Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
June 11, 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 4:30 pm. The Flag salute commenced.
Others Present: Chief Arnold Baker, District Secretary Reggie Trusel, Lieutenant-Training Officer Raynor Baker, Volunteer Firefighters; Doug Pinski, and Sr. Firefighter Kermit McClellan.

GMP Teams Meeting:
Teams Meeting opened with Justin Venezia and Gordie Olson from GMP.
Board Chairman Willoughby explained an email was sent out to the Board earlier today- to review the latest profile updates from GMP representative Justin Venezia. Chairman Willoughby discussed the annual salary base for new Deputy Chief position between $110,000.00 - $120,000.00. Gordie Olson added the salary survey represents comparable size Fire Districts with similar call volume.
Most of the similar departments do not have a Deputy / Assistant Chief role, but he was able to determine a comparable rate for the candidate. Justin Venezia added there were a few areas of the job description that he cleaned up. Commissioner Baker asked if the educational requirements were also listed.
Board Chair Willoughby asked when the marketing would be ready to go.
Gordie Olson, indicated Sarah who is with the marketing team is about a week out in finishing building the professional profile. GMP will send out a final profile email, the MFD Board will review and send back to finalize the profile to be marketed.
Some discussion was made about offering a relocation allowance if the new hire is from outside of the Manson area. Gordie Olson explained there are things to consider and sometimes that can be negotiated with the new candidate.
A moving allowance between $5,000 - $15,000 is reasonable or possible housing allowance for a short time until new hire can find more permanent residence.
In closing he confirmed GMP Consultants will be uploading all of the updated information to the "Shared Folder" so the Commissioners can see what will be used in building the final profile to be marketed. The Board came to a consensus to approve the Job Description and Salary range between $110,000-$120,000.

Pension Board: Opened: 4:48pm – Closed: 4:49 pm.
Pension Eligibility for Arnold Baker for eighteen and half years of fire service.
Commissioner Baker, Motioned to approve Arnold Bakers Volunteer Firefighters and Reserve Officers Certificate for Pension eligibility of $86.28, Commissioner Weiss seconded, Motion passed unanimously.

Public Comment: None

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Minutes: The Workshop Meeting Minutes for May 6th and Regular Meeting Minutes for May 14th were presented; Commissioner Baker, Motioned to approve the Workshop Meeting Minutes from May 6th and Regular Meeting Minutes from May 14th, Commissioner Weiss seconded; Motion passed unanimously.
Commissioner Weiss noted he is looking forward to seeing a quarterly budget and feels better moving forward with LOCAL loan.

Financial Report: Chief Baker explained he had Chelan Treasures Office transfer $125,000.00 from the Expense account to Investment account first of June. Commissioner Willoughby, Motioned to approve the transfer of $125,000.00 from Expense account to the Investment account, Commissioner Baker, seconded, Motion passed unanimously.

Approval of Invoices: Commissioner Weiss, Motioned to affirm; June Voucher FD51 for $26,467.13, Commissioner Baker seconded; Motion passed unanimously.
Board Chairman Willoughby passed to the Commissioners; the Eden Detail Expense Report which now reflects the yearly budget. The Commissioners will be able to see the monthly expenses and compare our spending to projected budget. Chief Baker added, he will still pull up quarterly reports for the Board.

New Business:

- Mid-Year Staff Reviews
  Chairman Willoughby, asked to have an Executive Session at the next Board Meeting scheduled for July 9th to go over staff midyear reviews. The staff will complete their self-evaluations and bring to the meeting.

Old Business:

- Equipment & Projects
  E-51: Chief Baker reviewed with the Board the breakdown of agreed costs for E-51 build. He reiterated the few items switched out and modified do not reflect on the cost breakdown. He noted, Mark from KME explained over the phone there would be a credit of around $20,000 with the changes. He is estimating the total cost to be in the area of $983,000 which includes the sales tax. The Chief advised the Board he will clarify the cost changes and keep them informed.

- MES Compressor
  Chief Baker confirmed that the new compressor has shipped today. As of right now he does not have a delivery date. There are heavy cylinders to lift, and we'll need to find a forklift to help with station placement. The Compressor comes with a one-year warranty only. The new replacement compressor will have a manual system so there will be no computer to deal with breaking in the future. He noted he is still waiting to hear back from Josh at MES on receiving some kind of warranty compensation for the current

compressor. The Board noted it might be time to address this issue with our attorney. Chairman Willoughby suggested our attorney follow up with a letter to the company.

- Marine-Utility Trailer:
  Chief Baker noted a 16-foot trailer with ramp would work for our needs. Chairman Willoughby suggested ordering exactly what we need rather than settling for something less. Commissioner Baker asked where the raft was going to be utilized. The Chief explained all of the marine rescue equipment including raft and fortuna boat will be kept inside the trailer, so it can be deployed from any body of water. Lt. Baker noted some of the equipment is currently separated in different locations, better if everything is kept together in one place. Commissioner Weiss asked about prices for size trailer we're wanting. Chairman Willoughby explained that size trailer is running between $7,000 & $8,000 and would take between 6-8 weeks when ordered. The two colors in stock are black or white. Chief Baker suggested, starting the clean-up at ST51 first bay in preparation for new truck.

- Chassis: E-55
  Chief Baker suggested True North Emergency in Marysville, WA as a consideration to build the E-55. He added there is still a possibility in getting a grant and would like to take a trip over to see their capability and ask some questions.
  He would like to build everything like E-54 but with a shorter engine. Commissioner Baker mentioned it would be advantageous to get things organized so once chasses is completed we can move straight into building the truck. The Chief recommended advertising for truck manufactures and start collecting bids. Chairman Willoughby suggested having E-55 into service by May of next year.

- Chelan Fire & Rescue-Boat-District 7:
  Waiting for Chelan Fire & Rescue Boat 72 proposal for "local agreement".

- Summer Season Crew:
  Chief Baker informed the Board the summer crew is working out good so far. There has been one MOBE incident already this summer. He advise he would like to implement more training for our crew and get all of them signed off on trucks soon. Also work on Wildland operations, progressive hose lay, CAFS. Objective is to get all three crew ready as E-54 will need three for State MOBE. He reiterated all three are "good guys."

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

EMS Report: None

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Training Officer Report: Raynor Baker
Informed the Board the numbers were updated on the front page of training report. The forty-one volunteers are combination; Wildland FF2, FF1, the more realistic number is eleven for FF2. With our six new EMT'S, that brings the department up to a total of eighteen.
TO Baker has completed his final Evaluator course and is now signed off, Dash and Nick are working on their certifications.
Blue Card- Incident command: Chief Baker and TO Baker just finished their training course in Wenatchee this past week. Incident Command will include "one page" to follow when working an incident. The Chief explained the (labs) process for Blue Card certification and thought the training was great and will work well with Sims U Share program.
TO Baker reported the lack of testing in the region is due to lack of evaluators. He suggested once there are more evaluators, the testing will be more available. It takes a lot of people to provide what is needed to test people. The Recruit Academy is offering courses but do not provide testing. He stressed the need to get in place; HazMat, FF1, FF2 testing in the next year.

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

- Incidents
- Personnel and Training
- Recruitment & Retention
- Facilities and Equipment

    - Chief Baker informed the Board the LOCAL Loan application has been fully submitted.
    - There will be a Mechanics meeting, Wednesday June 12th from 7:00-10:00 am. He indicated other Fire Agencies that are interested in the CFR Mechanics program and feels it is going well for us. He reiterated the need to bring on more shop staff, hard to have only one person doing all of the work. Senior Firefighter McClellan shared his approval, they are looking at hiring one-two more people. He highly recommends bringing on an intern/apprentice. It is much safer and better productivity with two staff.
    - Ice Machine: Chief Baker suggested purchasing an ice machine for ST52. It is good timing for the summer crew to utilize as well as for training drills and more. The Board shared a consensus to purchase an ice machine for the department. The Chief is looking at a couple offered on Amazon and noted finding a size that will work inside the ST52 utility room.

- ST51 Fencing
  Chief Baker reported the fence was up, waiting for the gate to be installed. It has been welded-just needs to be powder coated, maybe another two weeks.

- Prevention: The Chief is working on a "No Fireworks" campaign. Jill FitzSimmons from Chelan County public information office sent over a poster both in English and Spanish; Skip the Sparks Stop the Fires! They are also working on yard signs; we might want to look into ordering.
- RiverCom

Public Comment: None

Executive Session: RCW 42.30.110 (1) (g) to review the performance of a public employee.
Board Chairman Willoughby acknowledge there would be no need for an Executive Session.

Adjournment: Commissioner Willoughby closed the meeting with no additional business before the Commissioners; the meeting adjourned 6:03 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 **June 11, 2025**

Incidents

53 Calls for service in the month of May; 38 within Fire District 5 and 15 out of District. Fire responded to 13 calls within District 5.

In District 5; 1 Vegetation fire, 1 Grass fire, 1 Fireworks explosion (no fire), 2 Authorized burning, 1 Unauthorized burning, 1 False alarm, 1 Alarm malfunction, 2 Dust thought to be smoke and 3 Assist EMS calls.

Out of District 5 for Fire; 1 Brush-grass fire, 1 Grass fire, 4 Dispatched & cancelled enroute.

EMS responded to 25 calls in District 5. 21 EMS Calls handled without Fire, 3 with assistance of Fire, and 1 Dispatched & Cancelled.

Out of District 5 for EMS; 7 EMS Calls, 1 MVA with injuries, and 1 Dispatched & Cancelled.

May Call Times;

Fire Call Processing was at 2:06, Arrival on scene at 15:36.
EMS Call Processing was at 2:09, Arrival on scene at 12:43.

Of the 38 dispatches in District 5, 22 calls were compliant to NFPA 1221, for call processing for 57.9%.

Of the 37 responses in District 5, 23 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 62.2%.

Personnel and Training

5/6 Work Capacity Test – 20 attended
5/12 OTEP: Endocrine Emergencies – 12 attended
5/13 Live Fire Training Shed – 22 attended
5/20 Wildland Multi-company Operations (with Chelan) – 14 attended
5/27 CAFS Refresher – 16 attended

Facilities and Equipment

Dept of Commerce Design Grant – We have received all the $199,820 grant through Dept of Commerce.

Station-51 Fence – Being installed, waiting for the welder to finish the gates. L&M have kept me informed of their progress.

Breathing Air Compressor – Nick Glenn did the electrical testing required to order the compressor. It is ordered, delivery date not known.

RiverCom

3rd week of June we have a Board workshop to work on culture issues in the organization and training new dispatchers.

Prevention

I intend to build a small campaign for "No Fireworks – Support the public show" this 4th of July.

June 2025 CURRENT CERTIFICATION REPORT

(Completed 6/8/2025)

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			~~21~~ 11	6
Wildland FFT1			~~5~~ 4	4
Engine Boss			~~2~~ 2	2
Tender Driver			~~5~~ 2	
EMT		~~11~~ 18		2
EMT Instructor/Evaluator		~~2~~ 3		2
Fire Inspector 1	1			

Number of Interior Firefighters = 26

Number of Driver Operators = 6

Number Support Personnel = 9

Number of members on Leave = 0

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

Number of Junior Firefighters = 7

CURRENT TRAINING REPORT

Training Review

May was a good month of training May 6th was our annual physical testing and shelter deployment training. We had 20 firefighters attend and currently we have 22 physicals completed, some of these were made up later in the month. May 12th was OTEP night where we covered Endocrine Emergencies. We had 12 EMTs attend. May 13th was a live fire shed burn on Empire Ln. The focus of this drill was doing a combination attack. We had one crew hit the fire from the exterior to knock it

back then a second crew entered to extinguish the fire. This was a fast-moving drill. Crews did a great job, and everyone got plenty of evolutions on the nozzle. We had 22 firefighters attend. May 20th drill was multi company operation wildland drill with Chelan. This drill was made up from April where we got a real incident before drill. We had 14 firefighters attend. May 27th was our annual CAFS refresher drill. We had 16 firefighters attend.

May 17th, I attend the FF1 testing WVF hosted and got my 3rd and final IFSAC Evaluator signed off. I'm still waiting to hear back from the state about being all signed off and officially complete.

The June 7th boat operator course I moved to June 28th to allow the boards of Manson and Chelan to meet and figure out the plan for the Pasco boat. Our firefighters will have two opportunities to take the boat operator course one in June and one in July. Dist 7 hasn't been easy to work with for the Pasco boat. I have asked numerous times for Dist 7s policies and training and have yet to hear anything back. I want to make sure the training we provide our people meets the standards they have set and that there won't be additional training needed.

May 13th and 14th Dan Weakly attended the NFA Fire Investigation First Responder course.

May 31st Beau Alanis, Lou Hazim, Darrick Steele and Micah Peterson attended a wildland S-131 course. This course moves them to wildland firefighter 1 once they complete the task book.

We currently have 19 firefighters Red Carded for the wildland season. 17 firefighters are Red Carded as arduous and 2 are Tender Drivers. Next week I have 3 firefighters scheduled to do their physicals which will give us 3 more Red Cards. We also have 8 firefighters working on their initial training courses for their Red Card.

Two weekends in June we have 3 firefighters (Doug Pinski, Brooks Pinski and Joe Mogan) attending the rescue swimmer course in Chelan.

Over the month I have also been working with and seeing that the seasonal crew is successful. Attached is the document I made for Chief to help give the crew some direction. This is a fluid document that will be updated and changed throughout the summer.

Testing:

We now have 6 new EMT that have all received state certification. Janelle Pinski, Sondra Hazim, Tia Belisle, Joe Mogan, Briar Soliday and Brooks Pinski are all new EMTs for us.

I am registered for IFSAC Fire Officer 2 course the week of June 9th through the 13th via Zoom. I'll be traveling to Benton County for the testing June 16th.

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 other outside training scheduled in June.

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 up 1 from 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 4 firefighters have completed this training. This is up 1 from last month. 11 firefighters are in progress. This is up 3 from last month.

A total of 17 online training modules were completed in Fire Engineering Training in May. Some of the completed modules were elective modules not assigned but completed by firefighters.

Driver Training:

No driver trainings completed in May.

One-on-ones:

May 19th – Make-up physical testing for Nick Glenn, Cooper Pinski, Aaron Richmond and Mac Richmond – 2 hours

Training Calendar:

June 3rd – Tender Water shuttle porta tank drill

June 10th – MCI / Decon training at LCH then Aid and EMT bag inventory at 52

June 16th – OTEP Don't be wheezy: Strategies for allergy and anaphylaxis

June 17th – Required training makeup

June 23rd – Officer meeting

June 24th – Extrication training

June 28th – Boat Operator training

June 30th – 2nd quarter fire engineering online training modules due

Recruitment & Retention:

In May we had two new firefighters join. I don't have their names because I'm not sitting at my office. I believe one we are still waiting for him to return his paperwork.