

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
March 8, 2016
Regular Meeting of Commissioners

Commissioners Present: Brian Harris and John Spencer

Others Present: Chief Arnold Baker, Assistant Chief Kermit McClellan, Karl Jonasson, Chris Willoughby and Tammy Pratt

Call to Order: Chairman Brian Harris called the meeting to order at 4:30 p.m. and the flag salute commenced.

Public Comment: None

Pension Board: Opened at 4:30 p.m., no business, closed at 4:30 p.m.

Minutes: February 9, 2016 Regular Commissioners Board Meeting Minutes were presented and reviewed.

Action: Commissioner John Spencer motioned to approve the minutes as presented; Commissioner Brian Harris seconded the motion, (Motion Passed, 2-0).

Financial Report: The February 2016 Financial Report was presented and reviewed.

Approval of Vouchers: March Vouchers Batch FD51 totaling \$9,085.64 was presented for review and approval.

Action: Commissioner Brian Harris motioned to approve the vouchers for payment as presented; Commissioner John Spencer seconded the motion, (Motion Passed, 2-0).

Chief's Report:

Incidents

20 calls for service in February; 4 calls for Fire, 16 calls for EMS

3 of the Fire calls in District; a shorted relay in an HVAC unit, non-injury accident, and an unauthorized burn. 1 Out of District call to what appears at a distance as a fire, no fire.

13 of the EMS calls in District, 2 EMS calls out of District and another EMS call out of District cancelled before arrival.

Personnel and Training

Training has covered First Aid, CPR, 2 modules of 24/7 online which – 17 individual modules completed, and a driving drill.

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Recruitment & Retention

We have had 2 people inquire about joining; the first is moving into the community from Elko Nevada, has already completed Firefighter 1, his application is in and certification records received; the next one just got out of the military and looking to get into a fire department and waiting for him to pick up the application packet. Good to have interest inquiring.

Facilities and Equipment

Supplies are arriving for the upgrade to 5" large diameter hose project. I now have everything to upgrade the discharge on Engine-51.

The chassis replacement on the command truck has been challenging. 3 ½ months of work with the state bid contract holder for Chevrolet cab & chassis, before I could get a firm price. It seemed a little odd, so I went back to when we bought the original truck that we purchased through the formal bid process. The price reduction from the current contract holder was \$7900. The price reduction for the truck in 2006 was \$14,000.

Searching the rules in the state contract there is a provision call Best Buy. If another vendor beats the bid by 5%, then the contract holder would have the opportunity to match the bid. If they didn't match it, we can accept and take action on the reduced bid. I have sent the spec list to Sangster in Wenatchee and Sunrise in Omak. I expect to have both bids by the Board meeting.

RiverCom

I attended a special meeting at RiverCom on March 3rd. This meeting had 3 representatives from Spillman Technologies, the software system used in dispatch. RiverCom had given the reps 10 items that needed to be corrected so the meeting covered those 10 items. Then the Spillman rep asked if there was anything else, I came prepared with our 2015 Level of Service report, which showed call processing at 5:10 at the 90th%. That got them to take notice there is some serious issues in RiverCom. After more discussion it was realized that the software had never been setup correctly or the staff trained to use it. So coming out of the meeting was a lot of hope that remedies to long call processing should be in the near future.

Prevention

I have been building a wildland homeowner self-assessment tool. The biggest need in the fire service is to engage to homeowners to the risks they have on their property. Getting homeowners to mitigate some risks off season can make safer circumstances for firefighters to provide fire protection during a wildland fire. More discussion on this assessment and cover letters during the Board Workshop on April 2nd.

Assistant Chief's Report: Assistant Fire Chief Kermit McClellan reported that driver training is continuing as personnel are available. The Annual Firefighters Recognition Banquet planning is in progress as time allows. EMT tests will be conducted this Thursday. Commissioner John

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Spencer requested a chart of qualifications of each personnel. Chief Baker will begin driver training classes starting next Saturday with the classroom EVAP.

EMS Report: Karl Jonasson reported that in February there were 81 calls over all with 15 being here in Manson. The busiest day of the week was Thursday. The busiest time of day was between 1800 hours and 2100 hours. Response time percentages were as follows: Less than 1 Minute – 65.4%; 2 to 3 Minutes – 32%; 4 to 5 Minutes 2.4%; Over 5 Minutes – .2%.

Old Business:

Company Calendar – April & May 2016 Company Calendars were distributed. Commissioner Spencer will be gone next Friday for a week 17-26. Chief Baker is scheduled to attend executive planning training at the National Fire Academy in May.

Command Cab/Chassis – Chief Baker is starting the open bid process for the purchase of the new Command Cab/Chassis. Chief has contacted multiple vendors to encourage them to submit bids.

SCBA Replacement - The District is still waiting to hear back from FEMA as to whether or not our Grant for replacement SCBA was granted.

New Business:

Annual Commissioner Planning Work Shop – The Annual Commissioners Planning Workshop is scheduled for Saturday, April 2, 2016 from 8:00 a.m. until noon at Station 1.

Wildland Fire Risk Assessment Mailing - Chief is putting together a letter and property self-assessment the will establish proactive communication with property owners to remind them of what happened last year and advise them on how they can help themselves. Letters will be going out with in the next month.

Fire Plans – C. Willoughby is getting back into establishing fire plans for businesses in the down town core. He will be putting all the drawings into Fire Zone. Site drawings of businesses in the downtown core are approximately 25% complete.

RiverCom - Chief Baker informed the group that RiverCom is working with Spillman to remedy the long call processing times which were experienced in 2015. The Spillman software was never loaded correctly and staff training for using the software was not sufficient. In May, Spillman will be working with RiverCom to remedy these issues.

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St. Patrick's Day Parade – The Seattle Pipe & Drum Core extended an invitation to Chelan County Fire District 5 to march in the Wayne Kelly Memorial Parade with them on Saturday, March 12, 2016.

Celebrate a Hero Night - Farmer's Insurance has selected Chelan County Fire District 5 as the recipient of a Celebrate a Hero night. They will be providing a meal to our District at Station 1 on Monday, March 14, 2016 prior to the regular drill time.


Public Comment: Community Wildfire Protection Plan – Chris Willoughby attended the Chelan County Community Wildfire Protection Plan Review meeting, it was discussed that instead of each district doing each CWPP doing an umbrella plan and all hazard plan. The Conservation District will write the plan, our Districts input is encouraged. Chelan County Fire District 5's goal it to engage homeowners and encourage them to proactively help themselves by minimizing the existing risks to their property.

Adjournment: There being no more business before the board, the meeting was closed at: 5:35 p.m.

Chelan County Fire District 5 Board of Commissioners:



Brian Harris, Commissioner



John Spencer, Commissioner



Dan Baker, Commissioner



Attest: Tammy Pratt, District Secretary