Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
September 10, 2025
Regular Meeting of Commissioners

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

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, Lieutenant Beau Alanis, SR Firefighter Kermit McClellan, Volunteer's Doug Pinski and Ronan Walsh, Captain Adam Rasmussen and guest Bob Kohn and Craig Pittson.

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

Public Comment: None

Minutes: The August Meeting Minutes were presented, Commissioner Baker Motioned to approve the August 13th Regular Meeting Minutes, Commissioner Weiss seconded, Motion passed unanimously.
Commissioner Weiss Motioned to approve August 25th Special Meeting minutes, Commissioner Baker seconded, Motion passed unanimously. Commissioner Willoughby abstained, as he was not present for that meeting.

Commissioner Appointments:
The Manson Fire Department received three letters of interest from the Manson community. The current Fire Commissioner Board will review the letters and decide the fourth seat. The new Board of four will then decide if they are going to appoint the fifth seat. Once the fifth seat has been decided, there will be a lot drawing that will determine the term of each seat (two or four year term).The three letters of interest received were from; Bob Kohn, Craig Pittson and Ronan Walsh.

Executive Session: Commissioner Willoughby asked for five minutes. Executive Session started at 4:36 pm. The Board reconvened 4:41 pm.
Chairman Willoughby announced the Commissioners will appoint Ronan Walsh for the fourth seat.

Oath of Office: Oath of Office for newly elected Commissioner Position 4 - Ronan Walsh. Chairman Willoughby read the Oath of Office for Ronan Walsh to recite.

Executive Session: Commissioner Willoughby asked for five minutes. Executive Session started at 4:47 pm. Commissioner Willoughby asked for an additional five minutes at 4:52 pm. Commissioner Willoughby asked for seven additional minutes at 4:55 pm. The Commissioners reconvened the Regular Meeting at 5:02 pm.|

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Chairman Willoughby advised the Board attendees they will hold their decision until further discussion at the next scheduled Meeting.

Chairman Willoughby asked to have a Special Meeting for an Executive Session Friday, September 12th at 1:45 pm.
Chairman Willoughby asked to have another Special Meeting for Executive Session- Monday, September 15th at 4:30 pm

Financial Report: Chief Baker advised the Board there is no need for a funds transfer for September month.

Approval of Invoices: Commissioner Willoiughby, Motioned to affirm; August Voucher FD52 for $10,110.33, Commissioner Baker seconded. Motion passed unanimously. Commissioner Weiss Motioned to affirm; September Voucher FD51 for $182,303.28, Commissioner Weiss seconded; Motion passed unanimously.
Commissioner Weiss asked Chief Baker about First Due-Pre Incident Planning. Chief Baker explained how things are working with the new parcel data as the seasonal crew have already been using the program. So far, they have entered 252 pre-fire plan data. He explained he has been going through the County Assessor's Office - parcel information and was able breakdown data by wildfire risk; to low, medium, and high-risk areas.
Commissioner Walsh asked Chief Baker if there is anything we should address on Voucher FD51. The Chief explained he had no reservations for August Voucher FD51. Commissioner Walsh recommended the Commissioners discuss the larger expenses as needed on future Vouchers.

New Business:
Chief Baker explained there will be a live burn-drill, scheduled in urban growth on October 4th. Chelan Fire and Rescue have been invited to participate. Chelan County Department of Ecology is currently waiting for the asbestos report on the mobile home. The homeowner will have their own excavation crew available during the burn. The Chief explained he is expecting 1-2 hours of interior training time and the pre ventilation work has already been completed. The homeowners are providing dinner with Janis Vyborny's private catering service.

Old Business:

- Chelan Fire & Rescue – B72 Local Agreement
  Chief Baker suggested having our attorney Brian Snure take another look as there were a couple of items the Chief had questions on.

- Fire Aside Agreement: Chief displayed the proposal-$5,000 plus $1000 set up fee.
  There are 677 properties that are in wildland areas currently. We would need Fire Aside

program to help with those areas at wildfire risk. He recommended doing a $3,000.00 annual with a three-year agreement. He explained Fire Aside will get "five-six times better response from homeowners to do the work," by *repeat* property owner contact. Commissioner Walsh asked to see the contract showing the breakdown of potential costs Fire Aside will be charging. Chief Baker agreed to ask for a proposal showing all charges/fees.

- Equipment & Projects
  - Chassis for E-55 Type 3 – Update
    The Chief advised the Chassis is ready for pick up in Spokane. Once we receive the check from County, he will make a plan to pick it up.
    Chief Baker reiterated, he would like to make a trip to True North in Sumner WA. True North builds and services fire apparatus and emergency equipment and are a favorable contender to finish the build on Engine 55.

    E-51 Type 1 - January 2026 planned delivery-No further updates.

    Marine Trailer- Is here at ST51. Chief Baker noted his plans to incorporate all the water rescue gear etc.

  - Summer Seasonal Crew
    The Chief reported; two of our crew have gone back to college, Doug Pinski is working through September. He will be starting paramedic school at the end of the month. The MOBE revenue should make it a "wash" and cover our summer seasonal "duty shift" payroll expense. The Chief displayed the 2026 budget with plans to increase seasonal crew from three to five next year. It would raise our payroll expenses by approximately $20,000.

    Jr. Firefighter Program: The department currently has four high schoolers participating. Fire Prevention Week is Oct. 6-8. We will have our junior firefighters participating in this upcoming event at the Manson Grade School. Commissioner Weiss advised there are programs out there to help pay-future college tuition for students actively participating in these types of programs. It is a "great incentive." Commissioner Walsh noted the Firefighters Association started a new Junior Firefighter Scholarship Program to help support the educational goals of our dedicated junior firefighter members. They just awarded the first college scholarship for $1,500.00.

  - Mechanics' Meeting
    The Chief commented, there has been no response from the suggestions he made.

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

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EMS Report: None

Training Officer Report:
Raynor Baker advised the firefighter personnel count is going up. He indicated the department currently has thirty-seven interior firefighters and clarified, some of those are away at college. Commissioner Weiss asked, what do we have for a reliable count? Chief Baker commented our average incident turn out is around 50% giving the time of the call.

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

- Incidents –The Chief explained the Ziply alarm incident was a bit confusing with actual location but ended up being a false alarm.
- Personnel and Training
- Recruitment & Retention
- Facilities and Equipment
  The Chief advised the Board, he will be following back up with Mary Monahan on grant funding options.
- Prevention:
- RiverCom:

Budget Draft 2026: Globe Life-Cancer Insurance.
The Chief stipulated to the Board, "Firefighters are four times more likely to have cancer than the regular public." There are cancer insurance policies available. This would be a benefit policy, secondary insurance-stand-alone policy. The Chief noted, he will scan and send the Insurance flier to the Commissioners. He added he will be investigating the breakdown details. Commissioner Walsh asked if the plan covers when someone leaves the department. Commissioner Weiss added he is still wanting to offer covering expense for the senior firefighters to get an annual "stress test."

Public Comment: Firefighter Association President, Doug Pinski announced September 27-28 will be the Associations Open House- Hydro Fest fundraiser event. Offering hotdogs and hamburgers to the public.
October 6th, the Association will be hosting the Chelan Douglas Firefighter Association dinner at ST52.

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Adjournment: Commissioner Willoughby closed the meeting with no additional business before the Commissioners; the meeting adjourned 6:26 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 **September 10, 2025**

Incidents

75 Calls for service in the month of August; 61 within Fire District 5 and 14 out of District. Fire responded to 24 calls within District 5.

In District 5; 1 Brush-grass fire, 1 Grass fire, 2 Unauthorized burning, 1 Passenger vehicle fire, 2 Alarm System Activation-no fire, 1 Special outside fire, other, 1 MVA with injuries, 1 MVA without injuries, 1 Water rescue, 1 Boat fire/rescue, 1 Lock out, 1 False alarm, 1 Public assist, 3 No incident found on arrival, and 6 Assist EMS calls.

Out of District 5 for Fire; 1 Brush-grass fire, 2 Unauthorized burning, and 1 Building fire.

EMS responded to 37 calls in District 5. 24 EMS Calls handled without Fire tones sent out, 6 with assistance of Fire, 1 MVA with injuries, 1 Lock out, 1 Public assist, 1 MVA without injuries, 1 Water rescue, 1 EMS other, and 1 Dispatched & Cancelled.

Out of District 5 for EMS; 4 EMS Calls, 1 Swimming rescue, 1 MVA with injuries, and 4 Dispatched & Cancelled.

August Call Times;

Fire Call Processing was at 5:25, Arrival on scene at 10:47.
EMS Call Processing was at 1:42, Arrival on scene at 12:11.

Of the 61 dispatches in District 5, 41 calls were compliant to NFPA 1221, for call processing for 67.2%.

Of the 60 responses in District 5, 50 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 83.3%.

Personnel and Training

Training for August consisted of;

8/5 Water Rescue – 16 attended
8/11 OTEP: Hyperthermia & Exam techniques – 12 attended
8/12 Basic roof ventilation – 16 attended
8/19 Tower roof ventilation – 12 attended
8/26 Hydrant-pump-attack – 15 attended

Facilities and Equipment

Breathing Air Compressor – Compressor is running well.

Engine-51 Replacement – Trying to get an update on build time and delivery time.

International Chassis for E-55 – Receive info from the salesman, the chassis should be in Spokane this week. Working on a planning timeline to go visit with vendors to do the buildout. The AFG Grant is supposed to be all in the street in the month of Sept. No awards yet.

WA Dept of Ecology – Mary Monohan emailed wanting to have a phone call. She hasn't reached back for a time. This new biennium could make some funding available to get started with the training center in the spring.

RiverCom

The Columbia Center on Grant Road that the Board made an offer on, the offer was rejected and the property taken off the market. The Board has directed their real estate agent to continue to look for an existing building.

Prevention

The seasonal crew entered 252 pre-fire plans into First Due.

I have completed narrowing down the spreadsheet of data the Assessors Office gave us. Total parcels about 2319, about 150 parcels without any structures, another 150 with just outbuildings. Leaving just over 2000 parcels with residential and business structures. Continuing to break this down to low wildfire risk, medium risk and high risk areas. The 2000 parcels are quite a bit lower than I expected. Having this data in Excel allows it to be sorted multiple different ways that will assist in breaking the data out. I will have this broke down soon to then have a good discussion with Fire Aside.

WFC Recruit & Retention Committee – Participating on this committee has benefited me in breaking down the aspects that make a volunteer department successful. Also see some aspects that are detrimental to volunteerism. The R&R Committee has approved a question list survey that will be used to help low participation departments get their program going again.

Budget draft – In my report is a draft budget for 2026. The big outlier is what to do about a cancer benefit policy. I have an estimate for the 4 levels of plans; Basic $819 monthly - $9828 annual, Standard $1198 monthly - $14,376 annual, Preferred $1948 monthly - $23,276 annual, and Elite $3442 monthly - $41,304 annual. Is this something we want to pursue? I could balance the budget with any of the options. Note: the draft budget 2025 data will continue to change as we close out each month. An estimated $200,000 isn't currently committed to any expense line item.

September 2025 CURRENT CERTIFICATION REPORT

(Completed 10/3/2025)

TITLE	IFSAC CERTS	Medical	NWCG	2025 GOAL
Firefighter 1	9			6
Firefighter 2	7			6
Officer 1	4			5
Officer 2	3			2
Instructor 1	8			6
Instructor 2	1			0
Hazmat Operations	12			6
Wildland FFT2			14	6
Wildland FFT1			4	4
Engine Boss			3	2
Tender Driver			3	
EMT		18		2
EMT Instructor/Evaluator		3		2
Fire Inspector 1	1			

Number of Interior Firefighters = 27 down 1

Number of Driver Operators = 3

Number Support Personnel = 9

Number of members on Leave = 0

Total Number of Chelan Fire District #5 Personnel = 40 down 1

Number of Junior Firefighters = 4

CURRENT TRAINING REPORT

Training Review

September was a month of great training that was planned and was time intensive to set up, but I would say was not very well attended. We have been able to utilize the house we are planning to burn for training, and I feel this is a huge benefit. We don't get these opportunities often, it takes many hours of planning and set up, to pull off these different trainings at a structure to cover topic that are hard to replicate in drills at our stations. The volunteers aren't showing up like I would hope. This has

caused me to shift the training to smaller drills instead of more realistic fire scenarios. The new smoke machine we purchased works amazingly to fill a structure and create a real disorienting training environment.

September 2nd was our annual driving refresher training course. I changed things up a little this year and had a classroom portion then a driving portion. For the classroom the focus was on safe driving and accident prevention. We then went out, and drivers had to complete a different cone course than getting signed off on a truck. This was new and I would say challenging for drivers. We have 16 firefighters attend. Firefighters that missed this training were assigned the PowerPoint in Fire Engineering to complete with a test. If they aren't drivers that's all they have to do. If they are drivers they need to contact a driving instructor to complete the cone course also. I have a suggested update to the Driver Operator Training Requirements policy. The policy lacks any statement on what happens if a driver doesn't do the refresher training. I added a sentence in the policy that gives them a timeframe to get the training done or they lose driving privileges until it is completed. I would say driving is one of the biggest liabilities we have as a district. If someone were to get in an accident all the training records would be gone through. If it were found that a driver was out of compliance, it would be a huge liability for the district and the driver. Training is set up in a way to prevent barriers, everything needed to complete training is on the firefighter and not me as the Training Officer or the district. I think this policy update is fair to the firefighters and limits the liability to the district. September 9th was our quarterly make-up training. We were able to hit a few different things from the driver cone course, quarterly SCBAs, and giving Caber Boyd his SCBA and RIT pack orientation. We had 17 firefighters attend. September 15th was OTEP training for the EMTs. Our module was "The best way to an EMTs heart is through their stomach." We had 9 EMTs attend. On September 16th, we had search and rescue training at the burn house. We simulated a fire scene with an attack team, search team and RIT team. The attack team practiced hose operations getting to the fire (a cone). They were then responsible for searching the fire room from the nozzle forward. The search team made entry and tied in with the attack team officer then started their oriented search from the nozzle back. RIT team was in place as needed. We had 12 Firefighters. September 23rd was search and rescue and RIT operations with Chelan at the burn house. We mixed Manson and Chelan crews to have two search teams and an RIT crew. While crews were searching we had a RIT activation that the RIT crew activated and located, assessed, stabilized and transported the down firefighter to safety. This was a great drill working side by side with Chelan. We had 16 firefighters attend. There was also a good turnout from Chelan with a handful of firefighters who participated and about 10 other firefighters that observed. We had a food truck who had contacted the district wanting to give dinner to our members to provide dinner, which was a great meal. September 30th we had RIT operations drill. The week before we didn't get in to fully utilizing the RIT pack so we practiced this more. This was a disappointing drill with low attendance. I had to shift the drill to accommodate our numbers and provide meaningful training. We practice Locating, Assessing, Stabilizing and Transporting the down firefighter. We had 6 firefighters attend.

Our Boat Operators didn't change in September. We have 10 members qualified as operators on Boat 51. We have 12 members working on their qualification hours on Boat 72. We have 3 members that have completed their sign-off on Boat 72 (Doug Pinski, Ronan Walsh and Chris Ghioni).

We have 24 firefighters Red Carded firefighters for wildland. 21 firefighters are Red Carded as arduous and 3 are Tender Drivers. We still have 7 firefighters working on their initial training courses for their Red Card. One has completed the online training and tried the work test but didn't pass and will be trying it again shortly.

This past month I have spent a lot of time writing our OTEP Training Plan for the state. Every 5 years the OTEP training plan needs to be submitted and approved by the state DOH. I was voluntold to write this for the region by Chief and Ray Eickmeyer. I wrote CCFD 5's plan then templated it for the other agencies in Chelan and Douglas counties. Our OTEP plan has been completed and approved by Dr. Jobe and submitted to the DOH. We are now waiting for their approval.

New BLS protocols are in the final review stage for the MPDs before being submitted to the DOH for approval. I was selected earlier this year to review and give feedback on these protocols. Our current BLS protocols haven't been updated since 2005 and medicine and the EMTs scope has changed a lot in that time. When these protocols are approved we'll have a steep learning curve for the EMTs and possible additional training classes needed for certification to operate within the scope of the protocols. Helping review these has given me a great understanding of what our EMTs will need and I look forward to having updated BLS protocols.

Due to the burning ban getting extended our house burn planned for October 4th has been moved to November 1st. It was a little difficult to find a date that worked between my EMS work schedule, the homeowners plans and the excavation and catering we got there though. The house is at 87 Lakeview Ln. It's a modular home with an addition. The burn plan is complete, the asbestos mitigation is done, and permits have been approved, we are ready for the burn day. We'll have the house to continue to utilize for drills until we burn it.

Prevention:

On September 6th we staffed Boat 51 and Aid 156 for the Manson Swim. The Manson Swim is from Willow Point Park to Manson Bay. Boat 51 was staffed by 2 boat operators and Aid 156 was staffed with 2 EMTs. This was a 3.5 hour event.

On September 9th we staffed Aid 156 with 2 EMTs for the Manson Varsity Football game. This event was 4.5 hours.

On September 19th we staffed Aid 156 with 2 EMTs for the Manson JV and Varsity Football games. This event was 7 hours.

On September 26th we staffed Aid 156 with 2 EMTs for the Manson Varsity Football game. This event was 4 hours.

October 6th through the 10th is Fire Prevention week. We are planning to go into the Elementary School and talk with kids October 6th, 7th and give a fire truck tour on the 9th. Plan is to talk to all kids K-5th grade on the 6th and 7th then bring a fire truck on the 9th for kids to tour on their way to recess after lunch. I am working on the 6th and believe I have a crew to handle the event and will be able to attend the 7th and 9th. We will have a couple Firefighters to lead the event the 6th and 7th and will have some of our Junior Firefighter present to assist and dress up in their gear. Mrs. Kronbauer at the high school is onboard with us utilizing our junior firefighters in teaching the elementary kids.

Testing:

There were no testing opportunities in September.

Outside Training:

Randy Goebel is registered for the IFSAC Evaluator course in Chelan on October 13th.

There is Wildland FF1 course October 16th and 17th. This is the next step for wildland firefighters who have their red card. This is a virtual course. I have sent it out and haven't heard back from volunteers yet.

There is an S-330 course November 12th through the 14th in Addy, WA. This is the Task force / Strike Team leader course. This course is for wildland firefighters who are qualified as Engine Boss to take the next step. We currently have just 3 qualified as Engine Boss. I am very interested in taking this class but currently won't be able to with my full-time work schedule.

The Regional Volunteer Academy which will be in Chelan this year. My hope is to get our new people in the Academy and have our firefighters that took it 2 years ago join in the testing at the end for their certifications. Currently I have 3 people interested in attending the academy.

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. This is assigned to 8 Firefighter The second, is their Human Resource courses. There are 8 modules in this section. This is assigned to 9 firefighter. 4 firefighters are in progress, and 1 has completed the training.

The 2025 first quarter training made up of 4 modules. This is assigned to 27 firefighters. 7 firefighters have completed this training. 6 firefighters are in progress. This training is now locked since we are out of first quarter and firefighters can no longer access this training.

The 2025 second quarter training is made up of 4 modules. This is also assigned to 27 firefighters. 11 firefighters have completed this training. 5 firefighters are in progress. This training is now locked since we are out of second quarter and firefighters can no longer access this training.

The 2025 third quarter training is made up of 4 modules. This is assigned to 26 firefighters. 10 firefighter completed this training up 2 from last month. 3 firefighters are in progress. This training is now locked since we are out of third quarter and firefighters can no longer access this training.

The 2025 fourth quarter training is made up of 4 modules. This is assigned to 27 firefighters. This module will be accessible through the end of the year.

In September a total of 31 online training modules were completed in Fire Engineering Training. Some of the completed modules were elective modules not assigned but completed by firefighters.

Driver Training:

September 22nd: Trent Lyman completed his driver sign off on Brush 52. – 2 hours

One-on-ones:

September 1st: Hanna Lyman completed her SCBA orientation. She also tried the worktest but couldn't complete it due to gloves that were too large. We sized and ordered her a better pair of gloves and she will look at retaking the worktest soon. -3 hours

Training Calendar:

October 1st: 4th quarter Fire Engineering online modules were assigned.

October 6th: Manson School Fire Prevention 9:15 – 3:35

October 7th: Manson School Fire Prevention 9:15 – 3:35

October 7th: Quarterly SCBA, HP CPR and Association meeting

October 9th: Manson School Fire Prevention 11:30 – 13:30

October 14th: Tender water shuttle Drill (Wye)

October 20th: OTEP "Chest bumps and gut punches: An EMS guide to chest & abdominal trauma"

October 21st: Big Water Drill

October 27th: Officer Meeting

October 28th: House Burn Prep

November 1st: House Burn

Recruitment & Retention:

In September we had one member leave, Joe Mogan. He moved to Spokane and now living over there is no longer able to volunteer.