Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
October 08, 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 4:30 pm.

Others Present: Chief Arnold Baker, District Secretary Reggie Trusel, Lieutenant-Training Officer Raynor Baker, Deputy Chief Mike Williams, Lieutenant Beau Alanis, SR Firefighter Kermit McClellan, Volunteer FF/EMT- Doug Pinski, and guest Dale England and Dom Amor.

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

Public Comment: None

Minutes: The September Meeting Minutes were presented, Commissioner Weiss Motioned to approve the September 10th Regular Meeting Minutes and both September 12th and September 15th Special Meeting Minutes, Commissioner Walsh seconded, Motion passed unanimously.

Chief Baker advised the Board of the Lot Drawing for newly appointed Commissioner Walsh, the outcome is a two-year term. The Lot Drawing was held in ST51 office, those present Ronan Walsh, Chief Arnold Baker and Administrative Assistant Reggie Trusel.

Financial Report: Chief Baker suggested to the Board, no transfers were necessary for October month. The 2nd half of property tax deposits should start reflecting in our Expense account later this month.
The Chief also noted he found the glitch in the Financial spreadsheet and went back and corrected January-August of this year. The Board should have all of the updated months in their notebooks.

Board Discussion: Chief Baker displayed the current Financial Model for the Board.
Commissioner Walsh inquired what the ER&R and EFB amounts reflect.
Reserve account currently shows funds of $665,679 and those funds were allocated for new Engine replacement E-51. There is also the built-out cost for E-55 Chassis of $402,320.
Further discussion about potentially cancelling E-51 contract and possibly investing in a less costly engine that will fit into Station 52. The Board discussed the spreadsheet layout and how projected expenses look for next one-five years.

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Approval of Invoices: Commissioner Baker, Motioned to affirm; September Voucher FD51 for $17, 349.34 and FD52 $7,013.96, Commissioner Weiss seconded. Motion passed unanimously.
Chief Baker noted: There were five fraudulent charges made to our department credit card (visa). There are two claims currently in the process of correcting/removing those dollar amounts. The department has been issued a new credit card.
Board discussion on purchase 9.28, Commissioner Weiss asked about the electric valve for TW51.

New Business:

- Deputy Chief:
  Chairman Willoughby presented Chief Williams with a custom Deputy Fire Chief badge.

- Command Vehicle Purchase:
  Commissioners discussed a surplus vehicle in Portland OR. The Commissioners discussed the use of a 2nd Command vehicle and suggested D.C. Williams use while on duty. The purchase is subject to a complete inspection by a nearby Portland Ford dealer. Commissioner Walsh Motioned to approve expense of not more than $20,000 for a Command Vehicle including inspection costs, via wire transfer, Commissioner Weiss seconded, Motion passed unanimously.

- Resolution 2025-08
  The Board discussed new Resolution 2025-08-Adopting a Finance oversight checklist for Board Governance.
  Exhibit A: The checklist will provide the Board with a clear framework for fulfilling its fiduciary responsibilities over the finances of CCFD#5. It is intended as a governance tool to ensure compliance with Washington State law, which also includes RCW Title 52, RCW 43.09, RCW 42.56 and BARS code manual.
  Chairman Willoughby noted the resolution was sent to Attorney Brian Snure for review.

- Payroll Discrepancy:
  Chairman Willoughby reported to the Board a payroll discrepancy was found on July's payroll. The discrepancy reflects an employees pay from January-June 2025.
  The Chairman asked for Chief Baker and Administrative Assistant to help in researching the reason by the next Commissioner Meeting November 12th.

- Firefighters Association Awards Banquet BBQ:
  Board Chairman Willoughby named a few possible dates for the next Awards Banquet. Possible dates: the end of November or December 2nd, using the same location as last year. Kermit McClellan offered to speak with owners of Champion Orchards to see if November/December dates work with their schedules. Commissioner Walsh suggested

combining the event to reflect the past two years (2024-2025). Commissioner Weiss suggested using a sound system.

- Safer Grant:
  Chief Baker reported the outcome of the Safer Grant meeting held with Chelan Fire & Rescue. Chief Asher explained at the meeting the FEMA Grant Award included a position for Training Coordinator of $50,000 annually plus benefits for the next four years. Chief Asher originally asked for $131,000 annually.
  FEMA requires the position to be filled within 90 days.
  Chief Baker added there is an employment flier already starting to circulate. The Safer Grant awarded the participating agencies a hundred sets of (PPE) Personal Protective Equipment in total. Participating agencies: DCFD#8, CCFD#4, Chelan Fire and Rescue and CCFD#5-each will receive 25 sets.

Old Business:

- Commissioner Willoughby advised the Board of the two-guest attending: Dale England and Dom Amor and both are interested in the fifth Commissioner seat.

- Equipment & Projects
  - Chassis for E-55 Type 3 – Chief Baker informed the Board he will be going with Volunteer Darrick Steel to pick up the chassis in Spokane on Thursday 10/09/25. He noted to the Board he would like to advertise for bids as soon as possible for the build out of E-55. The Chief explained they will also be driving E-54 to have a mechanical evaluation, addressing a (gear-shifting) problem as well.

    E-51 Type 1 – The Chief noted the State Treasury "LOCAL" loan has now been pushed out to next February 2026.
    The delay is due to the manufacturing delays with E-51 factory build line. He stipulated a more realistic plan is to expect the new engine to be delivered between May-October 2026, which will extend initiating the LOCAL loan even further.

  - ST52 Training Facility:
    Chief Baker announced to the Board, Mary Monahan from Dept. of Ecology has now offered funding of a total of ($150,000) if our consultants can show appropriate documentation for the cleanup process. The Chief explained the soil cleanup will likely cost more than what is offered but it is a good start to get us moving in the right direction. The Board and attendees discussed the different *pros and cons* in moving forward in keeping the ST52 Training Facility budgeted for 2026.

Cons:
Commissioner Walsh: Contractor fees will be increasing, labor cost expected to increase up to 40%. Commissioner Willoughby: Material costs-concrete versus asphalt to cap the soil. Commissioner Weiss: Officer Group consensus (TF) Training Facility was a lower priority. Firefighter Kermit McClellan: Suggested building the TF in phases, to help manage the department's spending obligations and assess our needs as we go. He asked what the interest rate will be on the loan in February compared to November?
Pros:
TO Baker: Survey and Ratings will offer a large credit for having a training center. Does the community realize the benefits of updating our engines and the value the (TF) will offer our volunteers as well as our neighboring agencies.
Deputy Chief Williams: Time standard testing is important and will make the volunteers more efficient, especially offering access to 24/7 to perform training tasks and maintaining their skills.
Lt. Alanis-advocated the benefits to our volunteer group in having a training facility they can practice skills repeatedly.
Chief Baker concluded the bottom line is the spreadsheet model currently shows the Department has over a million dollars left in available funds after the Training Facility projected expenses next year. Also, the CUP permit will expire in 2026 if we do not extend the permit. He reiterated the bulk of the expense is soil mitigation. Volunteer Firefighter Doug Pinski: Emphasized his concern with delaying the project and losing the investment made thus far along with the expiring permit. He asked the Board if it is fiscally responsible to keep tabling this project, as it seems we have a plan to fund the facility but wonders why it keeps getting pushed further and further out.
Commissioner Walsh: Suggested looking at the numbers to see what the budget will allow with everything else the department has going on. The Board reprioritization when the DOE grant-funding fell through last year and officers group felt the Training Facility was not that high on the priority list.
Commissioner Walsh emphasized the Boards main objective is to look at the budget as a whole and to pursue in the best and responsible manner for the community. The Board expressed the need to schedule a budget workshop soon.
DC Williams-reiterated planning a budget workshop to lay out all the upcoming projects and projected expenses for each. He asked if we have a reserve budget.
Commissioner Willoughby advised there is supposed to be 25% of the budget held in our reserve account. The Board discussed adding more line items to the monthly Financial statement to stipulate allocation, for investment reserve, equipment replacement separately.
The Board also discussed looking at the contract with Sea Western to see if we can look into cancelling our contract for E-51 build, due to all of the delays and cost changes.

- **Training Officer Position:** Board Chairman Willoughby advised the Board is still in discussion about the position and stipulated they established it should be a Captain Training Officer position. He concluded it is work in progress.

Company Calendar: Chief Baker reviewed with the Board the scheduled meetings for the upcoming month. Kozi Radio interview corrected date is 10/10/25 and pump testing will be on this Friday 10/10/25.

EMS Report: None

Training Officer Report:
TO Baker advised the Board on the need to update the existing Operations, Driver Training, Policy-1. Stipulating - "Annual refresher training should be completed within 90 days of initial training date or drive will lose driving privileges until training is completed."
Commissioner Weiss, Motioned to approve the Operations, Driver Training Policy-1 as amended, Commissioner Willoughby seconded, Motion passed unanimously.
TO Baker also advised the house burn-training drill on 87 Lakeview Lane in Manson was rescheduled to November 1st. The burn ban has been extended to October 15th by Chelan County Fire Marshals office.

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

- Incidents
- Personnel and Training
- Recruitment & Retention
- Facilities and Equipment
- Prevention: Chief Baker noted the upcoming Fire Prevention Institute Oct. 13-17 held at Campbell's resort in Chelan. Chief Baker agreed to see if we could get Deputy Chief Williams registered.
- RiverCom

  Commissioner asked to schedule a Budget Workshop for October 29th at 3:30 pm. They will discuss the project list and estimated cost involved for each.

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Executive Session: RCW 42.30.110 (1) (g) to review the performance of a public employee. Commissioner Willoughby asked for five minutes starting Executive Session at 6:52 pm. Board Chairman Willoughby asked for an additional three minutes at 6:57 pm. The meeting was reconvened at 7:00 pm.

Adjournment: Commissioner Willoughby closed the meeting with no additional business before the Commissioners; the meeting adjourned 7:01 pm.

Chelan County Fire District 5 Board of Commissioners:

_____
Commissioner Chris Willoughby

_____
Commissioner Fred Weiss

_____ _____
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 **October 8, 2025**

Incidents

34 Calls for service in the month of September; 30 within Fire District 5 and 4 out of District. Fire responded to 11 calls within District 5.
In District 5; 1 Propane odor/leak, 1 Dispatched & cancelled, 1 Unauthorized burning, 4 No incident found on arrival, and 4 Assist EMS calls.
Out of District 5 for Fire; 1 Brush-grass fire.
EMS responded to 19 calls in District 5. 14 EMS Calls handled without Fire tones sent out, 4 with assistance of Fire, and 1 Dispatched & Cancelled.
Out of District 5 for EMS; 3 EMS Calls.
September Call Times;
Fire Call Processing was at 2:24, Arrival on scene at 12:11.
EMS Call Processing was at 2:16, Arrival on scene at 14:00.
Of the 30 dispatches in District 5, 19 calls were compliant to NFPA 1221, for call processing at 63.3%.
Of the 28 responses in District 5, 21 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 75.0%.

Personnel and Training

Training for September consisted of;
9/2 Driving Refresher – 16 attended
9/9 3rd Quarter makeup training – 17 attended
9/15 OTEP: The best way to an EMT's heart is through their stomach – 9 attended
9/16 Search & Rescue and hose ops – 12 attended
9/23 Search & Rescue and RIT ops (combined w/Chelan) - 16 Manson attended
9/30 RIT ops – 6 attended

Facilities and Equipment

Engine-51 Replacement – On Sept 3rd, I reached out to Mark Meritt, our salesman for SeaWestern representing KME to build the Engine. Mark got back to me on Sept 22nd with nothing we wanted to hear, delayed. The chassis will come out of the Spartan plant in May and be delivered to the KME plant in Alabama. Then depending on supply chain, it will get a place in line in as little as 30 days or more than 90 days. Once on the build line it will happen rather quickly, possibly after 2 weeks. Then, will go through testing (as required by NFPA 1901). It might leave the plant enroute to Yakima a week or two later. Then Yakima will complete the lettering and logo before delivering here. I reached back to ask about the Cummins L9 engine, the response from KME was, as of now, the chassis will have the L9. We could see our truck from August through October 2026. That will be 3 years after ordering. All the nation's apparatus builders have been bought out by 3 firms. We see the prices have gone up. Delivery times extended and nothing we can do about it.
International Chassis for E-55 – The Board approved the voucher for the chassis in September. Going to Spokane to pick it up on Oct 9th. E-54 operators reported that they had issues on occasion that the transmission wouldn't shift. So, taking that truck over to have the shop see if they can reproduce the shifting problem and fix it.

I would like permission from the Board to proceed with going out to bid for a shop to complete the buildout of the truck. Plan to advertise in the Wenatchee World. Then site visit with vendors that are interested. Will offer a month to get bids in before closing (Nov 7th). That will allow time to review before the Nov 12th Board meeting. Possibly make an award or refuse all bids. I would like to plan to have the truck operational in spring 2026.

WA Dept of Ecology – I had a phone conversation with Mary Monahan from Dept of Ecology in mid-September. She offered $100,000 for soil cleanup. In an email on Oct 2nd, she increased that to $150,000. But, she needed documentation to secure those funds. I reached out to Paul Coppock, our Architect for the Station-52 buildout. Have a zoom meeting with Paul to include John & Andrew from Haley Aldrich (soil cleanup consultants) on Oct 7th. John will contact Mary to check that our plan will meet her needs within Ecology. We have discussed scoping this project to fit within our budget, just completing the Training Center. Next step will be building a spec to include the entire project to go out to bid for a general contractor.

RiverCom

I reported last month that RiverCom did not have success with a bid on a property in Grant Road in East Wenatchee. They found another property in Old Station and made a conditional offer.

Prevention

Raynor has schedule a very robust Elementary School prevention program. Events happening Oct 6th, 7th & 9th. Also involving our Jr Firefighters getting to be part of those presentations.

I attended the WA Fire Marshal's Office Wildland Urban Interface Summit on Sept 30th in Moses Lake. It was a summit of fire agencies, WA Insurance Commissioner's Office, DNR, conservation districts and non-profits that are trying to solve some of the wildland issues. This level of discussion is long overdue. We resolved we need to continue the discussion and set some attainable goals. One of the major outputs is insurance for homeowners.

I will be attending Fire Prevention Institute at Campbell's October 13th – 17th. Fire Marshals, Fire Public Educators and Fire Investigators have 3 tracks of classes going concurrently.