Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
January 8, 2025
Regular Meeting of Commissioners

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

Call to Order: Chairman Weiss called the meeting to order at 3:00 pm.

Executive Session: RCW 42.30.110 (1) (g) to review the performance of a public employee.
Commissioner Willoughby, Motioned to start Executive Session, Commissioner Baker seconded, Motioned passed unanimously.
Regular Meeting back in session at 4:30 pm. The Flag salute commenced.

Others Present: Chief Arnold Baker, District Secretary Reggie Trusel, Lieutenant- Training Officer Raynor Baker, Lieutenant Beau Alanis, Kermit McClellan, Firefighter Volunteers Ronan Walsh and Doug Pinski.

Election of Officers: Commissioner Weiss opened nominations for the 2025 Board Chairperson and Vice Chairperson. He nominated Chris Willoughby for Chair. Commissioner Baker nominated Fred Weiss for Vice Chair**,** all unanimously agreed.

Pension Board: Opened: 4:30 pm – Closed: 4:32 pm.
Chief Baker announced the (BVFF) Board for Volunteer Firefighters have increased their rates for Disability and Pension for 2025. The disability fee will be $50.00, and the pension fee will now be $90.00.

Public Comment: Volunteer Ronan Walsh asked if the Board would be discussing the potential in increasing the size of Commissioner Board. He was advised it will be discussed in "Old Business." Commissioner Baker advised the meeting attendees if anyone would like to see material discussed in the meetings, for example spreadsheets, it would be more appropriate to have Chief Baker meet with them by appointment.

Minutes: The Regular meeting Minutes for December 11th were presented; Commissioner Baker, Motioned to approve the Regular Meeting from December 11th as amended, Commissioner Weiss seconded; Motion passed unanimously. The Special meeting Minutes for December 9th with Chelan Fire & Rescue were presented; Commissioner Baker Motioned to approve the Special Meeting Minutes from December 9th, Commissioner Weiss seconded as submitted; Motion passed unanimously.

Financial Report: Chief Baker discussed with the Board the upcoming expenses with vouchers and payroll for January and suggested transferring $216,000.00 from the Investment account to the Expense account. Commissioner Willoughby, Motioned to approve transferring $216,000.00 from Investment account to Expense account, Commissioner Weiss seconded, Motion passed unanimously.

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Approval of Invoices: Commissioner Baker, Motioned to affirm; December 2024 Voucher @ January-FD51 in the amount of $ 81,299.44, January2025 Voucher-FD52 in the amount of $8,508.79, and December `24 Voucher @ Jan.`25-FD53 in the amount of $390.97, Commissioner Weiss seconded; Motion passed unanimously.
Chief Baker mentioned there would be an additional expense to pay for January. The (CFR) Chelan Fire & Rescue sent a food invoice for the Apple Cup burn, he indicated the two agencies are re-working the invoice as to what our cost would be to cover our volunteer participants. He communicated to the Board, when our department does a house burn the property owner is happy to provide a lunch or dinner to our volunteers as a thank you.

New Business:

- Resolutions 2025-01 through 2025-05
  Commissioner Baker, Motioned to approve Resolutions 2025-01-2025-05, Commissioner Willoughby seconded, Motion passed unanimously.

- Retention Schedule 5.0 High-Level Changes to the RCW
  Commissioner Weiss asked if there were any major updates. Chief Baker suggested the District Secretary review the Retention Schedule for any changes to administrative duties.

- Points-January Payroll
  Chief Baker reviewed with the Board the 2nd half of 2024 "points earnings". The excel sheet maps out the points paid out for the first half/second half of 2024. He added the Officer's will also be compensated this payroll a bonus for meeting their requirements throughout the year.

- VFIS Medical Recommendations
  The Board discussed the VFIS audit outcome. Chief Baker explained the department will be starting to do driver background screening on an annual basis. He advised the firefighter volunteers annual "Work Test" we will now be testing individuals' glucose levels. Commissioner Weiss asked if a medical/physical evaluation would be necessary for any Commissioners who currently drive engines. The Chief discussed everyone is required to fill out a fitness form and that should be enough to start. Further discussion with Board attendees regarding blood pressure checks during the Work Testing and what levels would be acceptable. Commissioner Weiss inquired if any of the officer group is required to do a "stress-test." Chief Baker responded not at this time.

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Old Business:

- **Station 52: Training Center**
  Chief Baker informed the Board; he reached out the Kevin Shaw with Shaw Engineering. Shaw would be interested in creating the specs needed for when we go out for contractor bids. He is also interested taking on the general contractor role for the ST52 Training Center. The Chief advised he will request a meeting to get the process started.

- **ST51- Fencing Quotes:** The Board discussed the two quotes received for ST51 fencing project. The Chief stressed the importance in having a fence that would be conducive to winter weather. Commissioner Baker, Motioned to approve L&M bid of $6,809.68, Commissioner Weiss seconded, Motion passed unanimously.

- **ST52 Air Compressor Quote: MidWest**
  Commissioner Baker Motioned, to approve purchase up to $6,000.00 for an Air Compressor, Commissioner Weiss seconded, Motion passed unanimously.
  Chief Baker is waiting for a revised quote from MidWest, as they will be including a dampening base for unit to sit on. The final invoice should be coming soon which we will be paid via wire transfer.

- **Five Person Commissioner Board:**
  Chief Baker discussed with the Board the Chelan County election cutoff dates for filing this year.

  - Feb.21st is the last to file for April election.
  - May 2nd is the last day to file for August Primary.
  - August 19th is the last to file for General Election in November.
  - The cost for April or August election filing would run around $15,000. and costs for the November general election filing would run around $5,000. Chief Baker noted there is another way to get this on the ballot and that would be for the citizens to present to the Board a signature list. The Consensus from the Board is to pursue a five-member Commissioner Board and wait to see which 2025 election cycle ballot would be best.

- **Company Calendar:** Chief Baker reviewed with the Board the scheduled meetings for the upcoming month.

- **EMS Report**: None

Training Officer Report: Raynor Baker
TO Baker noted his report summarizes where we are headed for 2025.
Commissioner Weiss compared numbers to same time last year, and was pleased the numbers are up. Chief Baker informed the Board the IFSAC certification testing is now more available, and we should see our numbers grow. Also offering better pay to Evaluator-staff will help make the testing program more successful as well.

Chiefs Report:
***Additional Discussion for Chiefs Report**

- Incidents
    - 2024 Detailed Breakdown by Incident Type
      Chief Baker and Commissioner Board reviewed the detailed breakdown for 2024 incident type and quantity.

      Chief Baker explained he will be emailing our volunteer group information about our new Seasonal Summer Program. The program will run for a max of five months. The temporary employees will work M-F/40 hours per week.
      Commissioner Baker stressed the need to have all participants adequately trained. The Chief reiterated the seasonal workers will be thoroughly trained for all operations. Our attorney Brian Snure will have all documents prepared for this program. The program is set up for seasonal workers to respond to State MOBE Wildland fires and also our districts wildland/structural fires.

    - Commissioner Willoughby asked the Chief if he could separate out EMS calls from report. Chief Baker agreed to separate out those calls.

- Personnel and Training
- Recruitment & Retention
- Facilities and Equipment- No latest information from Dept. of Ecology.

- Prevention
- RiverCom-Covered in Calendar

Public Comment: None

Adjournment: Commissioner Weiss closed the meeting with no additional business before the Commissioners; the meeting adjourned 5:50 pm.

Chelan County Fire District 5 Board of Commissioners:

_____
Commissioner Fred Weiss

_____
Commissioner Chris Willoughby

_____ _____
Commissioner Dan Baker **Attest: Reggie Trusel**
District Secretary

Manson Fire Department

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

Chiefs Report **January 8, 2025**

Incidents

46 Calls for service in the month of December; 34 within Fire District 5 and 10 out of District. Fire responded to 14 calls within District 5.
In District 5; 3 MVA with no injuries, 1 Alarm system activation-unintentional, 1 PUD Electrical transformer arcing, and 9 Assist EMS calls.
EMS responded to 32 calls in District 5. 19 EMS Calls handled without Fire 3 MVA with no injuries, 1 Medical alarm, and 9 with assistance of Fire.
Out of District 5; 5 EMS Calls, 1 MVA with injuries, 1 Cardiac in Echo Ridge, and 3 Dispatched & Cancelled.
December Call Times;
Fire Call Processing was at 2:24, Arrival on scene at 12:49.
EMS Call Processing was at 1:12, Arrival on scene at 9:51.
Of the 34 dispatches in District 5, 20 calls were compliant to NFPA 1221, for call processing for 58.8%.
Of the 34 responses in District 5, 26 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 76.5%.

2024 Breakdown of Major Incident Types	
Fires	30
Overpressure rupture, explosion, overheat	2
Rescue & EMS	410
Hazardous Condition	4
Service Call	8
Good Intent Call	73
False Alarm & False Call	19
Total	546

Personnel and Training

Training for December consisted of;
12/3 Make up modules, Fit Testing – 17 attended
12/10 Season of Hope deliveries – 22 attended
12/16 OTEP: OB/GYN Emergencies – 8 attended
12/17 Extrication – 16 attended
12/24 Christmas Eve
12/31 New Year's Eve

Facilities and Equipment

Dept of Commerce Design Grant – Our $200,000 grant through Dept of Commerce. We have submitted $173,770 for reimbursement. DoC came back that we needed to amend our scope. I did and submitted that on Nov 15th. We are waiting to have that scope approved by the Office of Financial Management (OFM). DoC will notify us when that approval comes through.
Dept of Ecology funding – No new information

DNR Grant Truck – No new information (Salesman didn't reply)

RiverCom

Chelan County Sheriff Morrison was elected Chair for 2025. Wenatchee Valley Commissioner Dave Fennell was elected Chair Pro-tem.

We were awarded shared funding for 10 pagers and 4 Bendix-King radios. $18,495.50

Prevention

Heating Safety will be my topic to include in my KOZI interview.

5-Member Board

I spoke with Stephanie at the Auditor's Elections Office. Running the issue in April would most likely be a single issue, $15,000. The Primary in August may be the same problem and cost the same. The General in November will have other issues, she estimates about $5,000.

Feb 21st is last day to file for April election. May 2nd is last day to file for the August Primary. And August 19th is the last day to file for the General election.

January 2025 CURRENT CERTIFICATION REPORT

(Completed 1/3/2025)

TITLE	IFSAC CERTS	Medical	NWCG	2025 GOAL
Firefighter 1	9			6
Firefighter 2	7			6
Officer 1	4			5
Officer 2	2			2
Instructor 1	8			6
Instructor 2	1			0
Hazmat Operations	12			6
Wildland FFT2			21	6
Wildland FFT1			5	4
Engine Boss			2	2
Tender Driver			5	
EMT		12		2
EMT Instructor/Evaluator		2		2
Fire Inspector 1	1			

Number of Interior Firefighters = 23

Number of Driver Operators = 7

Number Support Personnel = 9

Number of members on Leave = 0

Total Number of Chelan Fire District #5 Personnel = 39 members

Number of Junior Firefighters = 6

CURRENT TRAINING REPORT

Training Review

The matrix above I have updated to the 2025 goals for certifications. One department training goal I have this year is for every firefighter to attend a training or conference outside our agency. Doing this not only increases our firefighter's knowledge but allows them to build comradery with other firefighters and bring new ideas back to us. A focus for our training this year is to better bridge the gap of training and incidents. In 2024 we saw huge improvements in our firefighters' skills like more

firefighter donning their SCBA under a minute. However, we didn't see this quickness and proficiency translate to incidents. In 2025 I plan to incorporate different stressors to training. This will take the easy task of donning their SCBA from a table and with a curveball like donning from the apparatus or donning their PPE before their SCBA and make them think outside the singular task to the bigger picture of being quick and efficient no matter the time and place and at 2am they will be better firefighters.

I feel like in 2025 being more plugged into IFSAC testing in our region we will have the opportunity to get more firefighters through the certification process. I also feel we will be able to get firefighters into wildland courses to be able to keep the momentum from this last summer's fire season going to provide them the training courses to obtain their next wildland certification. The 2025 Training Plan and 2025 Training Calendar have been sent out to all firefighters including yourselves. The Training plan gives us the goals and steps to accomplish these goals. It also outlines the Training Calendar in more detail. I plan to cover both these documents at our drill on January 7th and answer any questions firefighter may have.

December was a slower month of training with holidays cutting out the last 2 training nights. December 3rd, we did SCBA quarterly and proficiency training as well as our annual fit testing. We had 15 firefighters attend. December 10th, we did our Season of Hope deliveries. We had 17 firefighters attend. December 16th was OTEP for the EMTs where we covered the topic "Ohh baby! Meconium happens and other OBGYN emergencies in EMS" we covered questions they had with their online training module, our protocols for OB then covered skill of what we can and can't deliver in the field. December 17th, we did extrication training. We got snowed out of being able to cut cars. I didn't think we would be able to get trucks in and back out of the field, so we pivoted and covered extrication in the classroom. We had 15 firefighters attend. I hope to be able to make this training up once the snow allows. I think I had a fun and educational training planned I look forward to carrying out.

In December I spent a lot of my time building the Training Plan and Training Calendar for 2025. This includes our quarterly online training modules in our new online training Platform Fire Engineering Training. I also continued my work in First Due building out the training modules. I hope in January to complete the training module and move into the Assets module of First Due.

I hope if given more time in the future I can dedicate more time to preparing firefighters for IFSAC testing. Currently I give firefighters my availability and the tools like skills sheets, online quizzes and testing. Firefighters aren't taking advantage of using me or the resources and we are seeing the last few firefighters testing not pass. I hope if given more time I can be available to them at more convenient times to assist them with the testing process.

Testing:

The IFSAC FF1 and FF2 written and practical scheduled for December 21st in George had the practical testing cancelled. Darrick Steele was able to attend and take his written for FF1 and FF2 but was unable to pass both. I didn't attend due to the practical being cancelled and therefore no testing to evaluate for my IFSAC Evaluator.

Grant County 10 in George is looking at a weekend of IFSAC FF1, FF2, Hazmat Awareness and Operations written and practical but the dates haven't been set yet. Once these are set, I hope to get a few of our firefighters registered and prepared for this testing opportunity.

The EMT course hosted by Lake Chelan Health EMS is ongoing. We have 3 members participating in the course, Briar Soliday, Sondra Hazim and Janelle Pinski. I have a few days I'll be instructing coming up and look forward to seeing how they are doing in the course.

Online Training (Vector Solutions):

As of January 1st, we are done utilizing Vector Solutions for our online training platform and switch to Fire Engineering Training.

New Recruits Training modules consist of 33 modules: With our new firefighters added we now have 8 members assigned and 9 out of 264 completed. For a .03% completion rate this is up .0% with no online modules completed in December.

Online training modules are quarterly training modules assigned to boost our training hours and meet the WAC requirements outside our drill nights as well as give the required training hours for other requirement we can't hit strictly with Tuesday nights.

Currently for the 1st quarter assignments we have 21 members assigned and there was 4 training modules assigned but now only 3 due to Vector Solutions discontinuing a module. Currently we have 56 modules completed out of 75 assigned for a completion rate of 74%. This is up 1% from last month.

2nd Quarter we have 24 members assigned the quarterly training modules. For 2nd quarter there are 4 modules assigned. We have 47 modules complete out of 96 for a completion rate of 48%. This did not move from last month.

3rd Quarter we have 24 members assigned the quarterly training module. For 3rd quarter there are 3 modules assigned. We have 33 modules completed out of 72 for a completion rate of 45%. This is up 4% from last month.

4th quarter we have 3 modules assigned in Vector Solutions to 24 members. We have 27 modules completed out of 72 for a completion rate of 37%. This is up 10% from last month.

Online Training (Fire Engineering Training):

In Fire Engineering Training I had assigned 2 modules the end of September to get Firefighter acquainted with the platform. This was assigned to 36 firefighters. 2 firefighters completed both these modules and 5 firefighters are currently in-progress.

"New Recruit" training In Fire Engineering is broken down and utilized the same as we did in Vector Solutions. There are two categories. The first, is their NFPA required training to be able to enter a structure fire which is usually followed up with some hands on if they haven't already received that on a drill nights There are 18 modules in the first section. The second, is their Human Resource courses. There are 8 modules in this section. This new recruit training is currently assigned to 7 firefighters. None have completed or are in progress yet. Also depending on the time of year new firefighters are also given the NWCG courses to complete for their wildland FF2 as well as First Aid and CPR Training.

The 2025 first quarter training made up of 4 modules. This is assigned to 27 firefighters. Currently no firefighters are completed with this training and 3 firefighters are in-progress.

Driver Training: In December

There were no driver orientations or signoffs in December.

One-on-ones: In December

In December I have been spending time with Liam Walsh mentoring him and being someone outside his family he can learn from, receive some direction and talk to. He has got himself in a little bit of trouble and I feel giving him a positive environment can hopefully change his future for the better. He has so far spent 3 days with me. The goal with our time is one he'll complete a work project and two we'll complete some fire training.

12-13-2024: 1pm to 3pm for 2 hours total time. Work project- Swept the bays at station 51. Then he registered for and started online training modules for Wildland Fire certifications.

12-18-2024: 1pm to 3pm for 2 hours total time. Work project- Swept the bays at station 52. Then we trained donning an SCBA. Liam's previous best time was 2:05, the goal is under a minute. This day Liam worked to get quicker putting on the SCBA and had a personal best time of 1:33.

12-19-24: 1pm to 2pm for 1-hour total time. Liam completed the 1st of 5 online training modules for his wildland fire training certification. NIMS ICS 100.

Other One-on-Ones

December 26th – Went over installing chains on Engine 51 with Lou Hazim – 1 hour

Training Calendar:

January 1st – 1st Quarter Fire Engineering Training modules were sent out. Also, online key codes for First Aid were sent to those needing certification this year.

January 7th – Quarterly SCBA, HP CPR and Association meeting

January 13th – OTEP: Congestive Heart Failure (CHF) & LVADS

January 14th – Water Rescue Ice and Q1 Rope training (if weather permits and we have ice)

January 21st – 2024 Year in Review

January 27th – Officer Meeting

January 28th – Annual CPR Certification Training

January 29th – First Aid skills check for those that took the online first aid course

Recruitment & Retention:

In December we had no new firefighters join or leave. I plan in January to check in with a few of our fringe firefighters to see how they are doing and what we can do to see them more.