

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
January 11, 2022
Regular Meeting of Commissioners

Commissioners Present: Dana Starkweather, Dan Baker and Fred Weiss.

Others Present: Chief Arnold Baker, District Secretary Reggie Trusel, Captain Nick Glenn, Firefighter Association President Chris Willoughby.

Call to Order: Commissioner Starkweather called the meeting to order at 4:31 p.m. The Flag salute commenced.

Pension Board: Opened: 4:32 pm. Chief Baker announced to the Commissioners we will be renewing our volunteer members for the new year; the Disability and Pension participation remittance will be vouchered in February. Pension Board Closed 4:35 pm.

Public Comment: None

Minutes: The Meeting Minutes for the Regular meeting on December 14th were presented, Commissioner Baker suggested omitting a line under EMS Report and removing a short sentence under Policy Updates, the Board was in agreement. Commissioner Baker, Motioned to approve December 14st Minutes with changes, Commissioner Weiss seconded; Motion passed unanimously.

Financial Report: Chief Baker explained the department went over budget by \$11,792 for 2021. He reported the department made additional revenue in December in the amount of \$45,764 ending on the positive side, \$33,972. The Chief displayed the Excel spreadsheet of budget model.

Approval of Invoices: Commissioner Weiss, Motioned to affirm January Voucher FD51 in the amount of \$14,202.29 and Voucher FD52 in the amount of \$313.01, Commissioner Baker seconded; Motion passed unanimously.

Discussion was made between the Board regarding Underwriters Laboratory cost entry for the annual Aerial ladder engine (Tower-51) inspection. Chief Baker reiterated the inspection is yearly and the Aerial test is every five years.

New Business:

- **Strategic Planning:** Commissioner Weiss asked if exploring prior year's strategies is common in planning for the future? Chief Baker advised the "model" spreadsheet gives a pretty good prediction of years ahead with regard to projects and how they work into our financial plan. He stipulated our plans; Station 52 building addition with possible Levy renewal in 2024, Equipment replacement, AFG Grant for structure protection truck. The Chief stressed the number one concern we face is Wildfire risk. Commissioner Weiss asked about the strategy we have in place. The Chief reiterated the aerial resources we have available if/when wildfire happens; and would be significant in minimizing damage. There is \$65,000.00 pre-approved to initiate those

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resources. Commissioner Starkweather asked about Station 52 addition plans. Chief Baker noted that is a good topic for a future Commissioner Workshop. The Board inquired on a potential date; Commissioner Starkweather suggested the second half of March, the Board agreed. The Commissioner Workshop date will be discussed at the next regular board meeting in February.

- **Special Meeting:** Date/Time 1-18-22 at 1:00 pm -Audit Exit Meeting scheduled with Auditor Anthony Sains.
- **State MOBE Agreement:** Proclamation 21-14-1 COVID-19 Vaccination Requirement: Washington State Patrol (WSP) is implementing a process that affects the All-Risk Mobilization program. This Interlocal agreement with Fire Agencies is requiring agencies to complete the Employer Declaration form which is an agreement saying we will submit proof of full vaccination record information on personnel prior to mobilization deployment. Chief Baker is not comfortable signing such an agreement as this could be violating HIPPA. The Board asked if he would forward the Proclamation to attorney Brian Snure to get his legal feedback.
- **Annual Resolutions:** Commissioner Baker, Motioned to approve Resolutions 2022-01 through 2022-06, Commissioner Weiss seconded, Motion passed unanimously. Commissioner Starkweather suggested listing all valid resolutions from past years. Chief Baker and District Secretary will make a plan to go through the Resolution notebook.

Annual Resolution

- Resolution 2022-01 Board Officers & Secretary
- Resolution 2022-02 Board Meeting Schedule
- Resolution 2022-03 Reserve Fund Transfer
- Resolution 2022-04 Payroll Officers
- Resolution 2022-05 Finance Auditing Officers
- Resolution 2022-06 Cancellation of Outstanding Warrants

Old Business:

Chairman Starkweather indicated he is currently working on a draft-letter response to Chelan County Fire District 7 (Chelan Fire & Rescue) and will have available for review very soon.

He also asked the Board if they could address the Assistant Chief/Training Officer position further in the Agenda after the Chiefs Report, Board agreed.

- **Company Calendar:** Discussion was made regarding the January calendar upcoming meetings. RiverCom Board workshop 1/12/22. Chief Baker was

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selected as the new Chairman for RiverCom. The Chief had a good conversation with the outgoing Chairman recently and is looking forward to working with the Board this next year.

Commissioner Starkweather suggested mentioning during the upcoming KOZI interview scheduled for 1/14/22, supporting Lake Chelan Reclamation in helping uncover any fire hydrants buried in the snowbanks.

- **Station 52 Bay Addition:** Chief Baker updated the Board, we will be starting the process in closing out with L&I, checking to see if all requirements have been met for 5% retainage fee. Chief noted the only item missing are the door sweeps.
- **Station 52 Irrigation:** None
- **Pre-Fire Plans:** The Chief reported the new Chelan County Fire Marshal, Steve Rinaldi asked if we were currently collecting data for structural-pre fire plans and inspections. Chief Baker replied we are collecting information and was glad to see their office is taking the lead in helping with data processing, as all of Chelan County Pre-Fire Plan data will be in the same software system.
- **Policy Updates:** Chief Baker informed the Board we are working on policy updates. Commissioner Baker asked the Chief if he would follow up with Attorney Brian Snure regarding nepotism rules and regulations.

EMS Report: None

Assistant Chief's Report: Kermit McClellan None

Chiefs Report:

***Additional Discussion for Chiefs Report**

Incidents:

The Chief began with a new document he added to the Commissioner notebooks, which shows a comparison between 2020/2021- Incident response times for EMS calls. The Chief indicated the target response time is 12 minutes. With the calls increasing in 2021, the 12-minute response was met at 80% (both years).

Personnel and Training: (Points)

Chief Baker displayed the Points spreadsheet and explained the different columns reflecting; Certifications, Drill Attendance, Incident participation.

He commented he is "seeing some good numbers" and compared to last year 2020, we have an increase in calls and drill attendance. He briefed the Board as to how many volunteers are

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participating and making the required 10% of calls.

Assistant Chief/Training Officer Position:

Chief Baker displayed AC/TO Testing Procedure and Timeline to the Board of Commissioners. He explained what is expected during the interview process, testing and how the panel will evaluate. He suggested sending an initial letter to candidates on what to anticipate during the interview process. The Chief emphasized giving everyone a “level playing field.” Commissioner Baker recommended assigning some additional training duties now, trial-run for officers. The Chief reiterated at the monthly Officer meeting they have already laid out who will teach different training topics. Commissioner Starkweather noted how the job description establishes this position as (full-time). He inquired as to how many hours would this entail and possible budget for this position. He voiced his concern, how we can legitimately fulfill this position with the (available hours) the Officer-candidates currently can offer. He emphasized the possibility of promoting others up to Officer ranking. Commissioner Baker commented we have some good candidates, but they already have full time jobs, should we look outside the Manson district? Chief Baker established; the budget has been adjusted to approximately \$60,000.00 to accommodate this new full-time position.

The Board discussed presenting the “job description” to the candidates, asking them how and what they individually can offer to our plan and what they feel is fair compensation. Chief Baker summarized he will keep working on the position-plan and bring to the officers for review if that is recommended by the Board. Commissioner Baker reiterated delegating some of the past Training Coordinators duties to the Officers now as well as the volunteers. Commissioner Starkweather expressed his concern looking down the road three to four years, we have an Assistant Chiefs position needing filled and a Chiefs position. He concluded currently there is a pool of four Officers who might like to become the Assistant Chief.

Public Comment: None

Adjournment: Commissioner Starkweather closed the meeting with no additional business before the Commissioners; the meeting adjourned 6:12 pm.

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Chelan County Fire District 5 Board of Commissioners:

Commissioner Chairman Dana Starkweather

Commissioner Fred Weiss

Commissioner Dan Baker

**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 11, 2022

Incidents

41 Calls for service in the month of December; 33 within Fire District 5 and 8 out of District. Fire responded to 18 calls within District 5, no mutual aid calls.

In District 5; 1 vehicle fire (garden tractor), 1 Mischievous false call at the High School, 3 Smoke or odor removal, 1 MVA with no injuries, 1 MVA with injuries, 1 Alarm system malfunction, 1 Water leak, 3 Authorized controlled burning, 4 Assist EMS, 1 Unintentional medical alarm, 1 Dispatched and cancelled.

EMS responded to 22 medical calls in District 5. 15 Calls EMS handled without Fire, 1 MVA with no injuries, 1 MVA with injuries, 1 Unintentional medical alarm, and 4 with assistance of Fire.

Out of District 5; 5 Medical calls, 1 MVA with injuries, 1 Off road vehicle fire standby, and 1 Dispatched and cancelled.

December Call Times;

Fire Call Processing was at 2:28, Arrival on scene at 12:00.

EMS Call Processing was at 3:04, Arrival on scene at 10:08.

Of the 33 dispatches in District 5, 21 calls were compliant to NFPA 1221, for call processing for 63.6%.

Of the 32 responses in District 5, 27 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 84.4%.

Personnel and Training

Training in December consisted of a HazMat Refresher, Ropes & Knots for Low Angle Rescue, Medical OTEP with a makeup for skills missed, SCBA Quarterly and proficiency practice. December was a short month with the first week given the Season of Hope deliveries.

Wrapping up personnel participation records, that last item now is reviewing the driving records recorded in the truck logs.

Recruitment & Retention

1 new recruit packet was given. Haven't seen the guy since. I'm hoping for his return, seemed motivated.

Facilities and Equipment

Building Addition – The only thing I find to complete is adding sweeps on the bottom of the 2 man doors. Dan, Reggie and I took a 4 hour training from Labor & Industries for Public Works projects. We will begin the process for completion, which will have a process for 3 state agencies; L&I, Employment Security and Dept of Revenue. The only other item outstanding that is in our specs is As-Built drawings. That will be Cascade Construction feeding some corrections and detail changes back to ZBA Architecture to update the drawings.

Equipment – Not much happening with equipment in the cold and snow. An air leak (small one) on Engine-52 to get fixed. The front bumper turret on E-52, add an extension pipe. The PTO cable on Brush-53 needs to be remounted. I have new batteries for Tower-51, need good weather as I have to set up the jacks to lift the boom, to then lift the cab to install the 4 batteries.

I have allowed the Snowmobile Club to put a storage shed at Station-52. It is just storage with a man door not a rescue sled storage.

Working on an agreement with the Hospital to store some palletized kits in the back of Medic-3152's bay. The kits are CARES Act items. Linda Nunez is my contact for the Hospital, she and Ray Eickmeyer insisted we charge something for storing, we agreed on \$100 per month. I'm sure there will be a written agreement that I can share with the Board. The term is about 1 year.

RiverCom

Reorganization is still continuing. We have a new Deputy Director, Jonathan Brock. I haven't met the new Human Resources Manager, position was filled. A confrontation between 2 Board members had Chelan County Commissioner Kevin Overbay resign rather than contest any nepotism with his daughter as the Finance Manager. The following election of Board officers made me the chairman. Since that meeting County Commissioner Tiffany Gehring has accepted filling Kevin's spot. I have had a good handoff meeting with Kevin, look forward to working with Tiffany.

Executive Director Lowell Porter has prepared a process that will build a health culture. I look forward to working with Lowell this year. I have opened discussion about co-locating with CWICC (Central Washington Interagency Communications Center, the US Forest Service and WA DNR dispatch center) Nothing may come of it, at least the discussion will happen.

Prevention

Our new Chelan County Fire Marshal, Steve Rinaldi, asked about our pre-fire plans. I informed him we are collecting data without a place to deposit it. He has worked with some programs in other areas where pre-fire plans and inspection programs were together in the same software platform. I have hopes of seeing that go together,