Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
July 9, 2025
Regular Meeting of Commissioners

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

Call to Order: Chairman Willoughby 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 Weiss, Motioned to start Executive Session, Commissioner Baker seconded for an hour and a half. At 4:27 pm, Commissioner Baker asked to extend the Executive Session for another ten minutes.
The Regular Meeting was reconvened at 4:40 pm. The flag salute commenced.

Others Present: Chief Arnold Baker, District Secretary Reggie Trusel, Lieutenant-Training Officer Raynor Baker, Lieutenant Beau Alanis, Sr. Firefighter Kermit McClellan, Volunteer's-Ronan Walsh, Doug Pinski and guest Jim Koenig.

Pension Board: Opened: 4:40 pm - Closed: 4:40 pm

Public Comment: None

Minutes: The June Meeting Minutes were presented, Commissioner Baker Motioned to approve the June 3rd Workshop Meeting Minutes and June 11th Special Meeting minutes as amended, and the Regular Meeting Minutes for June 11th, Commissioner Weiss seconded; Motion passed unanimously.

Financial Report: Chief Baker advised the Board to make a funds transfer of $350,000.00 from the Investment to Expense account.
Commissioner Willoughby Motioned to approve the transfer of $ 350,000.00 from Investment account to the Expense account, Commissioner Weiss, seconded; Motion passed unanimously.

Approval of Invoices: Commissioner Weiss, Motioned to affirm; July Voucher FD51 for $123,377.73, and July Voucher FD52 for $2,388.59 Commissioner Baker seconded; Motion passed unanimously.

New Business:

- Volunteer Culture
  Chief Baker is the Chair for WA Fire Chief's Recruit & Retention Committee.
  He shared with the Board a document the committee has been working on "Culture of Volunteer Fire Departments." The Chief explained that the document is a great tool / guideline to help structure the success of volunteer departments and would like to share with the MFD Officer group. Addressing the Five Pillars of Firefighter Recruitment and Retention: Awareness, Motivation, Environment, Culture and Structure.

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- Mid-Year Staff Reviews:
  Board Chair Willoughby announced the Commissioner Board agreed to give a 5% increase across the board to Fire Chief Arnold Baker, Lieutenant Training Officer Raynor Baker and Administrative Assistant/Dist. Secretary Reggie Trusel, retroactive July 1, 2025.
  Annual salaries: Chief Baker: $132,892.59, Lt. TO Raynor Baker: $62,540.03 and Administrative Asst Reggie Trusel: $ 71,082.28.

  Commissioner Baker Motioned to approve the 5% increase as presented retro-active July 1, 2025, Commissioner Weiss seconded, Motion passed unanimously.

  Volunteer Firefighter Ronan Walsh asked if the Board would continue doing mid-year reviews. Board Chair Willoughby noted there was a need to bring the salary amounts up to be more competitive with other districts. The Commissioners do not expect to do another mid-year review. This was planned to be a one-time event.

- LOCAL Program Equipment Loan
  Chief Baker and the Board discussed the LOCAL Loan documentation and letter of approval.
  Commissioner Weiss explained to the Board he took nine 2024 Levy goals and created a six-year spreadsheet. His calculations showed there was an additional need of approximately $100,000. Chief Baker adjusted the "model-spreadsheet" showing the Board a loan of $100,000 would put the department in the negative in August 2026 and would fluctuate negative/positive as the years progressed with very little in the reserve account. Ronan Walsh noted Commissioner Weiss is looking at cost/revenue per year rather than looking at each month. Some months there will be costs we cannot cover, as each month varies with expense and revenue.

  Nine Levy Goals:

  1. E51 Replacement
  2. Deputy Chief Position
  3. Firefighter Compensation
  4. Brush Truck replaces B53
  5. New Type 3 Wildland Interface Engine
  6. Full-time Volunteer Coordinator
  7. Command Truck pump replacement
  8.Resident Training Center
  9. Contingency Plan Funding

Chief Baker explained the current LOCAL - Bond interest rate is at 3.13% - five-year term. Once the Bond has sold and the loan is locked, the interest rate will stay the same for the duration of the loan. He noted the interest earnings on the department's reserve/investment account rate does fluctuate.
The Board discussed adjusting and possibly removing some of the planned purchases from the budget model. Kermit McClellan asked about moving back the Command Truck pump replacement.
Volunteer Ronan Walsh questioned if the Training Center is still a part of the budget, as he thought the department was holding off. The Chief stipulated we must keep it on the list for next year, as we have already received a grant to help fund the preliminary stages of the training facility. He calculated keeping $200,000 in the budget-2026.
The Chief also noted our commitment with "signed" contracts to purchase both the Chassis for new Type 3 Eninge-55 and Type 1 replacement Engine-51.
Volunteer Walsh stressed his concern with the "unexpected expenses" coming up for the department. There is the risk of unplanned expenses that are not yet reflecting in the budget and not knowing the interest rate for the LOCAL loan.
Commissioner Weiss added he is "trying to feel as comfortable as can be" with the size of the loan.

The meeting attendee Jim Koenig expressed his concerns. He explained, looking at the total projected revenue of $1.4 million for the year and then contemplating spending near that on two engines is concerning. He informed the Board, when he was Chief their budget at that time was around $60,000 for the year. He recognized times have changed, and asked what the Casino, Wapato Point revenue is and does that income warrant spending that amount for a structure engine. He asked if there was anything we can do get out of this "tight spot."
Chief Baker noted, times have changed to respond with only one engine. Factoring in the cost of trucks, do we spend more on structure or wildland, E-51 will cover both wildland and structure with CAFS capability. The Chief asked -how do we manage less irrigated areas as orchards have been pulled and more homes are going up in their place. Spending enough to do "excellent" to cover both structural and wildland fire. The department has the most volunteers in our history (over 40), and it is important to be able to mitigate fire response efficiently and effectively for our developing community.
Jim Koenig summarized, things are expensive and suggested trying to look at a different way to meet our needs.
Chief Baker indicated House Bill 1498 2023-24 (Aviation assurance funding in response to wildfires) will expire this year. If a wildfire event happens *next year,* we could be responsible for aircraft costs to save homes. The Chief reiterated the importance of being able to cover wildland costs and keeping a minimum balance of $250,000 in reserve for emergency expenses.

The Board concluded they would move forward with the LOCAL loan for $1,200,000.

Commissioner Baker Motioned to approve Resolution: 2025-08: Authorization for the acquisition of Personal Property and execution of financing contract and related documentation relating to the acquisition of said Personal Property, Commissioner Weiss seconded, Motioned passed unanimously.

Commissioner Willoughby Motioned to approve Resolution 2025-09: The following Commissioner Board-individuals are each an "Authorized Agency Representative," to approve Arnold Baker as being duly authorized to execute and deliver therewith, including but not limited to the Personal Property Certificate attached thereto as Exhibit B, Commissioner Baker seconded, Motion passed unanimously.

Commissioner Baker Motioned to authorize Board Secretary-Notary Public to sign Resolution 2025-09, Commissioner Weiss seconded, Motioned passed unanimously.

Commissioner Willoughby Motioned to approve Resolution 2025-10- Reimbursement Resolution. Reimbursement to Chelan County Fire District #5 for expenditures described herein (two fire trucks) with proceeds of a financing contract, Commissioner Baker seconded, Motion passed unanimously.

Commissioner Baker Motioned to approve the Local Agency Tax Certificate (Equipment), Commissioner Weiss Seconded, Motion passed unanimously.

Old Business:

- Equipment & Projects
  - New Compressor: Chief Baker informed MES will be installing next Monday, 7/14/25. Waiting to see about compensation for old Compressor.
  - Marine-Utility Trailer - No updates.
  - Chassis for E-55 Type 3 – Update, delivery will be sometime in August.
  - E-51 Type 1 - January planned delivery.
  - Chelan Fire & Rescue – Boat 72 Agreement is tabled.
  - Summer Seasonal Crew-Chief Baker advised the program is working out great, nice to have first response on EMS, MOBE calls. Two of the seasonal crew came through our Jr. Firefighter program. Engines compensation is over $20,000.
  - Mechanics' Meeting: Chelan Fire & Rescue would like to add a second person but struggling to hold down costs. Participating agencies: Entiat, Orondo, Waterville, Mansfield and Manson, shared costs would be approximately $1,300 per month for each agency. The Chief added how it will benefit Jason, receiving help will make his work more effective. TO Raynor Baker asked how they will prioritize the work.

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

EMS Report: None

Training Officer Report: Raynor Baker
Informed the Board Aaron Richmond's testing date changed and will be Saturday, July 12th.

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

- Incidents
- Personnel and Training
- Recruitment & Retention
- Facilities and Equipment
  Commissioner Willoughby asked about going to bid for E-55 now that Chassis will be arriving next month. Chief Baker would like to wait until the FEMA grant award announcements have closed this September.
  Commissioner Willoughby asked to see the Chasses specs, Chief Baker agreed to email him.
- Prevention:
  Fire Aside: Hilary Franz will give a presentation at the Commissioner Meeting-Chelan Fire & Rescue, July 16th at 4:00 pm. Fire Aside is a platform that helps communities adapt to wildfire. Their mission is to engage and motivate residents to take action to reduce the wildfire risk to their property and community. The Chief advised this program is not in Washington State as of yet and they are looking to help find sources for funding the program.

  Chief Baker announced he was the recipient of the Ed Armbruster Award through Lake Chelan Health-EMS this year.

- RiverCom:

Public Comment: None

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Adjournment: Commissioner Willoughby closed the meeting with no additional business before the Commissioners; the meeting adjourned 6:23 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

Incidents

64 Calls for service in the month of June; 52 within Fire District 5 and 12 out of District. Fire responded to 20 calls within District 5.
In District 5; 2 Unauthorized burning, 1 False alarm, 2 Alarm malfunction, 2 MVA without injuries, 1 MVA with injuries, and 13 Assist EMS calls.
Out of District 5 for Fire; 2 Brush-grass fire, 1 Grass fire, 1 Unauthorized burning, 1 Dispatched & cancelled enroute.
EMS responded to 32 calls in District 5. 15 EMS Calls handled without Fire, 13 with assistance of Fire, 2 MVA without injuries, 1 MVA with injuries, and 1 Dispatched & Cancelled.
Out of District 5 for EMS; 5 EMS Calls, and 2 Dispatched & Cancelled.
June Call Times;
Fire Call Processing was at 2:16, Arrival on scene at 11:29.
EMS Call Processing was at 2:24, Arrival on scene at 9:44.
Of the 52 dispatches in District 5, 32 calls were compliant to NFPA 1221, for call processing for 61.5%.
Of the 51 responses in District 5, 46 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 90.2%.

Personnel and Training

Training for June consisted of;
6/3 Tender – Water Shuttle with port-a-tank – 11 attended
6/10 MCI (Mass Casualty Incident) trailer orientation, ambulance inventory and equipment – 14 attended
6/16 OTEP: Allergies & Anaphylaxis – 11 attended
6/17 2nd Quarter Makeup – 17 attended
6/24 Vehicle Extrication – 12 attended
6/28 Boat operator course – 9 attended

Facilities and Equipment

Station-51 Fence – Being installed, the cantilever gated is installed. The latch came for the wrong diameter pole. Doing a quick change for the bracket and then will be done.
Breathing Air Compressor – The MES compressor crew is working on a schedule date to install. Nick Glenn has the conduits for the power and the hoses installed. Waiting for the scheduled date to move the power off the old compressor.
Hurst Jaws of life – At the extrication drill on 6/24, the cutters were being used at the hinge side of the driver's door, the emergency brake lever unintentionally got in the jaw, prying them apart. Broke a cutting blade. Good news, it was fixed the next day. Bad news, it cost over $1800 for new blades.
Engine-51 Replacement – No changes since last meeting. Still on the build schedule.
Chassis for Engine-55 – Still on the schedule for December delivery. I have gone through the build specs for E-55. Updated everything to the intended version we want to build. I am ready to go to bid with these specs. October 1, 2025 would be a good time to advertise for bids.

RiverCom

As I reported that the RiverCom Board was to have a meeting 3rd week in June, that was postponed to July 9th. Our Board meeting day. I will probably not make the meeting.

RiverCom User Group had awarded us 4 Bendix King portable radios and 10 Motorola pagers. The pagers are here, still working to get them programmed. The radios, I forgot to order, now shipped. Will have a radio tech from RiverCom program them when they arrive. Also, RiverCom will pay for the radios directly. We paid for the pagers and RiverCom is reimbursing us.

Prevention

I ordered yard signs for "No Fireworks". They never arrived.

I did a PSA with Z Country and KOZI for no private fireworks. Been hearing good reviews of that PSA.

Burning is closed as of June 1st. The County also closed campfires, including BBQs with brickettes.

Fire Aside – Former Public Lands Commissioner Hilary Franz presented at the NCW Fire Chiefs Association meeting on June 25th. She presented a platform that is currently being used in Arizona, Texas, Colorado, Oregon, California, Tennessee, Nevada & Utah. Fire Aside builds a prescription for homeowners to follow for making their home fire safe. Then emails the homeowner to monitor the progress. They take over, staying on the homeowner to get the work done. They claim they are 6 times more likely to get a homeowner to resolve home hardening vulnerabilities.

I invited Hilary to come to meet with the commissioners of Chelan & Manson. Hilary is to attend Chelan 7's Commissioner meeting on July 16th at 4:00pm. Would like to have the District 5 Commissioners and officers attend.

Volunteer Culture

As I chair the WA Fire Chief's Recruit & Retention Committee, the committee has been trying to capture the work we have done on paper. The committee had a meeting in the morning of July 1st, as I prepared the agenda and documents the day before, there was a missing link. I pulled a couple articles in and put together that link. For our Fire District, I added more that was appropriate at our level. I think this paper is a good guide to successful volunteer culture in Manson. If the Board desires, and no major edits, I will take it to the officers for them to use it as a guide.

July 2025 CURRENT CERTIFICATION REPORT

(Completed 7/4/2025)

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			11	6
Wildland FFT1			4	4
Engine Boss			2	2
Tender Driver			2	
EMT		18		2
EMT Instructor/Evaluator		3		2
Fire Inspector 1	1			

Number of Interior Firefighters = 28

Number of Driver Operators = 4

Number Support Personnel = 9

Number of members on Leave = 0

Total Number of Chelan Fire District #5 Personnel = 41 members

Number of Junior Firefighters = 3

CURRENT TRAINING REPORT

Training Review

June was a great month of training wrapping up the second quarter. June 3rd was our Tender water shuttle drill utilizing the porta tank. We were able to flow for a total of an hour and fifteen minutes with just a couple breaks in our stream where pressure dipped lasting only a few seconds. We flowed for 30 minutes with an unbroken stream followed by 20 minutes and 25 minutes. We rotated firefighters through driving and operations of the different engines. We had 11 firefighters attend. June 10th drill

was orientation the MCI trailer that's located at the hospital in Chelan. After this we came back to station 52 and inventoried the assigned First Aid and BLS bags. We had 15 firefighters attend. June 16th was EMS OTEP night we covered the module "Don't be Wheezy: Strategies for Allergy and Anaphylaxis" I was coming back from Fire Officer 2 testing so Nick led the OTEP training which was good to start getting others into this. We had 11 EMTs attend. June 17th was second quarter required training makeup. We covered SCBA quarterlies and the CAFS refresher. We had 17 firefighters attend. June 24th was extrication training. We went to Madeline Rd and were able to cut on cars. We had 12 firefighters attend. Saturday June 28th was the Boat Operator training. This training started with some classroom PowerPoint followed by an orientation of Boat 72 (the Pasco boat). We then completed the swim test for operators followed by Boat 51 orientation and operation. We had 9 firefighters attend. Currently we have 5 operators of Boat 51 and firefighters are now able to contact the 2 Boat 72 evaluators and schedule time for operation to get signed off on Boat 72. June was the end of 2nd quarter with the Fire Engineering Online Modules due on the 30th.

June 4th through the 6th Chief and I attended Blue Card evaluation sims in Wenatchee that WVF hosted. This training gave Chief and I our certification in Blue Card. Since taking Blue Card I have put a lot of work in adapting Blue Card to Manson Fire. The majority of Blue Card doesn't apply to how we operate. Taking the parts that do I have simplified Blue Card to roll out to Manson Fire. We have started the roll out with the Officers at our monthly meeting. The plan is to continue this with the Officers through summer, and this fall roll it out department wide. This staggered approach is to allow the Officers time to practice their size-ups before giving it to the firefighters that will carry out the assignments given. Attached is a copy of the size-up form which I built and is currently in the command truck. I hope that by fall we further tweak this form to fit us and have this for made into command boards we put on all the trucks. The Blue Card incident command system cuts down on radio traffic by utilizing the words said by command to establish the work done by firefighters.

With the IFSAC testing I attending in May in Wenatchee I obtained my IFSAC Evaluator. There isn't an actual certification you receive you know your certified when IFSAC test control officers start calling you up asking for help with testing. I think the big upside to this is I'll better know and be tied into testing that's being offered to get our firefighters through IFSAC certification. It also gets me tied in to be able to offer the written portion of the test here in Manson for our firefighters. On June 30th I went to Ephrata to assist in Evaluating a Fire Officer 2 test.

We currently have 23 firefighters Red Carded for the wildland season up 4 from last month. 20 firefighters are Red Carded as arduous and 3 are Tender Drivers. We have 8 firefighters working on their initial training courses for their Red Card.

June 19th -21st (Doug Pinski and Brooks Pinski) attended the rescue swimmer course in Chelan. Adam Rasmussen, our existing rescue swimmer also attended to help out. The second weekend of this course was postponed due to the wildland season hitting but will be made-up at some point.

Through June I have been working with the seasonal crew as time has allowed. Most of this has been with driver training getting them signed off on the district truck and assisting them with drills. I think overall the seasonal crew has been doing well. It would be nice to have more time with them to train more and help develop their leadership within the crew.

Testing:

June 16th I attended IFSAC Fire Officer 2 testing in Richland. I passed and obtained my IFSAC FO2.

Aaron Richmond is registered for his IFSAC FF2 written on July 5th at the State Fire Academy. Hope is he will be able to complete the practical's this fall locally.

There was an IFSAC Instructor 1 course in June I sent out but no one registered.

Outside Training:

Currently no outside training scheduled in July.

Online Training (Fire Engineering Training):

"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 night. 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 8 firefighters. 4 firefighters are in progress the same as last month, and no one has completed the training yet. I am trying to get the new recruits and those that haven't completed their Wildland course to dive back in ahead of wildland season.

The 2025 first quarter training made up of 4 modules. This is assigned to 27 firefighters. Currently 7 firefighters have completed this training same as last month. 6 firefighters are in progress, which is the same as last month. This training is now locked that we are in second quarter and won't be moving.

The 2025 second quarter training is made up of 4 modules. This is also assigned to 27 firefighters. Currently 11 firefighters have completed this training. This is up 7 from last month. 5 firefighters are in progress. This training is now locked that we are in third quarter and won't be moving.

A total of 65 online training modules were completed in Fire Engineering Training in June. Some of the completed modules were elective modules not assigned but completed by firefighters.

Driver Training:

Brooks Pinski completed this online driver training and will be working through trucks this next month. Doug Pinski completed sign offs on E-51 and E-54. Micah Petersen completed sign offs on E-51, E-54 and B-52.

One-on-ones:

June 10th – met with Nick Glenn to pre him for leading OTEP on 6-16. – 1 hour

Training Calendar:

July 1st – 3rd Quarter Fire Engineering Online Module were assigned

July 1st – Quarterly SCBA, Proficiency, HP CPR, and Association meeting

July 8th – Hydrant- Pump- Attack

July 15th – Low angle ropes

July 21st – OTEP “Working with Aging Populations- Dementia Training”

July 22nd – Progressive Hose Pack

July 26th – Boat Operator Course

July 28th - Officer Meeting

July 29th – First Due in-service / Wildland Structure Triage

Recruitment & Retention:

In June we had two new firefighters join.