

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
July 12, 2023
Regular Meeting of Commissioners

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

Others Present: Chief Arnold Baker, District Secretary Reggie Trusel, Training Coordinator Raynor Baker, Captain Nick Glenn, Lt. Beau Alanis, Firefighter Association President Chris Willoughby, Assistant Chief Kermit McClellan and Firefighter/EMT Colin Richardson.

Call to Order: Commissioner Chairman Starkweather called the meeting to order at 4:30 p.m. The Flag salute commenced.

Pension Board: Opened: 4:30 pm. Pension Board Closed 4:30 pm.

Public Comment: None

Minutes: Chairman Starkweather presented the Regular meeting Minutes from June 14th, Commissioner Weiss, Motioned to approve June 14th Meeting Minutes; Commissioner Baker, seconded; Motion passed unanimously with wording change.

Financial Report: Chief Baker suggested transferring \$85,000.00 from the Investment account to our Expense account. Commissioner Weiss, Motioned to approve transfer of \$ 85,000.00 from Investment account to Expense account; Commissioner Baker seconded; Motion passed unanimously.

Chief Baker suggested doing a single annual volunteer Points check payment instead of two checks per year. The Chief reiterated he would put an email out to the volunteer group suggesting discontinuing mid-year and going to annual Points payment. The January “Points” checks reflect multiplier calculations for incident/drill participation.

Approval of Invoices: Commissioner Baker, Motioned to affirm; Voucher FD51 in the amount of \$48,565.79 and Voucher FD52 in the amount of \$807.64 Commissioner Weiss seconded; Motion passed unanimously.

New Business:

- Board Chair Starkweather congratulated Captain Nick Glenn for receiving his certification for Fire Officer 2.
- The Department awarded 2022 plaques at the Appreciation Banquet BBQ held on June 27th.
Aaron Richmond was acknowledged by the Board for achieving “Firefighter of the Year 2022” award. Presented June 27th; Volunteer of the Year: Dan Weakly, Recruit of the Year: Colin Richardson, Commissioners Award: Efren Alejo, Association Member of the Year: Wayne Worzella and Chiefs Award: Adam Rasmussen. The Association awarded Maria Verduzco for

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Public Supporter of the Year and Alta Winery/Succession Winery for Business Supporter of the Year. The Board Chair stated how their appreciation extends out to the spouses and families as well. “The firefighter’s contribution to our department is very much appreciated”.

Old Business:

- **Station 51 Remodel-** Chief Baker reported; Cascade Construction renovation was supposed to start today but they are waiting for the asbestos report to come back. He anticipates them starting next Monday 7/17/23, as the report should only take a couple of days.

- **Levy 2024:** Chief Baker explained the draft “Gantt” chart to the Board. Breaking down; task assigned, start/end dates. Chairman Starkweather stipulated the importance of informing the volunteer group of our strategy plan so they can help get the word out to the public.
Chief Baker displayed to the Board a Strategy Plan that will be broken down to around half a page. He stipulated how he needs to know what the Commissioners six-year goal is and financially what will the department be compensating volunteers, what is the spending forecast for equipment, facilities, and operating costs. The Gantt chart is a great start for organizing their strategy, which Commissioners agreed will be modified along the way.
Commissioner Weiss shared with the Board a Newsletter (sample-mailer) received from Chelan Fire & Rescue “2023 Flashpoint Newsletter”. Chief Baker confirmed he would be working on a Newsletter draft as well.

- **Station 52 Training Center: CPIF Grant**
The Chief displayed a drawing from architect, Paul Coppock. Explaining the basic layout of the future training center, parking area, classroom building and helipad. The Chief reported Paul provided a draft- site plan for the CUPA as well. No word from engineers yet.
Commissioner Starkweather asked if the department has confirmation on the \$206,000.00 award from the Department of Commerce which will help with the first stages of new building project. The Chief confirmed “no” we have not. The Chief also reiterated he will have grant writer, Michelle Mazzola’s help with Department of Commerce document.

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- **Company Calendar:**
Chief Baker advised the Board on the upcoming Calendar meetings.

- **Pre-Fire Plans-** None

- **Recruitment:** None

- **Policy**
Training Requirements Policy
Chief Baker indicated he emailed the Board suggesting, retracting a section of the current Training Requirements Policy. The area of the policy that stipulates (if the required training to the firefighters is not met or maintained they will be moved and utilized as support personnel). The Chief would like to take into consideration those that have learning challenges and offer an alternative way of testing, possibly oral testing instead of written. He stipulated he and Training Coordinator Baker are seeking different avenues and hopeful to find a better solution to mitigate those challenges.

- **2023-09 Resolution to Define Volunteer Firefighters**
Chairman Starkweather asked to move forward to the next Commissioner Meeting August 9, 2023.

EMS Report: None

Assistant Chief's Report:

Assistant Chief McClellan reported; he is still working on driver-training with a few individuals who are moving forward after completing their online sections. He reported fire stations ST51 & ST52 clean-up day was successful. Captain Glenn noted their appreciation for a great turn out from volunteer group, including the Richmond family and Walsh family.
Three dumpsters were full.

Training Coordinator Report: Raynor Baker

TC Baker gave an update regarding training report. NWCG Wildland FFT2 is up from 10 to 16 and there are now 19 Red Card holders.

Chiefs Report:

***Additional Discussion for Chiefs Report**

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Incidents: None

Personnel & Training: No new personnel

Recruitment & Retention: None

Facilities & Equipment:

The Chief displayed to the Board, “Scope of Work” document from Bachelor Excavation. He indicated he has reformatted a few items on their list.

Commissioner Baker added The DOH Associates is supposed to query engineers for the pond area. The Chief stated the design plans will include a culvert and driveway in the back of building area.

The Chief updated the shared mechanic search for Chelan Fire & Rescue and Manson Fire Department-no mechanic as of yet.

RiverCom: None

Prevention: None

Executive Session: RCW 42.30.110 (1) (g) to review the performance of public employees. 5:40 pm for thirty minutes, at 6:10 pm Chairman Starkweather asked for an additional 10 more minutes. Reconvened at 6:22 pm.

Deputy Chief Position: Chairman Starkweather reconvened the meeting at 6:22 pm by stipulating the Commissioners would like to explore the idea of creating and filling a new position- Deputy Chief for the Manson Fire Department. He explained they would like to approach the Officer/Volunteer group to get their feedback. He added this will be a full-time career position, second in command. Board Chair Starkweather reported commissioners have not discussed or decided on a salary amount but knows this will include full medical and retirement benefits. Board Chairman Starkweather feels this position needs to be filled immediately. He reiterated the Commissioners would like to meet with the group individually as soon as possible. Captain Glenn asked what type of information is the Board looking for from our volunteer group? Chairman Starkweather answered for example, learning their feelings about recruiting from outside the department etc. Association President Chris Willoughby asked if the Commissioners would be open to an “open forum,” where the group could share their ideas? For example, holding a workshop. Chris suggested the department prepare a job description that would include the salary breakdown and all details. Chairman Starkweather stressed there is a job description already in place. District Secretary Trusel asked for clarification if the “Deputy Chief” will automatically take over the current Chiefs position when he retires, being the DC

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would be second in command. Chairman Starkweather replied “no”, and stated the department will select a future Chief by doing a “hiring process”- interviewing qualified candidates. He noted the existing Assistant Chief Kermit McClellan will be mentoring the person selected as Deputy Chief.

Public Comment: None

Adjournment: Commissioner Starkweather closed the meeting with no additional business before the Commissioners; the meeting adjourned 6:44 pm.

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

July 12, 2023

Incidents

75 Calls for service in the month of June; 57 within Fire District 5 and 18 out of District. Fire responded to 24 calls within District 5.

In District 5; 1 Brush & grass fire, 1 Chemical spill (rat poison), 1 Alarm activation-no fire, 2 Detector activation-no fire, 2 Unauthorized burning, 1 Dispatched and cancelled, 2 MVA with injuries, 1 MVA with no injuries, 1 Water leak (hydrant broken), 1 Swimming incident, 1 No incident found on arrival, and 10 Assist EMS calls.

Out of District 5; 3 Brush & grass fires

EMS responded to 33 medical calls in District 5. 19 Calls EMS handled without Fire, 10 with assistance of Fire, 1 Swimming incident, 2 MVA with injuries, and 1 MVA without injuries.

Out of District 5; 11 EMS Calls, 1 MVA with injuries, and 3 Dispatched & cancelled.

June Call Times;

Fire Call Processing was at 2:47, Arrival on scene at 15:37.

EMS Call Processing was at 2:03, Arrival on scene at 8:33.

Of the 43 dispatches in District 5, 34 calls were compliant to NFPA 1221, for call processing for 79.1%.

Of the 42 responses in District 5, 36 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 85.7%.

Personnel and Training

Training for June consisted of;

6/5 Officer meeting – 6 attended

6/6 Water Tender drill – 18 attended

6/13 Extrication drill with Chelan – 12 attended

6/19 OTEP: Sports injuries and field splinting – 10 attended

6/20 Make-up skills and New truck orientation – 14 attended

6/27 Banquet & awards

Recruitment & Retention

See Training Coordinator report

Facilities and Equipment

Chelan County CPIF Grant for the Training Center – Paul provided a draft site plan for the CUP Amendment. I gave him feedback to update that plan. Batchelor is out on fire standby, will try to connect with him for the scope of work.

New Brush-52 – I did an identifier change as the truck will respond out of Station-52. I caught a ride to Yakima with Aaron on June 19th and was able to bring the truck home. People have been getting a little drive time and pumping time. On 6/20 we loaded the truck with tools and hose. On 7/5 when folks were pumping, we noticed a couple of problems with CAFS unit. 1st someone had closed the valve from the foam tank to the foam proportioner. This allowed us to make foam for a while, but we lost prime in the proportioner. Gaining information to reprime the proportioner. 2nd, the belt pulley for the air compressor moved on shaft to make the pulley rub on a bolt, and mis-align the 2 pulleys

which would shorten belt life. Dave at Cascade is getting me info on how that specific pulley re-aligned. So, we are temporary out of service till these 2 items are fixed. Prefer not to have to drive back to Yakima.

Station-51 Remodel – Cascade Central will start moving in on 7/10. Expect that demo to be in full swing by 7/12.

Work Party on 6/24 to clean out both stations. I thought the guys were overdoing it with a 10 yard dumpster. We filled 2 dumpsters and 1 metal recycle trailer. We got Morgan Crane to come in and lift the 20' container into place at Station-51. On 7/10, I will move the loose items; folding tables, BBQs, spare chairs to the container to reduce clutter and non-essential things out of the way for the re-model.

S-52 Resident Quarters / Classroom Building – I am still waiting to hear from Dept of Commerce for an agreement before we post an RFQ for an architect.

Tower-51 – I replace one of the control levers at the pedestal control. I thought \$2100 was a little high, then Adam Rasmussen replaced one on a Cat skid steer for \$2200. I have ordered a start/stop rocker switch. The current one is difficult to kill the engine. Contacted UL for the 5-year test. The rep we had 2 years ago has apparently left UL. I sent a request for contact, waiting to hear back.

Mechanic Services – The individual that Chelan had high hopes to take over the mechanic position has declined the job. The search for a diesel mechanic continues.

RiverCom

No update on the CTC. Engineering has not completed the 2nd stage engineering report for feasibility.

Prevention

Red Cross sent 30 smoke alarms. Wayne has some homes waiting for those alarms.

Eastern Washington burn committee has brought of zone (Valley zone) up to Very High. A unit in the Basin was moved to Extreme on 7/7. I look for the Valley to move the danger rating soon and raise to a Stage 2 burn rules. That will stop most campfires.

July 2023 CURRENT CERTIFICATION REPORT

(Completed 7/06/2023)

TITLE	IFSAC CERTS	Medical	NWCG	2023 GOAL
Firefighter 1	1			5
Firefighter 2	3			3
Hazmat Operations	12			6
Officer 1	2			2
Officer 2	2			1
Instructor 1	6			7
Instructor 2	1			0
Wildland FFT2			10	20
Wildland FFT1			4	2
Engine Boss			2	2
Tender Driver			4	
EMT		14		15
EMT Instructor/Evaluator		2		2
Fire Inspector 1	1			

Total Number of Chelan Fire District #5 Personnel = 37

Number of Interior Firefighters = 23

Number of Driver Operators = 3

Number of Medical / Support Personnel = 11

Number of Junior Firefighters = 2

CURRENT TRAINING REPORT

Training Review

In talking with Chief, reviewing the Training Policy, and looking at how we are providing mandatory Vector Solutions training, we found that staff with learning challenges like test taking are not being accounted for in our current plan. I am working on a plan to account for challenges and offer the trainings in another way for them. In the meantime, Chief and I are in agreement to hold off on the repercussions of the Training Policy until we get a process in place that caters to all our staff. Pivoting our approach while still moving forward is a step in the process to our success of training compliance.

The updated driver training program is now in place. We have had 3 of our newer firefighters complete their online driver's coursework and get with Kerm and Beau for truck orientation and

driving. I look forward to seeing how this updated program gives our driver operators a more complete process of the job of driving and operating an apparatus.

In June we held many great drills and had great attendance and participation on drill nights. At the beginning of the month, we did our water shuttle drill where we were able to maintain a master stream without interruption. This drill also provided firefighter time driving and operation different apparatus. The next week we had a great extrication drill with Chelan learning from their staff who recently took an advanced extrication course.

The end of June we held a training make up night. This night combined with firefighters meeting with me when available had helped greatly to complete physical training, wildland refresher training and Vector Solutions online training. The amount of training being completed and made up is great to see and a step in the training plan we haven't had before.

Testing:

There was no firefighter testing in June.

Online Training (Vector Solutions):

1st Quarter right-to-know modules comprised of 5 modules assigned to 24 members. I extended the deadline for 1st quarter modules until the end July.

2nd Quarter right-to-know training modules went out April 1st. 2nd Quarter is made up of 4 modules. These are assigned to 24 members.

3rd Quarter right-to-know training modules went out July 1st. 3rd Quarter is made up of 3 modules assigned to 24 members.

"New Recruit" training comprises of 33 modules assigned to 9 members. These are broken into two categories. 1st they complete their NFPA required training and 2nd 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.

1st Quarter Right-to-know 120 modules with 82 completed for a 68% completion rate.

2nd Quarter Right-to-know 96 modules with 45 completed for a 46% completion rate.

New Recruit Training 297 modules with 83 complete for a 27% completion rate.

Currently a total of 513 online training modules are assigned with 210 completed for a 40% completion rate.

Training Calendar:

July

Monday July 3rd: Officer Drill

Tuesday July 4th: No Drill 4th of July

Tuesday July 11th: Quarterly SCBA, HP CPR and Association meeting

Monday July 17th: OTEP Ventilation, Oxygenation, & Airway devices

Tuesday July 18th: Fire Accountability, iSpy Update and Radio Review

Tuesday July 25th: Search and Rescue

Recruitment & Retention:

We had no new member join in June. New Recruits are doing a great job working through their Vector Solution modules, completing their NWCG FF2 training as well as First Aid and CPR.