

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
January 12, 2021
Regular Meeting of Commissioners

Commissioners Conference Call: Dan Baker, Dana Starkweather and Fred Weiss.

Others on Call: Chief Arnold Baker, District Secretary Reggie Trusel, Training Officer Karen Sargeant, Manson Firefighters Association President Chris Willoughby, Chelan County Fire District 7 Fire Commissioner Karyl Oules.

Call to Order: Commissioner Baker called the meeting to order at 4:30 p.m. No Flag salute, due to the Governor's Proclamation for meetings suspended.

Determine Chair and Vice Chair: Commissioner Baker, Motioned to approve Resolution 2021-01; Appointing Fire Commissioner Board Officer Positions and Secretary, Commissioner Weiss seconded; Motion passed unanimously. Board Chairman will be Dana Starkweather, Vice Chairman will be Fred Weiss and Secretary is Reggie Trusel.

Pension Board: Opened: 4:32 pm. Chief Baker informed the Board that Cody Amsden is now a new volunteer member. Closed: 4:33 pm

Public Comment: Chris Willoughby with Manson Firefighters Association, gave an update on how the Season of Hope fundraiser did for 2020. Season of Hope raised \$12,500.00 in 2019. This year he announced total funds raised were \$16,500.00. A total of 65 applications were received. Two applicates lived in Chelan and were referred to Chelan EMS. 33 families received \$100 / per family member. 30 separate families received a Covid-19 Relief -\$100 gift card.

Minutes: The Meeting Minutes for the Regular meeting on December 8th were presented, Commissioner Baker, Motioned to approve December 8, 2020 Minutes, Commissioner Weiss seconded; Motion passed unanimously.

Financial Report: Chief Baker reviewed the adjustment made to the 2020 budget, as it was increased to (\$850,000.00) due to additional costs related to E-One Aerial truck purchase. He also mentioned that the budget adjustment was about \$25,000 short due to a miscalculation. Chief Baker suggested to the Board, to make a funds transfer of \$130,000.00 to cover additional payroll expense for the month of January. January payroll will reflect the July-December Incentive Points/Dollars earned by the Firefighter volunteers. Commissioner Baker, Motioned to approve the funds transfer of \$130,000.00 from the Investment account to Expense account, Commissioner Weiss seconded; Motion passed unanimously.

Approval of Invoices: Commissioner Weiss, Motioned to affirm the Voucher FD51 in the amount of \$21,820.17, Commissioner Baker seconded; Motion passed unanimously. Commissioner Weiss had a question regarding purchases made using Grant funds, Chief Baker

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explained the department received a Covid-19 Grant Award for the purchase of PPE. He stated our main vendor was unable to fulfill the order with everything we needed. The Chief informed the Board he reached out to a different vendor and was able to complete the order for additional items-spending the balance of around \$600.00.

New Business:

- **Resolutions 2021-02 - 2021-05.**
Commissioner Baker; Motioned to approve Resolutions; 2021-02 – 2021-05, Commissioner Weiss seconded; Motion passed unanimously.

Old Business

- **Company Calendar:** Chief Baker reiterated he had a few Zoom meetings scheduled for the month ahead. He noted Misty Viebrock, Executive Director from RiverCom 911, made a trip to Manson to meet with him. He was glad to connect with her as Chief Baker will be a member of the Administrative Board for the next two years.
- **ZBA Architecture:** Station 52 Bay Addition- Update
Chief Baker described an email he just received from Randy Vanhoff, regarding Addendum to the Bid Specs, verifying Electrical Conduit location. The Chief explained, Randy “refined” the information from first set of plans given to Bidding-Contractors.
- **Electronic Sign – No Update**
Chief Baker confirmed he has not heard anything back from the Chamber members regarding possibility of cost-sharing “Message Sign”. Commissioner Baker suggested one of our Board members attend the next Chamber meeting. He indicated he would be willing to attend and discuss the possibility of a joint purchase.
- **Pre-Fire Plans:** Chief Baker stated he updated the Pre-Fire Plans - Community Letter and we are preparing to mail packets to Manson businesses very soon.
- **Apparatus: E-One Aerial Truck**
Training for Aerial -Tower 51.
Chief Baker confirmed the Board of Commissioners reached a Consensus to proceed with E-One Aerial training. The Fire Department in Lincoln City Oregon confirmed they would like to (cost share) Trainor Fees. Chief Baker is working with Mark, Owner of Cascade Fire and Safety on potential dates. Mark will be setting up possible dates for a Saturday in March or April.
- **FEMA 2020 BRIC - No update.** The Chief is expecting to hear something from FEMA regarding BRIC Grant, this May.

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EMS Report: No Update

Training Officer Report: Karen Sargeant

***Additional Discussion**

Seven Firefighters participated in IFSAC testing this past November.

FF2: Officer Nick Glenn passed his Practical, and Officer Raynor passed both Written and Practical test. Hazmat Written: Brian Whitney and Travis Farrar both passed, Efren Alejo will be rescheduling test retake for this Spring. FF1: Jerry Smith only missed by a couple on the Written, he will be scheduling that test retake for February. Jerry will schedule the Practical test for later in the Spring.

Assistant Chief's Report: Kermit McClellan- None

Chiefs Report:

***Additional Discussion for Chiefs Report**

- **Facilities and Equipment: FEMA Grant Interface Fire Engine 55.** Chief Baker received our electronic score from application submission in the 2019 cycle. He has reviewed that information and is preparing to re-submit new application for 2020 open now. In his preparation, Chief has requested from three different vendors, quotes on a complete custom design-build for new Fire Apparatus. The FEMA Grant application is open until February 12, 2021. The Grant Award we are seeking is for \$330,000.00. Our Grant Match will be approximately \$17,000.00.
Station 52 Bay Addition: Final Contractor Bids are expected in by 4:00 pm January 29, 2021. A question was brought up by one of the Commissioners if we would wait until next scheduled Commissioners Meeting-Feb. 9th to decide on best Contractor Bid. Chief Baker suggested organizing a Special Meeting for the 29th, 4:15 pm for opening bids, no decision will be made. Chief Baker and Board agreed it would be nice to let all Contractors know as soon as possible.

Executive Session: RCW 42.30.110 (1) (g) to review the performance of a public employee. Commissioner Baker asked for time of 10 minutes, starting 5:05 pm, Commissioners were back to regular meeting at 5:15 pm.

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Public Comment: Commissioner from Chelan County Fire District 7, Karyl Oules commented she would like to attend future department meetings if possible.

Adjournment: Commissioner Baker closed meeting with no additional business before the Commissioners, the meeting adjourned 5:16 pm

Chelan County Fire District 5 Board of Commissioners:

Commissioner Chairman Dan Baker

Commissioner Dana Starkweather

Commissioner Fred Weiss

**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

January 12, 2021

Incidents

28 Calls for service in the month of December; 25 within Fire District 5 and 3 out of the District. Fire responded to 10 calls within District 5.

In District 5; 1 Alarm system malfunction, 1 Steam thought to be smoke by the detection system, 1 MVA with no injuries, 1 CO detector malfunction, 2 Dispatched & cancelled and 4 calls to Assist EMS crew.

EMS responded to 18 medical calls in District 5 and 1 Dispatched & cancelled. 14 Calls EMS handled without Fire, and 4 with assistance of Fire.

Out of District 5; 2 Medical calls and 1 Dispatched & cancelled enroute
December Call Times;

Fire Call Processing was at 1:46, Arrival on scene at 5:49.

EMS Call Processing was at 1:04, Arrival on scene at 10:26.

Of the 25 dispatches in District 5, 22 calls were compliant to NFPA 1221, for call processing for 88%.

Of the 22 responses in District 5, 21 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 95.5%.

For Year 2020;

Total calls 419. Fire responded to 82 fire & rescue type calls, 84 Assist EMS calls, and 23 burn complaints & Cancelled enroute calls for 189 Fire call outs. EMS responded to 210 medical calls without Fire, the 84 with assistance of Fire, 20 rescue calls with Fire and 19 Cancelled enroute calls.

82 Fire dispatches in District 5, 44 calls were compliant to NFPA 1221, for call processing for 53.7%.

252 EMS dispatches in District 5, 216 calls were compliant to NFPA 1221, for call processing for 85.7%.

75 Fire responses in District 5, 64 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 85.3%.

251 EMS responses in District 5, 226 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 90.4%.

Personnel and Training

Drills in December consisted of Ropes, Knots and Rope Rescue where the firefighters practiced primary knots in the fire service, belay lines from Tower-51's ladder, and anchor point knot tying. Another drill covered SCBA annual refresher, proficiency drills and emergency procedures with SCBA. Officer meeting and rig checks were done. We took December 21st off for drill night as several people had conflicts.

Covid 19 Vaccines – The Lake Chelan Health EMS department is taking the lead with providing the vaccines. The schedule for first responders began on January 2nd at District 7's station. It seems as they were well organized. When Chief Donnell asked for help to staff the vaccination event, his volunteers had the schedule full. I offered to Chief Donnell as the vaccination process continues to send some shift opportunities our way. It will take months to vaccinate the whole community.

Recruitment & Retention

We have received a new firefighter packet from Cody Amsden. Cody is in his 3rd year at WSU and wants to get back our area. Cody also has 2 years with the Forest Service initial attack crew. He has attended a couple drills and is very excited to learn about the fire service.

Facilities and Equipment

Building Addition – Dan and I attended the contractor walk through on Dec 16th. We had 3 contractors attend that I feel promising to have competitive bids. We took questions from the group and have been working though to provide answers with Randy our ZBA Architect. The addendum to the specs should be out Friday the 8th or Monday the 11th.

BRIC Grant – I have not heard anything from Hannah. She has been very busy on another set of grants Post Fire recovery.

Tower-51 (Ladder-51) – We are temporarily using Ladder-51 until the Chiefs Association completes the identifier plan. We received a quote from Cascade Fire to bring in a factory trainer (only if the other department in Oregon also participates) to teach Bronto boom and pumping skills. The bid was for \$2945.76 including tax. The Commissioners by consensus asked me to commit to the training. Later I received word that the other department committed too. Now waiting for E-One's trainer to offer dates.

RiverCom

I get the honor to be the 5th voting member starting this month for the next 2 years. We have some personnel issues to resolve, site for future facilities to establish, and Shared Funding options to decide after the normal business. It should be an exciting 2 years.

Prevention

I have updated all the documents to send to the business owners in Manson for the first step in per-fire plans. Working to get those out.

JANUARY TRAINING REPORT

(Completed 1/8/2021)

TITLE	IFSAC	2021 GOAL	NFPA NON-CERTIFIED	NWCG	MEDICAL
Firefighter 1	6	8	1		
Firefighter 2	4	5	1		
Hazmat Operations	11	17	1		
Officer 1	2	2			
Officer 2	1	1			
Instructor 1	7	7		1	
Instructor 2	0	1			
Wildland FFT2		6		7	
Wildland FFT1		5		5	
Engine Boss		2		2	
EMT		12			11
EMT Instructor/Evaluator		2			2
Fire Inspector 1	1	1			
Public Information Officer				1	

Red = New Certifications

Number of Chelan Fire District #5 Firefighters = 31

TESTING

The following firefighters completed the testing in Malaga on December 4 & 5. The ones who took their written tests are still waiting to hear whether they passed or not. Raynor and Nick both passed the practical test for FF2 allowing Nick to become certified as an IFSAC FF2. He is awaiting the arrival of his certificate.

NAME	IFSAC TEST	TYPE OF TEST		DATE
		Written	Practical	
Efren Alejo	HMA/HMO	X		12/04/2020
Brian Whitney	HMA/HMO	X		12/04/2020
Raynor Baker	FF2	X		12/04/2020
Raynor Baker	FF2		X	12/05/2020
Nick Glenn	FF2		X	12/05/2020

These firefighters are waiting for the results of their written tests that they took in Leavenworth with Chelan FD #3.

NAME	IFSAC TEST	TYPE OF TEST		DATE
		Written	Practical	
Travis Farrar	HMA / HMO	X		12/11/2020
Wade Gross	HMA / HMO	X		12/11/2020
Jerry Smith	FF1	X		12/11/2020

INDIVIDUAL TRAINING PLANS

Three individual training plans have been discussed and will be completed this week. At the end of December, all the firefighters were sent emails with any online training, (Target Solutions, NWCG, FEMA etc.), that they could complete before 12/31 to enhance their incentive points. I will continue to contact each firefighter to set up meetings to complete their individual training plans.

FIREFIGHTER RECRUITMENT

We gained a new firefighter, Cody Amsden, who lives here in Manson. He comes to us with wildland firefighting experience and is excited to learn new skills in the structure arena. We also lost a firefighter as Danny Knott moved back to Idaho to be closer to elderly family members.