# Chelan County Fire District No. 5
# 250 West Manson Blvd.
# Manson, WA 98831
# November 12, 2025
# Regular Meeting of Commissioners

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

**Call to Order**: Chairman Willoughby called the meeting to order at 4:56 pm.

**Others Present**: Chief Arnold Baker, District Secretary Reggie Trusel, Deputy Chief Mike Williams, Lieutenant Beau Alanis, SR Firefighter Kermit McClellan, Lieutenant Aaron Richmond, Volunteer FF/EMT- Doug Pinski, guest Dom Amor and LCH EMT Director Ray Eickmeyer.

**Pension Board:** Opened: 4:57 pm - Closed: 4:57 pm

**Public Comment:** None

**Minutes:** The September 19th Special Meeting Minutes were presented, Commissioner Walsh Motioned to approve the September 19th Special Meeting Minutes, Commissioner Weiss seconded, Motion passed unanimously.
The October 8th Regular Meeting Minutes were presented, Commissioner Willoughby Motioned to approve the October 8th Meeting Minutes, Commissioner Baker seconded, Motion passed unanimously.
The October 20th Special Meeting Minutes were presented, Commissioner Willoughby Motioned to approve the October 20th Special Meeting Minutes, Commissioner Weiss seconded, Motion passed unanimously.
The October 29th Commissioner Workshop Minutes were presented, Commissioner Baker Motioned to approve October 29th as amended, Commissioner Walsh seconded, Motion passed unanimously.

**Financial Report:** Chief Baker suggested to the Board, transferring $530,000.00 funds from Expense account to the Investment account. Commissioner Baker Motioned to approve the transfer of $ 530,000.00 from Expense to the Investment account, Commissioner Weiss seconded, Motion passed unanimously.

Commissioner Weiss:
Wapato Point revenue compared to last year. The growth and service we offer.
2025 Expenses: With certain line items showing negative, he asked if we will go over budget and need to amend the 2025 Budget.
Commissioner Walsh:
We should be using the reserve account to offset expense overages.

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**Approval of Invoices:** Commissioner Weiss, Motioned to affirm; November Voucher FD51 for $35,051.67, and Voucher FD52 for $793.98, Commissioner Walsh seconded. Motion passed unanimously.

**New Business**:

- Resolution 2025-09 Reserve Investment Account
  Commissioner Walsh made a few updates the Board reviewed.
  Commissioner Baker, Motioned to approve Resolution 2025-09 as amended, Commissioner Weiss seconded. Motion passed unanimously.

- Records/Indexing: Commissioner Weiss has been collaborating with Attorney Brian Snure on new Indexing Resolution. He explained the need to have a resolution to protect the department, which stipulates what records we keep and how we index them. Chief Baker agreed to work on this.

- Nepotism Policy-Draft
  The Board discussed the draft policy. Commissioner Board agreed that a supervisor signature will be required. Dale England asked who the supervisors are. The Board stipulated supervisor role would include Fire Chief or HR representative. Board Chairman Willoughby Motioned to approve new Nepotism Policy as amended, replacing the existing policy "Relative and Conflicts of Interest Policy 03/08/2022", Commissioner Walsh seconded, Motion passed unanimously.

- Nozzle Quote: Chief Baker explained to the Board how the nozzle sizing works and pricing. Discussion was made and Board Consensus was to move forward with the quote from Curtis Tool for $8,819.42.

**Old Business:**

- Boat 72 Interlocal Agreement: Chief Baker explained that both Attorneys from each agency have reviewed the three-year agreement.
  Commissioner Walsh Motioned to approve Boat 72 Interlocal Agreement, Commissioner Weiss seconded, Motion passed unanimously.

- Commissioner Fifth Seat: Two additional letters of interest were submitted for the Fifth Commissioner Seat. Dale England and Dom Amor. The Board will review in Executive Session before the end of meeting.

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- Equipment & Projects
  - Chassis for E-55 Type 3
    Chief Baker advised the Board the chassis build *bids* will be closing at the end of the month. He stipulated that the Board would need to review bids and decide by the next Commissioner Meeting December 10, 2025.
    Commissioner Walsh gave his perspective, when purchasing any large capital, the Board should consider forming a committee which would include the department's officer group to help in the decision-making process. Getting their input and knowledge is important in helping make the best decision.

  - ST52: Training Center Project:
    Commissioner Walsh explained the Line Item in Budget, Capital: Grant RFP-$10,000.00. Chief Baker noted Phase 1 is the soil mitigation and Phase 2 is the residents quarters building. SR Firefighter Kermit McClellan reiterated getting the permit extension before it expires.

    Commissioner Baker asked about the underground power at ST52. Chief noted the power line will need to run under the new driveway.

- **Payroll Discrepancy**
  Chief Baker advised the discrepancy was discussed in the Special Meeting-Executive Session.

- **Firefighters Association Awards Banquet BBQ:**
  Possible dates: December 2nd, 9th or 16th at Radiance Winery in downtown Manson. Chief Baker indicated he is waiting for Sam Beazly to get back in touch with him on which date is better for him.

- **Command Vehicle Purchase**
  DC Williams gave the Board an update on vehicles participating in state bid.
  - Bud Clary Ford- Longview, WA-2025 White Ford F150: $54,784.28 plus $400.00 shipping. (in stock)
  - Kendall Ford, Bozeman MT-2025 Red Ford F-150: $56,015.36 plus $1,000.00 shipping. (in stock)
  - No Chevy models are available.
  - 2026 Order (five-month lead time)-$57,400.00 plus shipping
    The Board discussed getting white F-150 and possible wrapping with department logo and red color, cost dependent. Both models are in stock and are pursuit-rated; 240-amp alternator; VIS prewired for lights/siren integration.

  Commissioner Baker Motioned to purchase 2025 Ford F150 for no more than $56,000.00 including shipping, Commissioner Walsh seconded. Motion passed unanimously.

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

**EMS Report**: Firefighter/EMT Doug Pinski

- Advised the Board LCH will be getting a 24/7 general surgeon.
- Call volume for October was higher than last year this time (200).
- EMS department will be hiring three new paramedics.
- Existing staff are currently filling the void with making more transfers across the State. Plans are to create a rotation schedule dedicated to transfers.

**Training Officer Report: Deputy Chief Williams**
Reported to the Board October training drills and attendance numbers.
Saturday, November 1st was the Live Fire Training at 87 Lakeview Lane. Twenty-one participants including some Firefighters/Officers from Chelan Fire & Rescue. He informed, Captain Adam Rasmussen did most of the fire behavior training. All worked well together. The Incident Command (IC's) had good coordination between Chelan and Manson crews. The Commissioners have the "After Action" report which breaks down the drill even further. Chief Sherman from Chelan Fire & Rescue also provided his Safety Officer's Report.

- Commissioner Walsh noted there were "great people" at the burn. Captain Glenn and Rasmussen were the ICs. He heard valuable feedback as people "felt safe at all times" and learned a "ton", also heard Chief Asher and Sherman were impressed with the drill.
- Chief Baker noted the group worked well together.
- SR Firefighter McClellan, accountability was important.
- Commissioner Weiss heard it was a nice response.

**Deputy Chief Report:**
DC Williams discussed his report and broke down the first thirty days. He noted the two conferences he attended in October: Fire Prevention Institute in Chelan and the WFCA Tulalip conference were full of "great information." He also advised the Board he has submitted certification equivalency application through the WSP Fire Marshals office for recognition of the following credentials: Firefighter I and II, Hazardous Materials Ops, Fire Instructor I, Fire Officer I, Driver/Operator, and Driver/Operator Pumper and WA State EMT certification through HELMS systems.

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Other Report Topics:

- Water intrusion incident on the north corner of the building was due to clogged downspout during a big rain we had recently. The leak flooded the bathroom and part of the boardroom. The leak was brought to the LCRD attention.
- First Due: DC Willimas noted there is a lot to do at the back end, preparing for rig-checks.
- Regional Recruit Academy will begin in January 2026
  CFR will be hiring a Recruitment and Retention Coordinator position.
- Chelan Boat 72 will be pulled from the lake for maintenance this month.
  They will be putting back in the water in a month. Also, pulling camera for B-71.
- Ten new Motorola Pagers were programmed and distributed to our volunteers this month. Heard positive feedback from our group.
- Manson School District's (E3) Emergent 3 program-New Emergency communication and real-time mapping platform. E3 program will help coordinate between schools and first responders. DC Williams added they are not quite ready to go live.
- Chelan-Manson Pathway: Is a proposed multiuse paved 6.4-mile pathway connecting city of Chelan existing trial system to downtown Manson. For both walking and biking.
  The project wants to hear your feedback. Go to chelandouglaspathways.org.
  to share your opinion. DC Williams expressed his deep concern with emergency vehicle responders being delayed in certain areas like Rocky Point. He has drafted a letter and encouraged the department to follow up submitting to the pathway website. Chief Baker agreed and stressed the need to work on group letter of opposition. Dale England suggested leaving individual/family comments as well. The more the better. The deadline to share your feedback is November 30th.

**Chiefs Report:**
***Additional Discussion for Chiefs Report-None**

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

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**Budget Approval 2026:**
The Board went through the budget line-items along with Chief Baker. Discussion to add an additional amount of $3,000 for "onX" subscription in Services & Charges-Miscellaneous Subscriptions, Dues. The new budgeted expense is now $20,500.00. There will be an onX mapping demonstration at the next Commissioner meeting in December.
The Budget reflects pay increases of 3% to salaries for Fire Chief, Administrative Assistant, and a 3% increase to Officer stipends and Fleet Maintenance staff for 2026.
Commissioner Walsh Motioned to approve amended budget amount of $2,563,999.61 Expenditures, Commissioner Weiss seconded, Motion passed unanimously.

**Levy Certification - 2026:** Commissioner Willoughby, Motioned to approve Levy Certification of $1,440,000.00 with a refund of $5,967.34, Commissioner Walsh seconded; Motion for Levy Certification passed unanimously. Motion included authorizing Administrative Assistant/District Secretary to sign Levy Certification.

**2025-10 Resolution for County Tax Ordinance:**
Commissioner Willoughby, Motioned to approve Resolution 2025-10 of (1% Increase from previous year Levy amount of $14,004.25), Commissioner Weiss seconded, Motion passed unanimously.

**Executive Session:** 42.30.110 (1) (g) - Review performance of a public Official; and 42.30.110 (1) (h) Evaluate the qualifications of a candidate for appointment to elective office.
Commissioner Willoughby asked for five minutes at 7:38 pm.
Commissioner reconvened to the Regular Commissioner meeting at 7:43 pm.

Board Chairman Willoughby announced they have appointed Dale England for the fifth Commissioner seat, and he will have a four-year term.

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**Adjournment:** Commissioner Willoughby closed the meeting with no additional business before the Commissioners; the meeting adjourned 7:47 pm.

**Chelan County Fire District 5 Board of Commissioners:**

_____
**Commissioner Chris Willoughby**

_____
**Commissioner Fred Weiss**

_____
**Commissioner Dan Baker**

_____ _____
**Commissioner Ronan Walsh** **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** **November 12, 2025**

## Incidents

42 Calls for service in the month of October; 34 within Fire District 5 and 8 out of District. Fire responded to 9 calls within District 5.

In District 5; 1 Grass fire, 1 Authorized burning in an orchard, 1 Cooking fire – homeowner had it extinguished before arrival, and 6 Assist EMS calls.

Out of District 5 for Fire; 1 Brush-grass fire, 1 Firefighters responded in A156 to assist a multi car MVA with injuries, and 1 Dispatched and cancelled.

EMS responded to 25 calls in District 5. 17 EMS Calls handled without Fire tones sent out, 1 Unintentional medical alarm push, 6 with assistance of Fire, and 1 Dispatched & Cancelled.

Out of District 5 for EMS; 3 EMS Calls, and 2 MVA with injuries.

October Call Times;

Fire Call Processing was at 1:02, Arrival on scene at 12:41.
EMS Call Processing was at 2:34, Arrival on scene at 12:01.

Of the 34 dispatches in District 5, 19 calls were compliant to NFPA 1221, for call processing at 55.9%.

Of the 33 responses in District 5, 25 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 75.8%

## Personnel and Training

10/7 3rd Quarter SCBA, HP CPR, SCBA Proficiency – 19 attended
10/14 Tender water shuttle – 12 attended
10/20 OTEP: Chest Bumps and Gut Punches: An EMS guide to chest and abdominal trauma – 9 attended
10/21 Bid Water, drafting at boat launch and supporting the Tower – 11 attended
10/27 Officer meeting – 8 attended
10/28 Building prep for live fire training – 14 attended

## Facilities and Equipment

Engine-51 Replacement – I passed our contract for the truck to Brian Snure. Brian recommended passing this off to another attorney in CSD Law in Bellingham. Matt Paxton has responded that the District may have a claim for "anticipatory repudiation", which would be a material breach of the agreement. An engagement letter is coming soon from Matt.

International Chassis for E-55 – The chassis is in the S-51 fenced yard. Haven't had opportunity during business hours to order the title and get registration. That should happen soon. We have an ad in the Wenatchee World legals for the weekend edition Nov 1st & 8th. I have had numerous requests for the specs. 2 requests in state, and Oklahoma, Georga and Florida. Last day to receive proposals is Nov 28th. This will allow time to review the proposals and make a recommendation to the Board's December meeting.

WA Dept of Ecology – Station-52 soils cleanup project. For simplicity of reference, Phase 1 is the area of the training center, Phase 2 is the complete buildout of resident quarters and additional truck bays. The consultants have been working to reply to Mary Monahan's request for a scope of work and costs. Once approved by Ecology, then will have an agreement with Dept of Commerce to reimburse our work. The next step is to have Paul Coppock (DOH Architect) and Kevin Shaw (Training Center

Engineer) help develop specifications. I have felt it would be difficult to find a single general contractor for the whole project. I would like to split it and have a ground project general bid for soil mitigation, capping, all underground and concrete. Then a 2nd general bid for the above ground steel work. Anyone can bid on one or both projects. This also would allow us to see actual costs and do one project without requiring to do the 2nd project if too costly. We can initiate the steel work project when we are financially ready.

Had a consultants Teams meeting 3:00pm Nov 6th. The soil mitigation Engineers at Haley Aldrich, the Engineer at Munsen, Paul at DOH and myself. The soils Engineers had a formative plan for stormwater runoff near the training center. I liked the fact that the plan reduced the disturbance area. What we don't disturb now doesn't need mitigated now. They are building a step process to do the work. Paul will apply costs to that work in a small Excel chart. Then we will have a meeting with Mary in early December to get her concurrence to proceed. That information is critical for Mary to get approval for us to have an agreement. The agreement is the reimbursement funding we need to make this project work. Everyone agreed with the goal to build a specification that could sent out to bid in 2026.

## RiverCom

A Special Board meeting on Nov 14th to review the engineer's report on the building in Olds Station, then decide whether to proceed with the sale or opt out.

I was notified that our Operations Manager, Jeremiah Johnson has submitted his resignation. That comes as a blow to the organization and all the fire/EMS agencies. Jeremiah was also a volunteer firefighter with Wenatchee Valley and understands the fire/EMS side of the house. This stems from internal toxic situations that Board members kept promising to fix.

## Prevention

Several of our people participated in the Trunk or Treat at North Shore. We had some candy and prevention items to put in bags we received from the Fire Prevention Institute.

Norm Manly did a nice article in the Chelan paper about our Fire Prevention Week program at the Elementary School.

**Chelan County Fire District 5**
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Board Report – November 2025

Training Officer

Prepared by: Deputy Chief Williams, in lieu of Training Officer

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**Training Overview**

October and early November featured several high-value training evolutions, including the live-fire training burn at 87 Lakeview Lane on November 1. This marked one of the most comprehensive structural training opportunities of the year and demonstrated strong interagency cooperation, instructional leadership, and safety compliance with NFPA 1403 standards.

Training Officer Lieutenant Raynor Baker is currently on a leave of absence through January 1, 2026. In his absence, Training and drill scheduling are being coordinated by Deputy Chief Williams, and the captains and lieutenants have led the drills and classes to ensure continuity of operations and compliance with mandatory training standards.

Attendance levels have shown gradual improvement following the live burn and fall weather change. Several members are completing required online modules, quarterly SCBA/HP CPR proficiencies, and the 4th quarter Hazmat refresher.

**Monthly Training Summary**

October 14 – Tender Water Shuttle Drill
This drill focused on rural water supply operations, with crews practicing drafting, tank fill, and dump site coordination. The training met quarterly requirements for tender driver and shuttle operations, improving efficiency in large-volume water movement for structure fire incidents.

October 21 – Big Water Drill
This evolution focused on drafting, relay pumping, and extended water supply operations. Emphasis was placed on communication, pump coordination, and establishing reliable water movement under simulated fireground conditions.

October 27 – Officer Meeting
The monthly officer meeting reviewed the upcoming November training calendar, Raynor's leave coverage plan, and Q4 training progress. Discussion included officer succession planning, rig readiness, and coordination with Chelan Fire for shared training and First Due system implementation.

October 28 – House Burn Prep
Crews staged fuel loads, prepared exposure barriers, and conducted a walk-through of the structure at 87 Lakeview Lane. Accountability systems, instructor roles, and safety assignments were confirmed ahead of the live fire.

November 1 – Live Fire Training, 87 Lakeview Lane
This event served as both a capstone for structural firefighting and a regional interagency collaboration opportunity. Twenty-one participants, including three instructors, four chief officers, three company officers, and approximately 5 observers, participated. Evolutions covered fire attack, ventilation, RIT operations, and exposure protection. The training complied with WAC and NFPA 1403 standards. A detailed After Action Review (AAR) has been completed and submitted, including Chief Sherman's safety review.

November 4 – Chimney Fire Operations
This training covered tactics for chimney fire response, emphasizing size-up, use of thermal imaging, laddering, and roof safety operations. Scenarios simulated flue fires and attic extension, reinforcing safe and effective fire attack techniques.

November 11 – Rope Rescue / Technical Operations (Scheduled)
Planned skill refresher and scenario-based rope rescue training will focus on equipment use, knots, anchor systems, and patient packaging for low-angle rescue incidents. Crews will review rope management, hardware inspection, and operational coordination for technical rescues.

November 18 – Hazmat Refresher (Scheduled)
This annual hazardous materials refresher course will fulfill one of the 4th quarter requirements for all operational members. The session will include both classroom review and hands-on practical components, with supplemental online modules completed through Fire Engineering.

November 25 – Roadway Incidents and Vehicle Stabilization (Scheduled)
This upcoming practical drill will emphasize scene safety, traffic control, and vehicle stabilization procedures, aligning with NFPA 1006 and 1670 guidance for technical rescue awareness.

**Online Training and OTEP Status**

The Fire Engineering online platform continues to be the district's primary tool for compliance-based coursework and refresher content. As of November, most members are current or near completion of the 4th quarter training assignments. Overall, participation has remained steady, with a majority of firefighters completing their quarterly requirements and several additional elective coursework.

**EMS OTEP (BLS)**
Modules are current through November's "Flame Tamed" session, with General Pediatrics for EMS Providers scheduled for December 15. The district's five-year OTEP Training Plan

remains in state-approved status and continues to be implemented regionally in coordination with partner agencies.

**Training Progress and Readiness**

Overall, the department remains on track to complete all fourth-quarter and annual training goals. Fire Engineering and EMS Connect platforms continue to provide on-line training. Captains and lieutenants have maintained drill continuity and accountability during the Training Officer's absence. The interagency live burn, and water drills refreshers provided both realistic fireground application and valuable leadership experience for company officers.

First Due, the records management system, remains underutilized at this time and will require a substantial amount of setup and data entry before it can be fully leveraged for automated training reports and analytics. Once properly configured, it will streamline training documentation, certification tracking, and compliance reporting across all members. Currently, certifications and required training are tracked on an Excel spreadsheet and manually manipulated, which increases the potential for data entry errors and limits the ability to generate real-time reports.

**Looking Ahead – Remainder of November & December**

The remainder of the quarter will focus on completing all 4th Quarter Requirements, including:
- Hazmat refresher completion verification
- Quarterly SCBA / HP CPR
- Rope Rescue and Tower Training
- EMS OTEP "General Pediatrics for EMS Providers" (December 15)
- Required Training Make-Up Drill (December 16)

In addition, the December 2 drill night has been tentatively reserved for the annual Awards Banquet, as directed by the Board of Commissioners. This event will serve to recognize member accomplishments from 2024 and 2025.

December's focus will be administrative cleanup—finalizing attendance, Fire Engineering compliance reports, and ensuring all members meet annual certification and training minimums.

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## Deputy Chief's First 30-Day Report

Chelan County Fire District 5 – Manson Fire Department
Reporting Period: October 6 – November 6, 2025
Submitted by: Deputy Chief Mike Williams

### Introduction

The first 30 days have centered on listening, assessment, and relationship-building. My focus has been on understanding the district's people, systems, and culture while identifying opportunities to strengthen administrative consistency, training alignment, and interagency cooperation. The approach has been deliberate — learn first, engage broadly, and begin shaping the structure needed to support long-term readiness and accountability.

### Organizational Assessment and Alignment

Initial work has focused on evaluating administrative frameworks and operational practices to improve consistency with NFPA, WAC, and other applicable standards while keeping expectations realistic for a volunteer-combination organization.

Key efforts currently under development include:
- A Fireground Strategy Policy to guide scalable command and tactical operations.
- A Mission and Vision Review Process to allow officers to periodically validate the district's guiding statements.
- A comprehensive list of mandatory and refresher training requirements, with clear intervals and competency-based tracking.
- Driver/Operator Task Books for annual and multi-year performance documentation.
- An After Action Review (AAR) Policy, in development, to establish procedures for documenting lessons learned from incidents and training activities.

The After Action Review from the 87 Lakeview Lane Live Fire Training has been completed and will be included in the November board packet for review and discussion. These documents form the foundation for standardizing district operations and ensuring accountability across all functions.

### Operational Readiness

Operationally, October was defined by preparation and safe execution of the Live Fire Training Exercise held November 1 at 87 Lakeview Lane. Preparations included multiple pre-burn inspections, site logistics, and coordination with participating agencies. The event was well attended and met objectives in live-fire tactics, accountability, and command. The formal AAR has been completed and is included in the board packet.

On November 5, a water intrusion incident occurred at Station 51, which is leased from the Reclamation District. Water was discovered seeping into the bathroom and through an

interior wall into the board meeting room. The source was traced to a clogged downspout near the Reclamation District's front entrance. I cleared the obstruction and monitored the area throughout the day; once the downspout was flowing properly, the leak subsided, and fans were used to dry the affected areas. The Reclamation District has been notified, and no structural damage was observed. It may be advisable to inspect behind the sheetrock for potential mold growth to ensure proper remediation before moisture-related damage develops. Preventive maintenance of exterior drains and roof channels is also recommended to avoid recurrence during future storms.

Apparatus and equipment readiness remain priorities. Rig checks continue with emphasis on tool placement, battery maintenance, and operational reliability. Boat 72, which is owned by Chelan Fire & Rescue and shared for regional response, is scheduled for maintenance this month, including removal and servicing of the FLIR camera and general seasonal preparation. The vessel is expected to be returned to service within approximately one month, enhancing continued interagency water-based operational capability on Lake Chelan.

Additionally, ten new Motorola Minitor VI pagers were programmed and have started distributing this month. Each pager was configured with updated district alerting tones and a newly added regional tone group for large-scale or multi-agency incidents. Tac channel scan groups were also added to improve interoperability and on-scene communications, increasing overall alerting reliability and operational coordination during complex responses.

**People and Culture**

The first month emphasized building relationships and open communication. Individual meetings with officers provided valuable insight into operational needs and organizational culture. Volunteer engagement has been strong, with consistent attendance at drills and the live-fire exercise.

Professional development was also prioritized. I attended the 2025 Fire Prevention Institute (FPI) held October 13–17 at Campbell's Resort in Chelan, followed by the Washington State Fire Commissioners Association Conference held October 22–25 at the Tulalip Resort in Marysville, WA. Both events provided valuable training and networking opportunities in prevention, leadership, and governance, supporting the district's continued alignment with state-level best practices.

In addition, I have submitted certification equivalency applications through the Washington State Patrol Fire Marshal's Office for recognition of the following credentials: Firefighter I and II, Hazardous Materials Operational, Fire Instructor I, Fire Officer I, Driver/Operator, and Driver/Operator Pumper. I have also applied for my Washington State EMT certification through the HELMS system, ensuring my credentials align with state standards for emergency medical response. These actions help ensure full compliance with Washington State certification pathways and support consistent training oversight across the district.

Planning is underway for the Regional Recruit Academy beginning in January 2026. Coordination continues with partner agencies to finalize scheduling and instructor assignments. Discussions also remain active regarding a shared Recruitment and Retention Coordinator position to strengthen volunteer sustainability across Chelan Valley departments.

**Community and Interagency Engagement**

Community outreach was a key focus during this first month. Bilingual public notices in English and Spanish were distributed prior to the 87 Lakeview Lane training event to ensure transparency and awareness, and community feedback was positive.

I also attended the City of Chelan's City Administrator candidate mixer, which provided an opportunity to connect with local government representatives and community leaders and to reinforce open communication between the district and the city.

Additionally, I sat in on the Manson School District's E3 (Emergent 3) program meeting, which introduced the district's new emergency communication and real-time mapping platform. E3 enhances coordination between schools and first responders through integrated communication and situational-awareness tools — complementing standard 911 protocols and providing a valuable new layer of school-safety collaboration at no cost to partner agencies.

Continued engagement with Heritage Heights, the Manson School District, and other local stakeholders remains a priority for community visibility and partnership.

**Next Steps (30–100 Day Outlook)**

- Finalizing the Fireground Strategy and AAR Policies for review and adoption.
- Advancing SOP development, prioritizing Incident Command, Accountability, and Safety Officer functions.
- Supporting instructor coordination and logistics for the 2026 Recruit Academy.
- Conducting a year-end readiness review of personnel, training, and equipment.
- Continuing structured outreach to volunteers and officers to strengthen communication and shared leadership.

Conclusion

The first 30 days have provided a clear understanding of the district's strengths, challenges, and opportunities. Chelan County Fire District 5 continues to demonstrate exceptional community pride, professionalism, and volunteer commitment. The work now transitions from assessment to implementation — finalizing policies, improving systems, and preparing the organization for sustained operational readiness as we move into 2026.

Respectfully submitted,

Deputy Chief Mike Williams
Chelan County Fire District 5