at 4:31 pm.

Others Present: Chief Arnold Baker, Deputy Chief Mike Williams, District Secretary Reggie Trusel, Lieutenant Beau Alanis, Captain Nick Glenn, Volunteer FF/EMT- Doug Pinski.

Pension Board: Opened: 4:32pm - Closed: 4:32 pm

Public Comment: none

Minutes: The January 09, 2026, Special Meeting Minutes were presented along with the January 14th Regular Meeting Minutes. Commissioner Weiss, Motioned to approve January 09, 2026, Special Meeting Minutes, and the January 14th Regular Meeting Minutes, Commissioner McClellan seconded, Motion passed unanimously.

Commissioner Walsh asked about The DOH Associates $14,650.55 expense line # 1.30 on Voucher FD51.
Commissioner Walsh Motioned to increase line item 52200.60 Capital Expense on the 2026 Budget from $10,000 to $14,650.55, Commissioner Weiss seconded, Motion passed unanimously.
Commissioner Walsh asked Chief Baker to reach out to The DOH vendor and get a complete breakdown of what the estimated cost will be for what is left to be done. He suggested no further work to be done with The DOH Consultants. Chief Baker explained they are the lead when managing other consultants like Haley & Aldrich for planning soil mitigation.
Commissioner Walsh asked for a statement of work completed, balance of what is still owed to The DOH as of today and an estimate of future work from The DOH Consultants.

Financial Report: Chief Baker noted the district transferred funds of $105,000 and $20,000 from the Investment account 656.505 to Expense account 656.501 January 28, 2026.
Commissioner Willoughby Motioned to approve the funds transfers of $105,000 and $20,000, Commissioner Walsh seconded, Motion passed unanimously.

Chief Baker suggested transferring additional funds of $110,000. Commissioner McClellan Motioned to approve the funds transfer of $110,000 from the Investment Capital account to the Expense account, Commissioner Weiss seconded, Motion passed unanimously.

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
February 11, 2026
Regular Meeting of Commissioners

Approval of Invoices: Commissioner Weiss, Motioned to affirm; February 2026 FD51 for $49,488.82 and February Voucher FD52 in the amount of $1,553.45, Commissioner McClellan seconded. Motion passed unanimously.

New Business:

- Electronic Meeting Recordings – Policy
  The Board discussed how to conduct the future Zoom recorded meetings.
  Commissioner England Motioned to approve the Electronic Meeting Recording Policy, Commissioner Weiss seconded, Motioned passed unanimously.

- Vacation/Sick Leave Slips
  Commissioner McClellan suggested implementing "Time-Off Request Slips" for the staff to use. Chief Baker will approve and sign Deputy Chief and Administrative Assistant time off request and Commissioner Board Chairman will approve and sign the Chief's time off requests.

Old Business:

- Compensation Policy-Updates
  Chairman Willoughby informed the Board Attorney Brian Snure will be reviewing the policy for any changes.

- Seasonal Summer Crew- Chief Baker indicated he has heard from four people so far who would like to participate. He reiterated the deadline will be the end of February to recruit for the summer program and would like to have five-six people. Commissioner England asked if it is first come-first serve or is he looking for most qualified.
  The Chief explained who comes first and who can give more time to fill all 3-4 months. He advised DC Williams to be working on the curriculum details for the academy and organize who would be responding to mobilization calls.
  Commissioner Walsh noted he would like to see who will oversee the summer seasonal program crew. Chief Baker explained to the Board DC Williams will be overseeing the summer crew and they will be trained under the new Training Officer. Discussion among the Commissioners on other volunteers who can also respond to MOBE calls and noted other agency commonly have their officers and Chiefs responding. Chief Baker advised he will "not be responding to MOBE calls." DC Williams added "it will be a process and there will be a lot to do. "

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
February 11, 2026
Regular Meeting of Commissioners

- New Truck replacement for E-51
  DC Williams advised he sent the Commissioner an updated memo regarding E-51 replacement. He reported that the HME meeting held on January 21st received good participation from Commissioners, Officers, and Firefighters. The overall response to purchasing the new engine was positive.

  Key points DC Williams shared with the Commissioners:

  - He has reviewed the "big items" with the manufactures.
  - The first HME Type 1 engine was built starting in 2021.
  - Grants Pass just received the same engine.
  - EPA requirements will change in the next year or so and add up to 10% to the cost of engine.
  - New engine will have no problem fitting in our current stations.
  - Estimated cost: $972,000.00 with tax.
  - The District would be fulfilling our 2024 Levy Commitment with the E-51 Replacement.
  - If we move forward now, it will be delivered by this December.

  - Officer's Nick Glenn and Beau Alanis both agree to move forward with truck purchase.
  - Firefighter Pinski commented that the vendor meeting for the HME went well and added he heard positive feedback. He suggested "committing to the quote as the final contract will need to be "hammered out."
  - Captain Glenn: prefers the On Spot chains, as there is no delay time when responding to calls.
  - Commissioner Kermit and Lieutenant Alanis do not recommend On Spot chains.
  - Commissioner Weiss asked if new engine is "Pump & Go."
  - DC Williams-Responded yes, it is pump & go.
  - DC Williams advised there are several ways to finalize the specs -Zoom Meeting being one good option.
  - Add On's would bring the price up by around $15,000.
  - Commissioner Walsh explained' the Board and Officers are in majority agreement to move ahead with the purchase except for Chief Baker.
  - Chief Baker declared his real concerns and added Commissioner Weiss was originally reluctant in financing 100% of the purchase.
  - He displayed the "financial model" and briefed the Board on how the district will look financially for the next few years, explaining things will start getting tight in the middle of 2029.
  - Commissioner Walsh reiterated Chief Bakers past email, where he stipulated getting a large loan will hamper other projects and put us into financial hardship. Commissioner Walsh expressed his concerns with the "financial model" and

noted the Board approving the 2026 budget with the idea of financing the new truck with LOCAL loan. He asked, how can we "not afford it now" and what is the best way to purchase it? He also noted the bond sales for a five-year term are currently at 2.27% interest rate. With the cost of financing, we would be paying less than waiting three years to purchase a new engine.

- Chief Baker noted the budget had more of a cushion before and explained there was $390,000 deposited into the new Investment Reserve account used for emergency spending. He added his resistance to doing 100% financing. Also, purchasing a "water-only truck is not recommended" and warned the truck will not be able to do everything we need it to do.
- CD Williams reminded Board of the allocated funds held for engine/equipment replacement. He also stipulated HME has given the deadline of February 12th for our commitment.
- Commissioner England Motioned to commit to signing the HME Quoted Purchase Agreement for Type 1 truck, Commissioner Walsh seconded, Motion passed unanimously.
- The Board discussed the payment funds will need to be available by the end of the year, with first loan payment scheduled close to June of 2027. LOCAL loan requires two payments per year.
- Chief Baker agreed to rework the calculations and also look at E-55 build. He agreed to separate the line item for Equipment Replacement from Investment available cash.

- Dual Services As Fire Commissioner Policy-Addendum
  Chairman Willoughby explained to the Board, Motions were passed at the last meeting 01/14/26, to accept the Dual Services As Fire Commissioner Policy and Kermit McClellan's volunteer participation. The Board has since found out through legal counsel; there is certain language that needs to be included. All Commissioners will need to *unanimously* approve the Dual Services Policy as well as Commissioner' – Volunteer Participation with no abstaining.
  Commissioner Weiss Motioned to approve the Dual Services As Fire Commissioner Policy and Kermit McClellan's volunteer firefighter participation as amended, Commissioner England seconded, Motion passed unanimously. This will also reflect Commissioner Walsh and Commissioner Willoughby's volunteer participation as well.

- Equipment and Project: E-55 Chassis Build

  - E-55 Type 3 Build – Chief Baker advised the Commissioner True North came back with a high estimated cost to build E-55.
    He explained to the Board a Yakima company who builds trucks for both Federal and County. Trinity Metal Solutions will be giving us a proposal soon.

- Command BC-52 Updates
  DC Williams confirmed the truck graphics are scheduled for next week and he is now waiting for Jason to put on the Siren package. Radio will be coming from RiverCom.

- Fire Aside: Chief Baker advised the Board that the contract has been signed, and we will be starting the onboarding process soon.

- Public Records Index:
  Commissioner Weiss informed the Board the draft is ready, we are just waiting for the appendix. Chief Baker assured the Board he will help with this process and "the several things that were on his plate are now checked off." He stipulated "there will be a lot to look up."

- Consent Agenda & Presentations.
  Chairman Willoughby expressed his enthusiasm to implement a Consent Agenda moving forward. He explained it takes our regular meeting topics and puts into a Consent Agenda *as written*. One motion / one vote to approve several items. He also recommended not having any presentations during regular meetings. Changing to a Consent Agenda will save a lot of time in the future. The Board all agreed to implement the Consent Agenda at the next meeting on March 11, 2026.

Company Calendar: No review

EMS Report: None

Training Officer Report: DC Williams
DC Williams shared with the Board how the ice drill went on February 10th at Antilon Lake. He reported there were ten volunteers who participated.
He also informed the Board that the Fire Academy Class has been going well. Lieutenant Hei presented a power point, and our other officers have all been contributing their time in helping with the training. Last week's training was about fire extinguisher training. He noted there is an upcoming all day training event at ST81 in Entiat. He concluded participants are halfway through the classes and everyone is working hard with studying and taking quizzes.

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
February 11, 2026
Regular Meeting of Commissioners

Deputy Chief Report:
DC Williams advised the Board (DNR) Department of Natural Resources and (USFS) United States Forest Service approved the 2026 Volunteer Fire Assistance Phase 2 grant. The award grant value is $5,884 federal funding.

Chiefs Report:
***No Additional Discussion for Chiefs Report**

- Incidents
- Personnel and Training
- Recruitment & Retention
- Facilities and Equipment
- Prevention
- RiverCom

Board Additional Discussion

- Commissioner Walsh suggested looking at the report with general contractor information for ST52 Training Center. The Strategic plan draft needs to have a group of people collaborating along with the Commissioners putting together factual numbers, building out a realistic plan for the next years.
- Commissioner Weiss also suggested working from a broader base for better planning. He stressed the need to organize the people involved and make this high priority for the next month to six months.
- Commissioner England: Important to set a date for the Commissioner Workshop and figure out the project priorities.
- Commissioner Walsh: Reiterated the February 3rd training drill was important to hear the volunteers' feedback. The bigger priority he voiced is to get the general operations working cohesively.
- Chief Baker commented that he felt a Special Meeting with the volunteers would be more productive if it were a *legal meeting with minutes*. Having "good open topics and conversation" among the group.
- Commissioner Walsh noted the volunteers requested more opportunities to have their questions addressed and get clarifications on things they have been hearing. He noted one of the topics that came up was why the Commissioners did not respond to Raynor Bakers resignation letter. He explained that the Commissioner could not respond in a timely manner without a scheduled meeting.

- Lieutenant Alanis: A lot of things brought up and discussed.
- Commissioner Walsh shared the reaction he has heard regarding once a week- coffee with DC Williams is getting "good feedback."

Adjournment: Commissioner Willoughby closed the meeting with no additional business before the Commissioners; the meeting adjourned at 6:56 pm.

Chelan County Fire District 5 Board of Commissioners:

Commissioner Chris Willoughby

Commissioner Fred Weiss

Commissioner Kermit McClellan

Commissioner Ronan Walsh

Commissioner Dale England

Attest: Reggie Trusel
District Secretary

Chelan County Fire District 5
Mike Williams, Deputy Fire Chief
PO Box D, Manson, WA 98831
Office: (509) 687-3222 Cell (509) 293-1303
mikew@mansonfire.org
www.mansonfire.org

Board Report – February 2026

Training Officer

Prepared by: Deputy Chief Williams, in lieu of Training Officer

Training overview

Training continued to build momentum as we move toward spring. A positive development this period was enrolling three members in First Aid and CPR using our new hybrid HSI training system. The main challenge continues to be staffing impact on Tuesday drill nights, with three members attending RDD and one or two of our instructors consistently assigned to teach at RDD each Tuesday since January 6.

Training activity and attendance

January 19: OTEP Trauma and C-Spine. Captain Glenn led the session as one of our two EMS Evaluators. Attendance: 8.

January 20: Chief's Year in Review. This provided insight into yearly response trends and helped set expectations for focus areas moving forward. Donuts or Cop Pill were provided by Commissioner England. Attendance: 11.

January 26: Officers Meeting. Attendance: 5.

January 27: Building Construction. Captain Rasmussen led the training using real Manson photos and local examples. This was one of the most valuable sessions this period because the instructor is a strong subject matter expert and the content was directly relevant to our response area. Attendance: 10.

February 3: Volunteer and Commissioner Forum. Attendance: 10.

February 10: ICE and Cold Water Rescue is scheduled.

EMS training and OTEP

Monthly EMS Connect module completed: Heads Up: Field Approaches to Managing Traumatic Head Injuries. Eleven members completed the module. Two members missed due to illness.

OTEP this period focused on trauma and C-spine care, led by Captain Glenn (EMS Evaluator), with 8 members attending.

LT Dash Hei is now a certified EMS Evaluator. This is a major step forward and effectively doubles our capacity to deliver consistent EMS training, coaching, and evaluation.

HSI hybrid First Aid and CPR

Members enrolled: Hanna Lyman, Caber Boyd, and Abi Smith. Skills sessions are planned for March. This will continue to build capacity using the hybrid model through the HSI training center we established.

Driver and apparatus operations

Trent Lyman was signed off as a full operator on E52 with no restrictions.

EVDT Instructor (VFIS train the trainer) is scheduled March 26 and 27 in Twisp. Three members are committed. We are also planning a Saturday in March for an EVIP driving course at the Mill Bay parking lot. More information to follow.

Wildland readiness

Wildland refresher online training has been assigned as part of seasonal readiness planning.

Recruit and development academy (RDD)

Three members are currently attending RDD: Trent Lyman, Hanna Lyman, and Caber Boyd. RDD graduation is scheduled for April 24. Details on location and time will be forwarded to the Commissioners when received.

Upcoming training and certifications

EMT class runs March 15 through June 14. The district will cover costs. Two members are committed.

IFSAC Instructor II runs February 9 through March 14 through WSU. I will be attending.

Records and documentation

All training has been entered into First Due. The First Due training record is attached to this report. Note that the membership roster is not fully clean yet, and includes members who may be away for school or other reasons.

Issues and needs

Seasonal crew onboarding planning is a priority. We are planning for five seasonal members to start in May or June. Onboarding will be tasked to the new Training Coordinator once that position is filled.

Next month priorities

Move the Training Coordinator hiring process forward.

Begin developing incident leadership and command training.

Complete annual fit testing that began in January.

Chelan County Fire District #5
Address: 250 Manson Blvd, Manson, WA, 98831

Monthly Training Report-Board Report

01 ORI – Orientation & Onboarding

TRAINING CLASS ID	NAME	ACTUAL START DATE	ACTUAL END DATE	DURATION HOURS	TOPIC NAMES	PLACE
3133354	2025 Year in Review	2026-01-20	2026-01-20	2.00		Station 52
3133399	Volunteers & Commissioners Forum	2026-02-03	2026-02-03	2.50		
Summary 01 ORI – Orientation & Onboarding	Count **2.00**			Total Hours **4.50**		

02 FFO – Firefighter Core Competencies

TRAINING CLASS ID	NAME	ACTUAL START DATE	ACTUAL END DATE	DURATION HOURS	TOPIC NAMES	PLACE
3133387	Building Construction	2026-01-27	2026-01-27	2.00		Station 52
Summary 02 FFO – Firefighter Core Competencies	Count **1.00**			Total Hours **2.00**		

04 OFD – Officer & Leadership Development

TRAINING CLASS ID	NAME	ACTUAL START DATE	ACTUAL END DATE	DURATION HOURS	TOPIC NAMES	PLACE
3133383	Officer's Meeting	2026-01-26	2026-01-26	1.50		Station 51
Summary 04 OFD – Officer & Leadership Development	Count **1.00**			Total Hours **1.50**		

06 WLD – Wildland / Interface Operations

TRAINING CLASS ID	NAME	ACTUAL START DATE	ACTUAL END DATE	DURATION HOURS	TOPIC NAMES	PLACE
3133445	FET- S-190: Atmospheric Stability, Wind, Clouds, and Critical Fire Weather	2026-01-31	2026-01-31	1.00		Online
3133434	FET- S-190: Alignment	2026-01-31	2026-01-31	1.00		Online
3133438	FET- S-190: Basic Concepts and Fuels	2026-01-31	2026-01-31	1.00		Online
3133443	FET- S-190: Temperature, Moisture Relationships, and Topography	2026-01-31	2026-01-31	1.00		Online

Summary 06 WLD – Wildland / Interface Operations	Count **4.00**	Total Hours **4.00**

07 EMS – EMS & Rescue

TRAINING CLASS ID	NAME	ACTUAL START DATE	ACTUAL END DATE	DURATION HOURS	TOPIC NAMES	PLACE
3133344	OTEP: Head Injuries	2026-01-19	2026-01-19	2.00		Station 51

Summary 07 EMS – EMS & Rescue	Count **1.00**	Total Hours **2.00**

Summary	**Count 9.00**	**Total Hours 14.00**

Chelan County Fire District 5
Mike Williams, Deputy Fire Chief
250 Manson Blvd
PO Box D, Manson, WA 98831
Office: (509) 687-3222 Cell (509) 293-1303
mikew@mansonfire.org
www.mansonfire.org

Deputy Chief's Report

Chelan County Fire District 5 – Manson Fire Department
Reporting Period: January 14 – February 11, 2026
Submitted by Deputy Chief Michael Williams

1. Administrative and Organizational Development

This month, I submitted a Washington DNR Volunteer Fire Assistance (VFA) funding grant for wildland equipment to standardize Engine 54 and support the new Type 3 build-out. The requested equipment includes chainsaws, fuel cans, ice chests, and other supporting items. This is a 50 percent match grant.

I also completed the final steps on the F-150 command vehicle build-out. All equipment and graphics are in and approved. We are now waiting on installation support from Jason at Chelan Fire and final graphics installation by Graybeal Signs.

In addition, I wrapped up the Training Coordinator job description and the draft job announcement and continued organizing our staffing plan to support the district's training and volunteer development goals. We also added a new volunteer, Abi Smith.

I attended the RiverCom user group meeting on February 11.

2. Policy, Compliance, and Risk Management

This month, I created a Policy Compliance Gap Risk Register (Draft) to better track compliance needs, prioritize risk, and document progress toward closing gaps. The Risk Register is attached to this report for review and ongoing reference.

3. Training and Personnel Development

I observed Tuesday's RDD Academy in Entiat on Tuesday, February 3, and continued tracking participation and enrollment in key training opportunities. Three members are currently enrolled in First Aid and CPR, and three members enrolled in the VFIS Emergency Vehicle Driver Training Instructor course in Twisp (March 26-27, 2026).

Looking ahead, we have an upcoming EMT class opportunity, and I am also planning for my Instructor II course.

4. EMS and Patient Care Readiness

The OTEP survey was sent out and we received strong feedback. The input has been helpful and will directly support how we shape the next version of our OTEP delivery model.

5. Operations and Response Readiness

We had good attendance on several high-acuity incidents this month. Notably, we had a code save on Monday, February 2.

On the facilities side, I have been organizing and improving the storage room at Station 52 to support readiness, accountability, and easier access to operational equipment.

6. Apparatus, Fleet, and Equipment

Engine 54 was taken to Jason for preventive maintenance. The F-150 build is expected to be fully completed prior to the March board meeting.

The Type 1 engine build continues to receive significant input, with positive feedback from the officer core. The purchase is on the agenda for approval and remains on track to meet the levy promise timeline for a new Type 1 engine. Current direction is just over the estimate budget identified in the levy.

Separately from the DNR VFA grant, we will be ordering wildland PPE through the Washington DNR PPE program, which allows us to acquire PPE at 50 percent of the price.

7. Community Risk Reduction and Outreach

I attended the Heritage Heights board meeting and, as a board member, participated in discussion and provided input. Heritage Heights is a nonprofit senior assisted living organization where many long-time Manson homeowners transition when they can no longer live independently. Many residents still own homes and property in Manson, which keeps Heritage Heights closely connected to the community and our service area.

Separately, I attended the senior center after being invited. This was another strong opportunity to connect with Manson residents, listen to concerns, and strengthen relationships between the district and the community.

8. Grants, Projects, and Planning

In addition to the DNR VFA grant submission noted above, I am planning to apply for the Medic One Foundation grant to support EMS equipment needs. This opportunity is a 25 percent match.

As part of our levy items, the Engine 1 replacement remains on the agenda. I have also started initial work related to Type 6 engine acquisition planning. A Type 6 concept document is attached, and I recommend this item be included under New Business for discussion.

9. Deputy Chief Professional Development and Monthly Outlook

This month, my focus is completing Instructor II, with Officer II planned for October.

Overall, the theme of the month was building a foundation to develop CCFD 5. Next month's priorities are the initial phase of hiring and selecting a Training Coordinator, planning onboarding for the seasonal crew, and continuing the progress we have made across operations, training, and fleet readiness.

Chelan County Fire District 5

Policy Compliance Gap Risk Register (Draft)

Prepared: February 6, 2026

DRAFT

Executive Summary

This risk register identifies policy language gaps and missing governance controls that may create compliance exposure under Washington WAC/RCW and closely-related regulatory expectations. Items are prioritized using a 1–5 Likelihood and 1–5 Impact scale (Score = L x I). Recommended actions are written as board-adoptable policy work products with suggested owners and target completion windows.

Risk Scoring

Likelihood: 1 Rare | 2 Unlikely | 3 Possible | 4 Likely | 5 Almost Certain

Impact: 1 Minor | 2 Moderate | 3 Serious | 4 Major | 5 Catastrophic

Priority bands: CRITICAL (16–25), HIGH (12–15), MEDIUM (8–11), LOW (1–7)

Top Priority Items

R-01 – Commissioner communications and emergency decisions during incidents (OPMA) (Score 20, CRITICAL)

R-02 – Respiratory Protection Program completeness (SCBA/respirators) (Score 20, CRITICAL)

R-03 – Interior structural firefighting staffing protections (2-in/2-out) (Score 15, HIGH)

R-04 – Mayday procedures and Rapid Intervention deployment (Score 15, HIGH)

R-05 – Distracted driving / personal electronic device use while operating apparatus (Score 12, HIGH)

R-06 – Hazard Communication written program (chemicals, SDS, labeling) (Score 12, HIGH)

R-07 – Bloodborne Pathogens program governance (training, annual review, vaccination offering) (Score 12, HIGH)

R-09 – Public records response process and retention controls (Score 12, HIGH)

Risk Register

ID	Priority	Primary requirement	Observed gap / weakness	Recommended corrective action	Owner	Target	Likelihood	Impact	Score
R-01	CRITICAL	RCW 42.30 (Open Public Meetings Act) – special meeting notice / limits on action	Aircraft Ordering Protocol contemplates an 'emergency commissioner meeting' at the command post but does not include OPMA-compliant notice, public access, agenda limits, or clear limits on commissioner involvement during incident operations.	Adopt an 'Incident-time Governing Body Communications' policy: (1) define information-only briefings vs. governing body action; (2) special meeting notice method (24-hour rule and emergency exceptions when applicable); (3) public access/remote option; (4) required minutes/record retention; (5) delegation of emergency purchasing authority by prior board motion/resolution to minimize incident-time actions.	Board Chair / District Secretary	30 days	4	5	20
R-02	CRITICAL	WAC 296-842 (Respirators) – written program elements, medical eval, fit testing, training, records,	Policies reference fit testing and SCBA use, but do not clearly establish a complete worksite-specific respiratory	Publish a standalone Respiratory Protection Program addendum aligned to WAC 296-842: administrator designation, medical eval process, fit testing/training	Safety Officer / Deputy Chief	45 days	4	5	20

DRAFT

		program evaluation	protection program (administrator, annual evaluation, medical eval workflow, confidentiality, recordkeeping, 'no cost' language).	frequency, cleaning/storage/maintenance, program evaluation, records retention, and 'no cost to member' compliance language.					
R-03	HIGH	WAC 296-305-05002 – interior firefighting staffing requirements	Response guidelines reference accountability and RIT concepts, but do not clearly codify 2-in/2-out decision thresholds, exceptions (rescue mode), and documentation expectations for low-staffing initial attack.	Update Response Guidelines with a clear 2-in/2-out section: definitions (IDLH/hot zone), entry/standby requirements, rescue exception criteria, and a simple checklist for IC documentation when exception is used.	Training Officer / Deputy Chief	60 days	3	5	15
R-04	HIGH	WAC 296-305 (incident management) + recognized best practice (NFPA-aligned)	RIT is referenced, but there is not a concise, standardized Mayday / firefighter rescue procedure (activation, radio priority, RIT deployment sequence, PAR triggers, and post-Mayday accountability reset).	Adopt a one-page Mayday/RIT SOG: who can declare, LUNAR report expectations, radio/command actions, RIT activation checklist, PAR benchmarks, and termination criteria; incorporate into quarterly drills.	Training Officer	60 days	3	5	15
R-05	HIGH	RCW 46.61.672 – personal electronic device use while driving (with	Driver safety policy is strong on speed/intersections but lacks explicit	Add a distracted-driving section: no handheld device use while in motion; designate navigator/MDT operator;	Operations Chief / Deputy Chief	60 days	3	4	12

DRAFT

		limited exceptions)	rules for handheld device use, MDT/radio task allocation, and documentation of allowed emergency exceptions.	permitted emergency exceptions; reporting/discipline consistency; annual driver training module.					
R-06	HIGH	WAC 296-901 (Hazard Communication) – program, labels, SDS access, training	Hazard communication is referenced, but a formal written HazCom program with SDS access points, labeling standards, chemical inventory, and training triggers is not clearly documented across stations/apparatus.	Create HazCom program appendix: station/apparatus chemical inventory, SDS repository (paper + digital), labeling/GHS compliance, training at assignment and when new hazards introduced, annual review.	Safety Officer	90 days	3	4	12
R-07	HIGH	WAC 296-823 (Bloodborne Pathogens) – exposure control plan, training, HBV vaccination, recordkeeping	Exposure reporting tools exist, but governance language for the Exposure Control Plan (annual review, training frequency, vaccination offering timelines, training record retention) is not clearly consolidated into a single plan.	Consolidate into an Exposure Control Plan addendum aligned to WAC 296-823: roles, engineering/work practice controls, PPE, training and documentation, HBV vaccine offering at no cost, post-exposure procedures, and record retention.	EMS Officer / Exposure Control Officer	90 days	3	4	12
R-09	HIGH	RCW 42.56 (Public Records Act) + records retention obligations (RCW 40.14 referenced in PRA guidance)	No clearly published internal PRA response procedure (designated PRA officer, logging,	Adopt PRA rules of procedure (MRSC-style): designate Public Records Officer, intake/logging, response timelines, exemptions review, fee schedule, and	Fire Chief / District Secretary	90 days	3	4	12

DRAFT

			deadlines, exemptions review, retention of operational communications such as texts/social media).	retention/archiving for email/text/social media.					
R-11	HIGH	Local government purchasing/controls + OPMA avoidance best practice	Aircraft ordering and other high-cost resource decisions may occur under time pressure; there is no explicit pre-authorized spending ceiling, delegation, or post-incident ratification workflow.	Board adopts a resolution delegating emergency purchasing authority to IC/Chief within defined limits, with documentation requirements and post-incident reporting/ratification.	Board Chair / Fire Chief	60 days	3	4	12
R-12	MEDIUM	WAC 296-305 (wildland) + NWCG best practice	Ordering protocol is strong on cost/approval workflow but does not clearly trigger operational aviation safety requirements once aircraft are ordered/arrive (briefing, exclusion zones, designated helispot manager, communications plan).	Add an aviation operations safety appendix to the Aircraft Ordering Protocol: required briefing checklist, helispot selection/control, PPE, radio plan, and assignment of air operations/helibase roles when applicable.	Wildland Program Lead / IC cadre	120 days	2	5	10
R-08	MEDIUM	WAC 296-817 (Hearing Loss Prevention) – monitoring, protectors, audiometric testing when thresholds met	Hearing protection is referenced, but there is no clear determination of whether exposures exceed thresholds requiring a formal hearing	Perform a noise exposure assessment for common tasks (pumps, saws, ventilation, firearms not applicable) and determine if a formal hearing loss prevention program is required; implement if thresholds are met.	Safety Officer	120 days	3	3	9

DRAFT

			conservation program (monitoring, baseline/annual audiograms, training).						
R-10	MEDIUM	Good governance / defensibility (risk management)	Multiple policy documents contain overlapping response/driver language; without a document hierarchy and revision control, conflicting guidance can undermine enforcement and increase liability after incidents/accidents.	Adopt a Policy Governance SOP: document owner, review cycle, versioning, supersession language, and a single 'source of truth' repository; reconcile conflicting speed/response language.	Deputy Chief / Admin	90 days	3	3	9

Suggested Board Actions (Optional)

1) Direct staff to draft and return the CRITICAL and HIGH items as board-adoptable policies/appendices within the target timeframes.

2) Consider a standing quarterly policy review agenda item until the register items are closed.

3) Adopt an emergency purchasing delegation resolution to reduce incident-time OPMA exposure and speed operational decision-making.

DRAFT

Manson Fire Department

Chelan County Fire District 5
P.O. Box D Manson WA 98831-0438
mansonfire.org

Chiefs Report **February 11, 2026**

Incidents

We have transitioned from the NFIRS incident data system to the NERIS data system. Our FirstDue account specialist asked me to wait to late in the month of January before switching. I was aware of how the NERIS system would look and feel different. In the NFIRS system we got very used to numbers (111 was a structure fire, 321 was an EMS call) The numbers are gone. I can best describe NERIS like going back to DOS operating language. Something like: Fire/Structure Fire/Structure Involvement, which is a lot more work than typing 111.

We are getting the data entered and closed out. The charts will be forwarded when finished.

Facilities and Equipment

Engine-51 Replacement – I ran a proforma in the Financial Model to see how the HME would impact the Fire District through the life of a loan to buy the truck. The proposal received 2/6/26, including the camera system and additional mirrors, (deleting the on-spot chains) would cost with tax, $972,481.33. Financing this proposal for the full amount will hamper other projects that are essential to the Fire District growth and will put the Fire District in financial hardship through spring 2029. The 505 Capital Investment account will get very low, March 2029 at $183,610. This proposal saves $28,000 from the KME proposal just cancelled. This proposal lacks the CAFS that was on the KME, that is beneficial in our wildland environment. There are unequal abilities of the trucks in the proposals from the KME to the HME. The issue relayed to me in the KME proposal was financing the full amount. That hasn't changed and it is still the case here.

Engine-55 Build – Ben Meacham, representing True North Emergency reported that he would have an estimate 2/6/26.

WA Dept of Ecology – Haley-Aldrich engineers has completed the scope of work for the Phase 1 soil mitigation at S-52. Haley-Aldrich forwarded the document to Mary at Ecology. Mary requested that the scope be cut down to only represent the $150,000 that is available from Ecology. I think we are finally close to securing an agreement for these funds. Next step is the have Paul at DOH write a spec that we can use to go out to bid for a general contractor. I think it will be important to have a general for site work and a different general for steel work. Bid the two projects separately so at least one of them can be completed, depending on cash. This would take a budget modification as this was removed from the 2026 budget.

Legislature's Local Community Projects Grant – I applied for the LCP Grant for the Phase 2 buildout at Station-52. With cost estimates from Paul at DOH Architects, an updated cost of $6.1M for the project and completing soil mitigation. The grant proposal describes the impact the Tribe will have on the District with the Resort/Casino. Too much to ask the taxpayers in Manson to shoulder the full impact. The grant proposal asks for $3,120,000 State funds with a provision that the Fire District will propose a bond for the remainder to complete the project. There is a design request that could be funded only, that portion is $260,000. Continuing with the design would get the District with construction documents and permits.

RiverCom

Ballots are out. RiverCom is seeking a 2nd, 1/10th % sales tax. This funding is focused on capital expenditures (i.e. $2M needed to complete the new dispatch center, more mountain top repeaters in our network, the long-term dispatch center on Lyle Ave in East Wenatchee) and eliminating agency user fees.

RiverCom reported that Telecommunicators have dropped to 14 of the 31 budgeted positions, 5 of 6 supervisor positions, trainees in process are 5. This is an all-time low. When I was chair in 2022, we would have thought we would have imploded by now. Admin continues to make adjustments to the number of consoles that are active, meaning they are doubling up on frequencies and agencies they monitor.

Prevention

I am presenting at the Community Risk Reduction Symposium 9 in Charlotte NC, Feb 23rd – 26th. I will go to Spokane on the 22nd for an early flight on the 23rd. I have a 10-minute presentation on the old casino constructed of modular trailers, the extreme risks to the public and reducing that risk with a fire sprinkler system installation.

Legislative Day 2026

I went to Olympia for the Legislative Day on January 29th. I was able to meet with all our Legislators in group with Chief Asher, Deputy Chief Davidson and Commission Fennell from Wenatchee Vall Fire, and newly appointed Chief Foley from Lake Wenatchee. Our big 2 issues were HB 2104 (Aviation assets for Fire Districts on wildfires), and HB 2451 (Tax Increment Financing reform). I was able to talk to each Legislator about our Local Community Project Grant proposal. The general tone for our Legislators was discouragement due to the other party having a super majority. Very little funding that Legislators have any authority over. And additionally, the petty bills clogging the system are numerous.

Chelan County Fire District 5

February 2026 - Incident Response Times

DATE	INCIDENT #	INCIDENT TYPE	DISPATCH TIME (Alarm to Dispatch)	REACTION TIME (Dispatch to Enroute)	RESPONSE TIME (Dispatch to Arrival)	RESPONSE TIME (Alarm to Arrival)	SCENE TIME (Arrival to Cleared)	CALL LENGTH (Dispatch to In Serv.)
Fire Calls Within District 5								
		AVERAGE TIME:	1:12	2:58	8:36	9:41	41:40	37:31
		80th Percentile	1:23	3:57	8:38	9:48	61:25	57:54
		90th Percentile	1:24	4:33	8:39	9:51	68:00	70:59
EMS Calls Within District 5								
		AVERAGE TIME:	1:55	1:47	9:03	10:48	48:05	53:54
		80th Percentile	2:13	2:18	12:03	15:51	61:37	73:07
		90th Percentile	3:18	2:37	15:01	17:23	103:02	97:19