

**Chelan County Fire District No. 5**  
**250 West Manson Blvd.**  
**Manson, WA 98831**  
**February 14, 2024**  
**Regular Meeting of Commissioners**

**Commissioners Present:** Chris Willoughby, Dan Baker and via Zoom Fred Weiss.

**Others Present:** Chief Arnold Baker, District Secretary Reggie Trusel, Training Coordinator Raynor Baker, Lieutenant Beau Alanis, Captain Nick Glenn and EMT Jonah Dobbs.

**Call to Order:** Vice Chairman Willoughby called the meeting to order at 4:34 p.m. The Flag salute commenced.

**Pension Board:** Opened: 4:34 pm, closed at 4:34 pm.

**Public Comment:** None

**Minutes:** Vice Chairman Willoughby presented the Regular meeting Minutes from January 10th, and Workshop Minutes from January 18<sup>th</sup>. Commissioner Baker, Motioned to approve January 10th Meeting Minutes and January 18<sup>th</sup> Workshop Minutes with corrections; Commissioner Weiss, seconded; Motion passed unanimously.

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

**Approval of Invoices:** Commissioner Baker, Motioned to affirm; January Voucher FD51 in the amount of \$27,898.81, Commissioner Weiss, seconded; Motion passed unanimously.

**New Business:**

- **Officer and Employee Compensation**

Chief Baker displayed an updated *draft* for the Board members and meeting attendees to view. He explained the option of taking the Officers out of the “Point System” and receiving an increased monthly stipend amount. The stipend will reflect their Officer positions, Command Duty time and Drill/Incident participation. The Chief broke down the different Officer positions; (Assistant Chief, Captain’s, and Lieutenant’s) compensation with the opportunity to receive an annual bonus if they meet participation minimum requirements. Discussion was made between the group and Captain Glenn on using the Command Truck with discretion when doing personal errands while on shift. Commissioner Baker asked about tracking Command Duty time. The Chief advised the officers will continue to log their time while on command, it will be renamed from Duty Time Sheet to Duty Log Sheet. The Chief also briefed the Board on how the compensation will look for Part-time and Full-time employees. Part-time employees will be paid their salary based on an 80-hour month (10 working days). For months with more than ten working days, an

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hourly equivalent straight-time rate will be paid for additional hours worked. Full-time employees will be paid their salary based on an 160-hour month (20 working days) For months with more than 20 working days, an hourly equivalent straight-time rate will be paid for additional hours worked.

(TC) Training Coordinator Baker asked if the Officers are taken out of the points system/command duty-pay how will he be additionally compensated?

Currently he does not receive a stipend for his Lieutenant position but did receive compensation for Point/dollars and Command Duty.

Chief Baker suggested taking his average-annual (Point dollars/Command Duty) compensation amounts and dividing by twelve months. That dollar figure could be added to the regular monthly salary he earns as the part-time Training Coordinator. The Chief explained the PERS benefit he receives, “employer contribution” could be a set amount which would cover when his TC hours fluctuate. This would make it easier for Chelan County “payroll department” to process each month. The Chief summarized he would like to complete the Officer Work Agreements first before the Board finalizes the new Compensation Policy. He also suggested to retroactive the Officers new compensation to January 1, 2024. The Board agreed to “Table” the policy until Chief Baker completes the Officer Work Agreements.

- **Legislature Grant ST52**

Chief Baker advised the Board he has forwarded grant applications for Haley Aldrich to review and complete on our behalf. Two grants; Six million and Fifteen million. We were awarded a \$206,000.00 grant from WA Department of Commerce last year to help with the first stages of new “Resident Quarters” building project. He indicated he has re-applied for another \$200,000.00 this year to help with the engineering and additional permitting costs. The estimated cost being reported through DOE for soil mitigation has increased substantially. He advised there are several grant opportunities now available, we are working on five different grants. Resident Quarters/Ambulance Bay Project:

Paul Coppock with DOH Associates sent a letter along with Amendment – 4 Consulting Service Agreement proposal. Several items on the original proposal have been increased and will require additional consulting. Commissioner Baker asked if we could pay as grant funds are awarded? Chief Baker reiterated most of the expense will need to be paid upfront and be reimbursed to the department as DOE-Dept. of Ecology grant-funding becomes available. DOH Associates is asking for a lump sum fee of \$565,000. The Chief asked the Board if he had their permission to sign the proposed agreement. Commissioner Baker, Motioned to approve Chief Baker to sign DOH Associates, Amendment - 4 Consultant Services Agreement with payment of \$565,000.00, Commissioner Weiss seconded, Motion passed unanimously.

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**Old Business:**

- **Station 51 Remodel**  
Chief Baker gave the Board an update on completion of new Boardroom. Construction cleanup has been done along with carpet cleaning. The Chief advised new window blinds have been ordered for the three larger windows. Commissioner Weiss asked how much over budget did we go with remodel. The Chief discussed the “change orders and the pending invoice of \$14,863.49. He reiterated that the closet door is the final item needing fixed.
- **Station 52:** Training Center Progress covered in new business.
- **Company Calendar:** Chief Baker went over the scheduled meetings for the upcoming month.
- **Pre-Fire Plans: FlowMSP**  
Captain Nick Glenn advised the Board he and Lt. Alanis are helping instruct at the Volunteer Recruit Academy hosted by CCFD7. TC Baker is also helping with class instruction and added it is good for the Department to participate when we are able, as it will help with our future recruitments and when we host training events at our new Training Facility.  
Nick informed the Board his extra time is used now to help with Recruit Academy but when course is completed in March, he will be able to step back into working on the Pre-Fire planning program. Chief Baker added he would like to set up another training day with FlowMSP for Nick and Dan Weakly. Captain Glenn asked about maybe trading some of his Command Duty time for the Pre-Fire planning program, Chief Baker agreed that would not be a problem.
- **Schedule A, At Will**  
The Chief explained when the new Compensation Policy is finished, we will put the At Will into action.
- **Levy Workshop:** The Board set a date for the next Commissioner Workshop for February 21<sup>st</sup> -Time: 4:30 pm. It will be a zoom conference with Attorney Brian Snure. Chief Baker informed the Board he will send out an updated Gantt chart with important Levy dates.

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**EMS Report:** None

**Assistant Chief's Report:** Kermit McClellan None

**Training Coordinator Report:** Raynor Baker  
No questions.

**Chiefs Report:**

**\*Additional Discussion for Chiefs Report**

- **Incidents**
- **Personnel and Training:**
- **Facilities and Equipment:** DNR Grant Truck  
The Chief announced he will be setting up a Zoom meeting with RWC International to finish up truck order. He indicated there are a few points to resolve before ordering the truck chassis.
- **RiverCom:** None
- **Prevention:** None

**Public Comment:** None

**Adjournment:** Commissioner Weiss closed the meeting with no additional business before the Commissioners; the meeting adjourned 6:25pm.

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

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Commissioner Fred Weiss

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Commissioner Chris Willoughby

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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

February 14, 2024

### Incidents

57 Calls for service in the month of January; 45 within Fire District 5 and 12 out of District. Fire responded to 18 calls within District 5.

In District 5; 2 MVA with no injuries, 1 Vehicle fire, 1 No incident found on arrival, 1 Power line down, 4 Alarm activation, 1 Alarm unintentional, 1 Dispatched & Cancelled, and 7 Assist EMS calls.

District 5 responded Mutual aid to the Southshore for a Brush-grass fire.

EMS responded to 27 calls in District 5. 18 EMS Calls handled without Fire, 7 with assistance of Fire, and 2 MVA with no injuries.

Out of District 5; 8 EMS Calls, and 3 Dispatched & Cancelled.

January Call Times;

Fire Call Processing was at 4:01, Arrival on scene at 13:11.

EMS Call Processing was at 2:05, Arrival on scene at 11:51.

Of the 45 dispatches in District 5, 32 calls were compliant to NFPA 1221, for call processing for 71.1%.

Of the 43 responses in District 5, 35 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 81.4%.

### Personnel and Training

Training for January consisted of

1/2 Quarterly SCBA, Proficiency, and HP CPR – 24 attended

1/9 Chimney Fires – 19 attended

1/16 Ice Rescue – 17 attended

1/23 2023 in review, call and response data – 17 attended

1/30 CPR training – 21 attended

### Facilities and Equipment

Chelan County CIPF Grant for the Training Center – Had a zoom meeting with Ecology, Haley-Aldrich, Paul Coppock, Dan and I. More grant sources were discussed as the total cost could be as high as \$1.8M (a figure that Paul gave to us in the proposal, don't know how that is arrived at?) I have pre-filled a grant application and sent on the Haley-Aldrich for more info. Mary from Ecology was pleased that I submitted to the Legislature including this cleanup. The \$6M would cover cleanup and construction.

Station-51 Remodel – We are down to the door on the internet to get completed. We have had a thorough cleaning. TV is mounted, and been in use. Wayne has been very helpful to get plaques back on the wall so we get back to normal.

DNR Grant Truck – Going to try to zoom with RWC International to get the truck order complete.

### RiverCom

The property deal has fallen through. Owner has made a new offer, Board has not had a chance to discuss this higher offer without the restrictions of the last offer. In the attorney's hands to see if it is viable.

### Prevention

Nothing in prevention this month.

# February 2024 CURRENT CERTIFICATION REPORT

## (Completed 2/09/2024)

TITLE	IFSAC CERTS	Medical	NWCG	2024 GOAL
Firefighter 1	8			6
Firefighter 2	7			2
Officer 1	4			3
Officer 2	2			2
Instructor 1	8			6
Instructor 2	1			0
Hazmat Operations	12			6
Wildland FFT2			16	8
Wildland FFT1			4	2
Engine Boss			2	2
Tender Driver			5	
EMT		13		1
EMT Instructor/Evaluator		2		2
Fire Inspector 1	1			

Total Number of Chelan Fire District #5 Personnel = 41 members

Number of Interior Firefighters = 26

Number of Driver Operators = 3

Number of Medical / Support Personnel = 9

Number of members on Leave = 3

Number of Junior Firefighters = 2

## CURRENT TRAINING REPORT

### Training Review

Above you will see I have adjusted the certification goals for 2024. January training started the year off on the right foot. January 2<sup>nd</sup>, we had our first quarter quarterly drill and had 24 attend. January 9<sup>th</sup>, we covered chimney fires and had 19 attend. January 16<sup>th</sup>, we held our winter water/ice rescue and had 17 attend. January 23<sup>rd</sup> for training was 2023 year in review and had 17 attend. January 30<sup>th</sup> was our annual CPR Training and had 21 attend.

For 2024 training we started breaking firefighters into groups with a senior firefighter leader to enact more team dynamics in training that will carry over to incidents. I am excited for this new addition to strengthen our firefighters from top to bottom and instill mentoring in all our firefighters.

### **Testing:**

I took the IFSAC Fire Officer 2 course November 30<sup>th</sup> and December 1<sup>st</sup> in Woodinville. I passed the practical and will have to reschedule another written test.

Chelan is hosting an EMT course with Doug Pinski participating. Class is a few weeks in now and going well.

The volunteer recruit academy hosted this year in Chelan February 6<sup>th</sup> through March 30<sup>th</sup> on Tuesday nights and Saturdays just started. We have Nick Glenn, Beau Alanis and myself that will assist the class as instructors and 6 firefighters: Chris Ghioni, Lou Hazim, Brooks Pinski, Doug Pinski, Jesus Estrada and Dan Weakly that will be attending as student. This academy will be in combination with Chelan, Entiat and Wenatchee fire departments.

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

### **Online Training (Vector Solutions):**

2023 Online Training modules closed the end of January.

Firefighters total modules 235 out of 294 for 79% completion rate.

New Recruits total modules 161 out of 330 for 48% completion rate.

For 2024 we have 24 member assigned the quarterly training modules and 10 members assigned the new recruit training.

1<sup>st</sup> Quarter right-to-know modules comprised of 4 modules assigned to 24 members.

“New Recruit” training comprises of 33 modules assigned to 10 members. These are broken into two categories. 1<sup>st</sup> they complete their NFPA required training and 2<sup>nd</sup> 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.

### **One-on-ones:** In January

January 31<sup>st</sup>: Met with Beau and Nick covering preparing for instructing at the recruit academy for 2 hours.

### **Training Calendar:**

Tuesday evenings and Saturdays the recruit academy is taking place.

February 6<sup>th</sup>: Regional HP CPR Testing / Leadership training

February 13<sup>th</sup>: Basic Fire Tactics

February 20<sup>th</sup>: Pump Operation (how the pump works behind the panel)

February 27<sup>th</sup>: Hydrant-Pump-Attack

**Recruitment & Retention:**

January we had no new members join.