Chelan County Fire Protection District No. 5

250 Manson Blvd.
Manson, WA 98831
Special Meeting of Commissioners
Friday, January 09, 2026 @ 3:00 pm

Commissioners Present: Chris Willoughby, Fred Weiss, Ronan Walsh, and Dale England via Zoom.

Call to Order: Chairman Willoughby called the meeting to order at 3:10 pm.

Others Present: Chief Arnold Baker, Deputy Chief Mike Williams, District Secretary Reggie Trusel, Kermit McClellan, LT Beau Alanis and Captain Nick Glenn.

Public Comment: None

Topics:

- Training Coordinator/Volunteer Program Coordinator
  Memorandum and Job Description Draft documents were passed to all of the Commissioners.

  - DC Williams explained what the basic requirements would entail from the "Position. Description" document. Included duties would be-Districts training up to NFPA standards, certifications, recruitment, and retention along with EMS and Driving. The position will encompass administrative and managing the District programs that support general operations. Exempt full-time position with standard employee retirement and health benefits.
  - Work Schedule: Will include Command shifts along with weekend availability. Some work weeks might include Saturdays. There are options on how that could be structured.
  - Chief Baker: Not in favor of working four 10-hour work week.
  - Commissioner Willoughby: Longer days would allow for training those volunteers after hours.
  - Captain Glenn: Asked about overtime hours.
  - DC Williams: The position is Exempt and will not have overtime.
  - Chief Baker: Advised a large percentage of hours worked should be during reg. business hours.
  - Commissioner Walsh: Suggested setting the schedule so the volunteers know the days/hours the training coordinator is working.
  - Commissioner England: Questioned what happens if a shift is from noon to 8:00 pm with regard to Command duties.
  - Chief Baker: Tuesday (Drill Nights) suggested a 1:00 – 9:00 pm shift. He advised 50% of the hours should be during regular business hours.
  - DC Williams: Working during regular business hours would cover-Command calls during the daytime.
  - Commissioner England: Asked how it works if incident calls happen during lunch hour.
  - Commissioner Walsh: Suggested discussing further the different shift breakdowns.
  - Kermit McClellan: Suggested looking at how the Command evening-shifts are currently spread out.
  - Captain Glenn: The Officers current requirements are to work 48 hours of Command, 160 maximum hours per month.

- Commissioner Willoughby added he is trying to work on a better schedule.
- Chief Baker agreed to work with Commissioner Willougby.
- DC Williams noted the forty hours required will need to be balanced.
- Commissioner Walsh: Flexibility and communication are important as to how things work and also receiving input from the Officers.
  The position salary will range between $81,000-$85,000 per year and will adjust budget to reflect the health insurance benefits.
- DC Williams: Asked the Board what the next steps would be?
- Commissioner Walsh: Suggested discussing further at the upcoming Regular Commissioners Meeting 01/14/2026.

- Chief Baker: Summer Seasonal Crew-Overtime

  The Chief shared with the Board how well the Seasonal program worked for the first year.
  He asked the Board to allow for overtime pay for the Seasonal crew this current budget year. He explained how the State MOBE incidents reimbursements helped offset the four-month seasonal crew payroll and overtime.
  The total paid out by the District for Seasonal Crew came to approximately $48,616.00 and the amount to be reimbursed back to the District will be around $41,590.00.
  The Chief would like to hire five staff on a rotating schedule for next summer and keep them no longer than five months, as temporary employees cannot work over five months.

  - Commissioner Weiss: Asked if the Chief expects around the same amount of overtime to be paid out this next season.
  - Chief Baker: It will determine what MOBE calls are like.
  - Commissioner Walsh: Gave his perspective; to offer overtime pay as it worked out for the district this last year.
  - DC Williams: MOBE gives up to twelve hours for people to respond out the door.
  - Chief Baker: Seasonal Crew responded to all EMS and Fire calls in District while on shift, he gave them the option to respond or not- after their eight-hour shift.

- Valley Command
    - Commissioner Weiss: Suggested having deeper discussions addressing "joint command" with Chelan Fire & Rescue.
    - Commissioner Walsh: Acknowledged the only staff that could respond to "joint command" currently would be Chief Baker and DC Willimas from our department.
    - Chief Baker: The Union stipulates certain contract needs for full-time people.
    - Commissioner Walsh: This commitment could add additional work to our command officers.
    - Commissioner Weiss: Asked if Chelan Fire & Rescue (CFR) already have Captains in their command rotation schedule.
    - Commissioner Walsh: We cannot make any promises as we are trying to figure out our own plan to accommodate MFD Command needs.
    - Commissioner McClellan: Shared two concerns as this is an issue for CFR to work through and our department does not know a lot about their community layout.
    - DC Williams: Added if CFR had the need he would like to try and help them out as he is based in Chelan area.
    - Chief Baker: Can see the potential in doing "joint command".
    - Commissioner England: Asked if Chelan could appoint a senior or lead firefighters to fill in the gaps for command duty.
    - Chief Baker: Full Time employed Officers Chiefs and Captains are allowed to respond as command.
    - Commissioner Weiss: Asked about Interlocal Agreements.
    - Chief Baker: Advised we do have a regional Interlocal Agreement to work with other districts but not one specifically for CFR.

Executive Session: RCW 42.30.110 (1) (g) to review the performance of a public employee.
Commissioner Walsh, Motioned to start Executive Session at 4:12 pm, Commissioner Weiss seconded, Motion passed unanimously. Board Chairman Willoughby asked for fifteen minutes to start. Commissioner Willoughby asked for an additional fifteen minutes at 4:27 pm. At 4:42 pm Commissioner Willoughby asked for an additional 10 minutes.
At 4:52 the Executive Session closed.

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Adjournment: Commissioner Willoughby closed the Special Meeting with no additional business before the Commissioners; the meeting adjourned at 4:52 pm.

Chelan County Fire District 5 Board of Commissioners:

Commissioner Chairman Chris Willoughby

Commissioner Fred Weiss

Commissioner Ronan Walsh

Commissioner Dale England

Attest: Regenia Trusel
District Secretary