

**Chelan County Fire District No. 5**  
**250 West Manson Blvd.**  
**Manson, WA 98831**  
**January 10, 2024**  
**Regular Meeting of Commissioners**

**Commissioners Present:** Fred Weiss and Dan Baker.

**Others Present:** Chief Arnold Baker, District Secretary Reggie Trusel, Training Coordinator Raynor Baker, Lieutenant Beau Alanis, Captain Nick Glenn, Assistant Fire Chief Kermit McClellan.

**Call to Order:** Vice Chairman Weiss called the meeting to order at 4: 30 p.m. The Flag salute commenced.

**Pension Board:** Opened: 4:30 pm, closed at 4:31 pm.

**Public Comment:** None

**Minutes:** Vice Chairman Weiss presented the Regular meeting Minutes from December 13th, Commissioner Baker, Motioned to approve December 13th Meeting Minutes; Commissioner Weiss, seconded; Motion passed unanimously. Commissioner Baker, Motioned to approve the December 20<sup>th</sup> Workshop Minutes; Commissioner Weiss seconded; Motion passed unanimously.

**Financial Report:** Chief Baker suggested to the Board to transfer \$115,000.00 from Investment account to Expense account, Commissioner Baker, Motioned to approve funds transfer of \$115,000000 from Investment to the Expense account; Commissioner Weiss seconded; Motion passed unanimously.

**Oath of Office:** Oath of Office for newly elected Commissioner Position 1- Chris Willoughby. Vice Chairman Weiss read the Oath of Office for Chirs Willoughby to recite for the next term and Certificate was signed.

**2024 Elective Chair:** 2024 Elective Chair: Commissioner Weiss agreed to become the Commissioner-Chairman for 2024 and Commissioner Willoughby agreed to take over the Vice Chair position.

**Approval of Invoices:** Commissioner Willoughby, Motioned to affirm; January Voucher FD51 in the amount of \$17,212.63, Voucher FD52 in the amount of \$2,710.72, FD53 in the amount of \$2,880.00 Commissioner Baker, seconded; Motion passed unanimously.

**New Business:**

- **2024 Annual Resolutions:** Board Chairman Weiss passed the Resolutions to the other Board members to review. Commissioner Baker, Motioned to approve Resolutions 2024-01 through 2024-05 as presented, Commissioner Willoughby seconded, Motion passed unanimously.

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**Old Business:**

- **Station 51 Remodel**

Chief Baker gave the Board an update on ST51; remodel is now finished with exception to bracing a closet door. He advised the Board we have contacted Karen's Cleaning Service for a quote on doing a deep clean now that construction is completed. Chief Baker indicated he is currently waiting to hear back from a floor person who will be giving an estimate on carpet-glue removal for the 3<sup>rd</sup> bay. He indicated the price for doing our new Boardroom / Bay was around \$4,200.

Commissioner Baker inquired if the Shaw Engineering Agreement was finalized. Chief Baker concluded Attorney Snure approved the agreement with liability amount of \$50,000 and the agreement was signed.

- **Station 52: Training Center Progress**

Chief Baker gave an update on how the (soil mitigation) is going with (DOE) Dept. of Ecology. He indicated Mary Monahan, who is working with the department on State funding Grants, has informed we need to complete a cultural resource review. During this review, the Tribal government has 30 days to respond and decide if they want to conduct a full cultural resource survey. If the DOE does not receive any comments, DOE requires that an Inadvertent Discovery Plan (IDP) to be shared with all contractors. The DOE is leaving it up to the District to establish an acceptable (HAZWOPER) Hazard Waste Operations & Emergency Response training plan for the contractor doing the site work before starting. The Chief summarized that Paul Cappock has reached out to find a surveyor to do a perimeter and grade survey completed before soil capping/removal starts.

- **Company Calendar:** Chief Baker went over the scheduled meetings for the upcoming month. He reported he will not be able to attend Fire Commissioners & Chiefs Legislature Day scheduled for January 23, 2024, in Olympia. He gave a date correction for the KOZI interview, January 13<sup>th</sup> not January 19<sup>th</sup>.

- **Pre-Fire Plans: FlowMSP-** Captain Glenn gave the Board the latest update. He explained the app has a "learning curve." He and volunteer Dan Weakly are set up as "Planners" and understanding FlowMSP system has been a little challenging. Chief Baker pulled the app up on the screen for the Board to view and better understand the layout/footprint of a local building in Manson. The app indicates any hazard materials, flow rate of Reclamation hydrant. He explained the formula on how the app calculates the fire flow for the size of the building. He

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summarized there are 93 Commercial buildings in Manson and knowing this important background for pre-fire planning is a necessity.

- **Resolution 2024-06** Originally (2023-09)  
At Will and Schedule A – 2024 Salary Survey. Chief Baker advised he would be drafting an updated At Will – Agreement, Resolution-Draft with latest suggestions from the officer/volunteer group and have ready for the Board to review before the February Board meeting.  
He explained the “At Will -Agreement” would need to be signed by the volunteers before they are eligible for compensation/points starting 2024.

A discussion was made between the Board and Officer attendees. Captain Glenn mentioned it could be hard to keep the participation-incentive up for volunteers when those few have met the 20 % point/salary threshold. Using himself as an example, he asked what will he do the rest of the year once his earning threshold has maxed out? Chief Baker reiterated all income will count towards the 20% threshold amount set for each of the Officers. The Officers are the ones who will be most affected: more points/compensation for higher certification levels, and monthly stipends. He informed the Board we will need to decide if the department will be changing to parttime or keep as volunteer – “we can’t do both”.

- **Levy Workshop:** The Board discussed possible dates for the next Levy Workshop, agreed on January 18<sup>th</sup>, Time: 4:30 pm

**EMS Report:** None

**Assistant Chief’s Report:** Kermit McClellan briefed the Board on a couple of interested volunteers that are wanting to do more training as the weather allows.

**Training Coordinator Report:** Raynor Baker asked if the Board had any questions on his report and mentioned he will be providing updated training-goals for 2024 on the February training report.

**Chiefs Report:**

**\*Additional Discussion for Chiefs Report**

- **Incidents**  
The Chief reported the incidents call volume was up in December. He reviewed the handout (Incident Response Times 2022 and 2023). The handout compares the average response times for Fire & EMS calls. The breakdown reflects calls ranging from structural/wildland fires, traffic accidents, swimming, good intent,

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smoke scare, false alarms, EMS assist calls. The average shows our response times are around the 80<sup>th</sup> percentile. Both years combined, the Fire Department was dispatched to 171 calls and EMS dispatched to 516 calls within our District. These dispatched calls are from actual (911) calls. The Chief advised the RiverCom user fee amounts are based on those numbers.

Chief Baker reviewed with the Board the Volunteer Point earnings for the second half of 2023. Commissioner Baker, Motioned to approve point earnings of \$83,955.69, Commissioner Weiss seconded; Motion passed unanimously. Commissioner Willoughby abstained.

- Personnel and Training: None
- Facilities and Equipment: None
- RiverCom: None
- Prevention: None

Chief Baker shared some brief discussion on Levy topic (Term versus Permanent). The Board suggested discussing further at the upcoming Workshop on January 18<sup>th</sup>.

Commissioner Baker asked if the Chief had worked on the new policy for Employee Overage Hours, he stated he will be drafting the policy and sending out to the Board soon.

**Public Comment:** None

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**Adjournment:** Commissioner Weiss closed the meeting with no additional business before the Commissioners; the meeting adjourned 6:10 pm.

**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

January 10, 2024

### Incidents

43 Calls for service in the month of November; 33 within Fire District 5 and 10 out of District. Fire responded to 14 calls within District 5.

In District 5; 2 Odor of smoke, 1 Odor of propane, 1 No incident found on arrival, 1 MVA with no injuries, and 9 Assist EMS calls.

EMS responded to 28 calls in District 5. 18 EMS Calls handled without Fire, 9 with assistance of Fire, and 1 MVA with no injuries.

Out of District 5; 8 EMS Calls, and 2 Dispatched & Cancelled.

November Call Times;

Fire Call Processing was at 2:29, Arrival on scene at 12:10.

EMS Call Processing was at 2:21, Arrival on scene at 10:08.

Of the 32 dispatches in District 5, 23 calls were compliant to NFPA 1221, for call processing for 71.9%.

Of the 32 responses in District 5, 26 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 81.3%.

### Personnel and Training

Training in December consisted of;

12/5 SCBA & RIT Proficiency – 19 attended

12/12 Season of Hope deliveries – 18 attended

12/18 OTEP: Documentation & Liability – 8 attended

12/19 Make-up training – 13 attended

12/26 No formal drill, SCBA practice – 4 attended

### Facilities and Equipment

Chelan County CPIF Grant for the Training Center – No news from Ecology or Paul. Have not had a reply to status request.

Station-51 Remodel – We haven't seen crews for some time. Drywall repair and paint is about all to do.

DNR Grant Truck – Back in discussion with RWC International to complete the chassis purchase.

### RiverCom

The requirement the landowner has placed on RiverCom to get them a Conditional Use Permit has stalled the land purchase process. RiverCom's attorney will get back with the landowner to see if other options are available.

### Prevention

CRR (Community Risk Reduction) Week is 15<sup>th</sup> through the 21<sup>st</sup>. I have work with this national team for several years. I wasn't able to help much this year. The team has built a great program around 'Enforcement' this year. Code Enforcement is an important tool to make communities safer.

# January 2024 CURRENT CERTIFICATION REPORT

## (Completed 1/03/2024)

TITLE	IFSAC CERTS	Medical	NWCG	2023 GOAL
Firefighter 1	8			5
Firefighter 2	7			3
Officer 1	4			2
Officer 2	2			1
Instructor 1	8			8
Instructor 2	1			0
Hazmat Operations	12			6
Wildland FFT2			16	20
Wildland FFT1			4	2
Engine Boss			2	2
Tender Driver			5	
EMT		13		15
EMT Instructor/Evaluator		2		2
Fire Inspector 1	1			

Total Number of Chelan Fire District #5 Personnel = 41 Down 1

Number of Interior Firefighters = 22

Number of Driver Operators = 3

Number of Medical / Support Personnel = 10 Down 1

Number of Junior Firefighters = 6

Number of members on Leave = 3

## CURRENT TRAINING REPORT

### Training Review

December was a slow month for training with the holidays. We still had good participation throughout the drills. December 5<sup>th</sup>, we had 19 firefighters attend and did more RIT and SCBA practice building upon our RIT and Firefighter rescue drill the end of November. December 12<sup>th</sup>, we had 18 firefighters attend our Season of Hope deliveries. December 19<sup>th</sup>, we had 13 firefighters attend as we did our make-up training for fourth quarter. We also had 4 firefighters test their SCBA proficiency and pass to be able to receive an issued SCBA mask.

I am very pleased with where our training is at from the hard work and time our firefighters have put in throughout 2023. We have set a new bar in making sure our required training like our SCBA quarterlies, First Aid and CPR training, and Red Card training got completed. We had more firefighters participate and receive this training then ever before. We were also able to offer the training required by WAC, RCW, 310-1 and DOH. Some of this training was completed through Vector Solutions where we had a total of 34 members assigned training. 16 of the 34 members completed the Vector Solutions training assigned to them on 2023. The 2023 Vector Solutions training will remain open until the end of January so we can hopefully get a few more to complete their training.

My goal for 2024 is to keep building upon this momentum and turn the firefighter's knowledge into proficiency. We are also seeing the next wave of senior firefighters step up with helping in drill and assisting other firefighters. This mentorship is key to the long term success.

### **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 am still waiting for the written results.

Chelan is hosting an EMT course January 18<sup>th</sup> through April 18<sup>th</sup>. I we currently have Doug Pinski that will be taking the course.

There is a volunteer recruit academy hosted this year in Chelan February 6<sup>th</sup> through March 30<sup>th</sup> on Tuesday nights and Saturdays. We have Nick Glenn, Beau Alanis and myself that will assist the class as instructors and Tony Harlich, Chris Ghioni, Lou Hazim, Brooks Pinski, Doug Pinski 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):**

1<sup>st</sup> Quarter right-to-know modules comprised of 5 modules assigned to 24 members.

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

3<sup>rd</sup> Quarter right-to know modules comprised of 3 modules assigned to 23 members.

4<sup>th</sup> Quarter right-to-know modules comprised of 3 modules assigned to 22 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.

1<sup>st</sup> Quarter Right-to-know 120 modules with 87 completed for a 72% completion rate. 0% movement

2<sup>nd</sup> Quarter Right-to-know 96 modules with 67 completed for a 69% completion rate. Up 2%

3<sup>rd</sup> Quarter Right-to-know 69 modules with 43 completed for a 62% completion rate. Up 5%



4<sup>th</sup> Quarter Right-to-know 66 (removed 1 student) modules with 38 completed for a 57% completion rate. Up 15%

New Recruit Training 330 (Added 1 student) modules with 161 complete for a 48% completion rate. 0% movement

We have a total of 681 online training modules assigned with 396 completed for a 58% completion rate. Up 2%

**One-on-ones:** In December

December 8<sup>th</sup>: SCBA assistance for Tony Harlich 2 hours

December 14<sup>th</sup>: EMS Training make-ups with Randy Goeble 1 hour

December 15<sup>th</sup>: VFIS Driver written test with Doug Pinski 1 hour

December 19<sup>th</sup>: Fit testing and SCBA help with Brian Maas and Dan Weakly 2.5 hours

December 26<sup>th</sup>: no drill drill Drive and vehicle fueling with Doug Pinski and SCBA skills with Brooks Pinski and Jesus Estrada 1.5 hours

**Training Calendar:**

Tuesday January 2<sup>nd</sup>: Quarterly SCBA, Proficiency & HP CPR / Association Meeting

Monday January 8<sup>th</sup>: Officer Meeting

Tuesday January 9<sup>th</sup>: Chimney Fires

Monday January 15<sup>th</sup>: OTEP When shit hits the fan 2023 pre-hospital cardiac arrest, ACS and ECG review

Tuesday January 16<sup>th</sup>: 2023 Year in Review

Tuesday January 23<sup>rd</sup>: Water Rescue ICE / Rope

Tuesday January 30<sup>th</sup>: CPR Training

Wednesday January 31<sup>st</sup>: First Aid Skills Checks

**Recruitment & Retention:**

December we had no new members join. We had Jeff England resign as an EMT. He was using his EMT to help the school sports teams. He has another avenue as a sports trainer to assist the school and asked to resign as an EMT.