Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
November 13, 2024
Regular Meeting of Commissioners

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

Call to Order: Chairman Weiss called the meeting to order at 2:30 pm.

Executive Session: RCW 42.30.110 (1) (g) to review the performance of a public employee.
Commissioner Willoughby, Motioned to start Executive Session, Commissioner Baker seconded, Motioned passed unanimously for two hours.
Regular Meeting back in session at 4:38 pm. The Flag salute commenced.

Others Present: Chief Arnold Baker, District Secretary Reggie Trusel, Kermit McClellan, Captain Nick Glenn, Lieutenant- Training Officer Raynor Baker, Lieutenant Beau Alanis, Firefighter Volunteer Ronan Walsh, EMS Director-Lake Chelan Health Ray Eickmeyer.

Pension Board: Opened: 4:38 pm; The Board reviewed Assistant Chief Kermit McClellan Board of Volunteer Firefighters (BVFF) Pension Retirement documents. Board Chairman; Fred Weiss signed. Pension Board Closed: 4:43 pm.
Commissioner Willoughby, Motioned to approve Kermit McClellan's BVFF retirement request, Commissioner Baker seconded, Motion passed unanimously.

Chief Baker advised the Board; Captain Adam Rasmussen suffered an injury while on drill and the department submitted an Accident Report with BVFF. He explained the type of injury and how it happened while at drill.

Public Comment: None

Minutes: The Regular meeting Minutes for October 9th were presented; Commissioner Baker, Motioned to approve the Regular Meeting from October 9th as amended, Commissioner Willoughby seconded; Motion passed unanimously.

Financial Report: Chief Baker suggested to the Board transferring $ 225,000 from the Expense account to the Investment account. Commissioner Willoughby, Motioned to approve transferring $225,000.00 from Expense account to Investment account, Commissioner Baker seconded, Motion passed unanimously.

Approval of Invoices: Commissioner Baker, Motioned to affirm; November Voucher FD51 in the amount of $22,062.72, Commissioner Willoughby, seconded; Motion passed unanimously.
Commissioner Weiss, Motioned to affirm; October FD53 in the amount of $1,790.00, Commissioner Willoughby, seconded; Motion passed unanimously.

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New Business: Leadership Seminar

- Commissioner Weiss: Division Chief, Scott Corrigan of Gig Harbor Fire Department is working on arranging a leadership session with Author, Jarrod Sergi writer of No-Nonsense Leadership in the early spring. Commissioner Wiess added that with the help of Chief Corrigan we might be able to arrange a seminar for our area. He passed out a book copy to each of the Officer group in attendance.

Old Business:

- **Station 52: Training Center**
  CPIF Grant $100,000.00 Award has been received and all Containers have arrived.
  Department of Commerce Design Grant-$200,000.00
  Per Chief Baker, all requested documents and contract has been submitted to start reimbursement process.

- **Company Calendar:** Chief Baker reviewed with the Board the scheduled meetings for the upcoming month.
  November 12, 2024: Community Wildfire Protection Plan (CWPP)
  Chief Baker reiterated the meeting had some "great discussion".
  November 26, 2024: Hospital Board Meeting
  Commissioner Weiss asked EMS Director Ray Eickmeyer if there was anything new happening at the LCH. He noted; Hospice will now be involved with the hospital, a new primary doctor was hired recently, and there were four Physician Assistants (PA's) hired as well.

- **Policy Book-updates**
  Chief displayed to the Board updated policy files; Policies and Guidelines.
  He explained how the VFIS -Insurance Review went and that we're currently waiting to receive the formal report but felt the review went well.
  There were a few small changes recommended.

  Commissioner Weiss commented the Board will need to work on some new policies to add in the future.

- **At Will-Administrative Agreements for full time staff**
  Chief Baker noted he is waiting for the Board to review and approve each of the two agreements. Consensus by the Board, to move forward with the agreements with no changes.

EMS Report: EMS Director Ray Eickmeyer

- EMS over the past four years call volume has increased by 22%.
- 75% of calls are from local citizens.
- EMS hired four full time EMT/Paramedics this past June.
- Promoting one to Training Educator.
- EMS now have three fully staffed ambulances Monday-Friday. The weekends will have four ambulances fully staffed.
- November, they had four calls simultaneously. Times are showing they are getting more and more busy.
- The new EMS building groundbreaking will be Spring of 2025. It will be a 20,000 Sq. Ft building and should be completed within twelve months. The builder doesn't think they will have any cost inflation.
- The goal is to hire three more paramedics in the future.
- EMS is experiencing more long-distance patient transfers, thirty so far this year.
- 2024-Call Volume has increased by 6%.
- He is speaking locally about community health care programs and looking forward to partnering with the Manson School District on improving prevention services. Recently vaccinated teaching staff (FLU & COVID)
- EMS department will be celebrating their 50th Anniversary next year. June 1, 1975, they ran their first emergency response. The goal is to share one story per week with the public, how the EMS started/evolved.
- Two new ambulances are on order and should arrive by Thanksgiving.
- They will surplus the ambulance currently stationed at ST51.

Assistant Chief's Report: None

Training Officer Report:
TO Raynor Baker advised the Board on a couple of changes from his report. The IFSAC FF1/FF2 written and practical scheduled for November 16th in George has been postponed and will be rescheduled. Training will be first of the year.
He reported the Apple Cup-live fire burn went "really well." He met with Shaun Sherman-Assistant Chief from Chelan Fire & Rescue to recap the burn and both reviewed notes on areas to improve for next time. He added "no one got hurt" and firefighters received a good amount of live-burn training as that was the main purpose. Estimated crowd size was 200-300 people.

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

- Incidents
- Personnel and Training
- Facilities and Equipment – Discussed under old business.
- Prevention
- RiverCom
  Chief Baker informed the Board of updates from the RiverCom monthly meeting held 11/13/24.
    - The new interlocal agreements received no negative comments and were passed unanimously.
    - Board new formation and term length. The Board will include a permanent Fire Commissioner with an alternate.
    - Designated Fire/EMS dispatcher to capture all information from responders working on an incident.
    - Slide Ridge-Radio Tower building in place. They will complete the installation in the spring.
      No further questions/discussion on Chiefs Report.

Public Comment: None

Budget Approval 2025:
The Board discussed pay increases for the upcoming year.

- Fire Chief's salary increase by 15%.
- Training Officer salary increase by 6%.
- Officers: Captains & Lieutenants stipend increase by 4%.
- Administrative Assistant salary increase by 15% and increasing vacation days to 96 hours yearly.
  Commissioner Baker, Motioned to approve above pay increases and Admin. Asst. vacation hour increase, Commissioner Willoughby seconded, Motioned passed unanimously. The board reached a consensus to approve the 2025 Budget. Commissioner Baker noted the Commissioners would like to fill a half time Assistant Chief position later in the year and fill a Senior firefighter stipend position at $12,500.00. Commissioner Weiss suggested doing a mid-year review for all staff.

Commissioner Baker asked the Officer attendees if they would like to view open documents discussed by the Board, such as Monthly Vouchers, Minutes, Financial Reports. There was a consensus among the Officers it would be helpful to view documents under discussion by the Board.

Levy Confirmation - 2024:

Commissioner Weiss, Motioned to approve Levy Confirmation -$0.75 per $1,000 assessed value Commissioner Willoughby, seconded; Motion for Levy Confirmation passed unanimously.

Levy Certification – 2024:

Commissioner Baker, Motioned to approve Board Secretary Reggie Trusel to sign the Levy Certification of $1,426,074.06 with refund amount of $26,925.94, Commissioner Willoughby seconded; Motion passed unanimously.

Commissioner Weiss, Motioned to approve Reggie Trusel to sign Form 64-0100 Levy Certification, Commissioner Willoughby seconded, Motion passed unanimously.

Commissioner consensus to have an Executive Session at 3:00 pm and start the Regular Meeting at 4:30 pm on December 11, 2024.

Adjournment: Commissioner Weiss closed the meeting with no additional business before the Commissioners; the meeting adjourned 6:00 pm.

Chelan County Fire District 5 Board of Commissioners:

_____

Commissioner Fred Weiss

_____

Commissioner Chris Willoughby

_____ _____

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 **November 13, 2024**

Incidents

52 Calls for service in the month of October; 39 within Fire District 5 and 13 out of District. Fire responded to 15 calls within District 5.

In District 5; 2 Structure fires, I Vehicle fire, 1 Outside rubbish fire, 1 MVA with no injuries, 1 Unintentional alarm, 1 Brush-grass fire, 1 Grass fire, 1 No incident found on arrival, 1 Blasting (no fire), and 5 Assist EMS calls.

District 5 had 2 Mutual aid calls, 1 Brush-grass fire, and 1 Dispatched & cancelled.

EMS responded to 24 calls in District 5. 16 EMS Calls handled without Fire, 1 MVA with no injuries, 2 Structure fires, and 5 with assistance of Fire.

Out of District 5; 10 EMS Calls, and 1 Dispatched & Cancelled.

October Call Times;

Fire Call Processing was at 2:05, Arrival on scene at 11:41.
EMS Call Processing was at 1:51, Arrival on scene at 10:19.

Of the 38 dispatches in District 5, 27 calls were compliant to NFPA 1221, for call processing for 71.1%.

Of the 38 responses in District 5, 35 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 92.1%.

Personnel and Training

10/1 Quarterly SCBA & HP CPR – 16 attended
10/8 Water Tender Shuttle – 12 attended
10/15 SCBA & RIT Drill (S-71) – 12 attended
10/21 OTEP: Hypothermia & Altered Mental Status – 7 attended
10/22 Ventilation & Rescuing firefighter through the floor (Apple Cup) – 13 attended
10/28 Officer meeting – 7 attended
10/29 Search & Rescue (Apple Cup) – 12 attended

Facilities and Equipment

Chelan County CPIF Grant for the Training Center – The entire documentation package for the full amount of the grant was sent to the County on Oct 21st. Expecting payment any day.

Dept of Commerce Design Grant – Our $200,000 grant through Dept of Commerce, all requested documents and the contract have been submitted. Waiting to see if any last items of information may have been missed. Believe everything is complete to start reimbursement.

Dept of Ecology funding – Mary Monahan from Dept of Ecology wasn't able to meet the week of Oct 14th. See emailed on Oct 31st to let me know she is looking for funding options for our project. I had relayed that we would not be breaking ground this year and we hoped for that funding in the spring so we could start and complete the Training Center project.

DNR Grant Truck – Called and emailed the salesman, no response

RiverCom

I wasn't able to attend the October RiverCom Board meeting. Talking with others, a draft Interlocal Agreement (ILA) was not presented. Hoping the November meeting will have a draft to review.

I submitted for funding in the Shared Funding program for (4) Bendix-King portable radios and (10) Motorola Minitor pagers. Should have an answer in early December.

Prevention

Fire Designation was reduced to LOW.

Insurance Review

On November 6th, we had a risk review by VFIS representatives. Bill Pessemier, a retired chief and consultant for VFIS, Chris Rodgers, Senior Risk Control Representative for VFIS, and Denise Brooks, agent for Nicholson, attended the meeting. They looked at some policy issues, how we bring in new personnel, medical evaluation, driving policies, a little of operational practices. We faired very well. We will receive a formal report. Two issues will top the report; annual WA driver reports, and adding glucose screening to our annual worktest screening. Both simple and minimal cost.

They took photos of all our apparatus. Bill as a retired chief, had never seen a Bronto platform.

November 2024 CURRENT CERTIFICATION REPORT

(Completed 11/8/2024)

TITLE	IFSAC CERTS	Medical	NWCG	2024 GOAL
Firefighter 1	9			6
Firefighter 2	7			2
Officer 1	4			3
Officer 2	2			2
Instructor 1	8			6
Instructor 2	1			0
Hazmat Operations	12			6
Wildland FFT2			16	8
Wildland FFT1			5	2
Engine Boss			2	2
Tender Driver			5	
EMT		12		1 (met)
EMT Instructor/Evaluator		2		2
Fire Inspector 1	1			

Number of Interior Firefighters = 27

Number of Driver Operators = 3

Number Support Personnel = 8

Number of members on Leave = 0

Total Number of Chelan Fire District #5 Personnel = 38 members

Number of Junior Firefighters = 5

CURRENT TRAINING REPORT

Training Review

October was a great month of training in preparation for the Apple Cup burn November 9th. We held a few drills with Chelan in October. October 1st was our quarterly SCBA and proficiency and HP CPR. We had 16 firefighters attend. We had the most firefighters get their SCBA times under a minute and a new record for best SCBA time set. I think the belt I handed out on at the banquet motivated firefighters the right way. I have some plans for 2025 to add a couple curve balls to quarterlies so we can better transfer these time and proficiency to incidents. October 8th, we did out tender water shuttle

wye drill. We had 12 firefighters attend. Using the wye is a harder drill than when we use the porta-tank but is good practice and requires more communication and pump operation. October 15th, we held SCBA and RIT drill with Chelan. We had 12 firefighters attend. This was a great drill to mix departments and equipment and learn each other's equipment and how we would handle situations. October 21st was our OTEP drill. We had 7 of our EMT's attend. We covered the topic of altered mental status and hypothermia. October 22nd, we held another drill with Chelan at the Apple Cup covering rescuing a firefighter that had fallen through a floor and ventilation. We had 13 firefighters attend. This was a great drill again working side by side with Chelan. Having a structure, we can practice rescuing a firefighter that has fallen through the floor isn't something that comes around often so giving firefighters this knowledge to tuck a away is great. Hopefully they never have to use it but if they do now they have a couple techniques to do it safely and efficiently. October 29th, we held search and rescue training at the Apple Cup. We had 12 firefighters attend. We opened this drill to Chelan they had an officer drill and a night off for their firefighters and no one decided to join us. We covered our regular oriented search as well as nozzle back search techniques.

In October a lot of my time has been taken up with the First Due onboarding meetings and preparing for the Apple Cup burn.

Testing:

The Hazmat Awareness and Operations Course in Winthrop October 2nd and 5th we had Beau Alanis take both the written and practical and Briar Soliday take the practical. Both passed their practical's and we are still waiting for results on Beau's written. I also attend as an Evaluator and got my first of three practical's completed for be an IFSAC Evaluator.

There is IFSAC FF1 and FF2 written and testing November 16th in George. Darrick Steele is the only one registered and I will be completing my second test as an Evaluator.

There is a IFSAC Hazmat Awareness and Operations written and practical December 21st in George. Currently no one is registered but I will be attending for my third and final Evaluator.

In December Lake Chelan Health EMS is hosting an EMT course. We have 3 member registered for the course, Briar Soliday, Sondra Hazim and Janelle Pinski.

Online Training (Vector Solutions):

New Recruits Training modules consist of 33 modules: With our new firefighters added we now have 8 members assigned and 9 out of 264 completed. For a .03% completion rate this is up .0% but one module did get completed.

"New Recruit" training is broken into two categories. First, they complete 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. Second, they complete their right-to-know Human resource courses. They are also given NWCG courses to complete for their wildland FF2 as well as First Aid and CPR Training.

Vector Solutions quarterly training modules are assigned to boost our training hours and meet the WAC requirements outside our drill nights as well as give the required training hours for other requirement we can't hit strictly with Tuesday nights.

Currently for the 1st quarter assignments we have 21 members assigned and there was 4 training modules assigned but now only 3 due to Vector Solutions discontinuing a module. Currently we have 55 modules completed out of 75 assigned for a completion rate of 73% with no movement from last month.

2nd Quarter we have 24 members assigned the quarterly training modules. For 2nd quarter there are 4 modules assigned. We have 44 modules complete out of 96 for a completion rate of 45%. This has 0% movement from last month.

3rd Quarter we have 24 members assigned the quarterly training module. For 3rd quarter there are 3 modules assigned. We have 30 modules completed out of 72 for a completion rate of 41%. This is up 7% from last month.

4th quarter we have 3 modules assigned in Vector Solutions to 24 members. We have 12 modules completed out of 72 for a completion rate of 16%. This is up 7% from last month. I also assigned 2 modules in our new online program Fire Engineering. These two modules aren't mandatory but are assigned to show firefighters the program and interface before we go live in January.

I extended all the Vector Solutions online module due dates to December 31st. At the end of the year, we'll switch to Fire Engineering for our online training.

Driver Training: In October

October 8th – Driver sign-off on Aid 51 for Doug Pinski – 1 hour

One-on-ones: In October

October 25th – Ventilation roof cutting for Mac Richmond, Cooper Pinski and Doug Pinski – 2 hours

Training Calendar:

November 5th: Ground Ladders and hose streams

November 9th: Apple Cup training burn

November 12: Chimney Fire

November 18th: OTEP "Some things are better left unshared…"

November 19th: Hazmat Refresher

November 25th: Officer Meeting

November 26th: 2.5 Hose Ops

Recruitment & Retention:

In October we had 3 new members join. William Hutchingson who will be a junior Firefighter. Janelle Pinski and Sondra Hazim who both joined and will be taking the EMT course starting in December and joining as EMTs.