

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
September 13, 2023
Regular Meeting of Commissioners

Commissioners Present: Dana Starkweather and Fred Weiss. Dan Baker had an excused absence.

Others Present: Chief Arnold Baker, District Secretary Reggie Trusel, Training Coordinator Raynor Baker, Captain Nick Glenn, Lt. Beau Alanis, Firefighter Association President Chris Willoughby, Assistant Chief Kermit McClellan, Volunteer Aaron Richmond, Lake Chelan Health-EMS Director Ray Eickmeyer, and guest Katie Lindert from Lake Chelan Mirror.

Call to Order: Commissioner Chairman Starkweather called the meeting to order at 4:30 p.m. The Flag salute commenced.

Pension Board: Opened: 4:31 pm. Commissioner Weiss, Motioned to approve Chairman Starkweather to sign BVFF Accident Report, Commissioner Starkweather, seconded; Motion passed unanimously. Pension Board closed at 4:35 pm.

Public Comment: Chris Willoughby, Association President, stated they will be having an open house during the Hydro Fest event on (Sat.-Sun.) September 30th – October 1st. The Association will be providing the hamburgers & hotdogs to the public.

Minutes: Chairman Starkweather presented the Regular meeting Minutes from August 9th, Commissioner Weiss, Motioned to approve August 9th Meeting Minutes; Commissioner Starkweather, seconded; Motion passed unanimously.

Financial Report: None

Approval of Invoices: Commissioner Weiss, Motioned to affirm; September Voucher FD51 in the amount of \$10,196.16, Voucher FD52 in the amount of \$1,091.19, and August Voucher FD53 in the amount for \$10,527.78, Commissioner Starkweather, seconded; Motion passed unanimously.

New Business:

- Resolution 2023-10 Cancellation of Outstanding Warrants
Commissioner Weiss, Motioned to approve the Cancellation of Outstanding warrants in the amount of \$7.13, Commissioner Starkweather, seconded; Motion passed unanimously.
- 2024 Budget
Chief Baker displayed the 2024 Budget *draft* to the Board.

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Discussion was made regarding truck replacements for E-51, B-53 along with replacing the pump-unit in C-51. Chief Baker explained replacement for E-51 cost estimate has increased due to supply chain demand and once ordered next year will delay delivery until 2027. Ordering now can be done with no down payment and the option to cancel if necessary, putting a new truck in our fleet before Survey and Ratings next review.

The cost increase difference for E-51 would need to be included as part of Levy funding. Chief Baker advised the Board, they have a little time to approve the 2024 Budget, a decision must be approved by November 31st. The Chief noted he is waiting for important data from the Chelan County Assessors office to complete the Budgets' final numbers.

Old Business:

- **Station 51 Remodel-**

Cascade Central Construction is hoping to wrap up the remodel project in September. They are planning on the new conference room windows arriving mid-September. Chief Baker displayed to the Board furniture options from Amazon; (8) 24x48 fold up tables along with (20) chairs, all on rollers. Cost estimate \$4,862.68.

- **Levy 2024: Strategic Plan**

Chief Baker displayed a power point to the Board, of his seven strategy goals. The seven goals will encompass an additional \$500,000 expense per year.

#1 E-51 Replacement

#2 Full Time Deputy Chief position starting 2025.

#3 Volunteer Compensation (Salary Survey) not to exceed 20% nominal threshold.

#4 Type 6 Brush Truck addition

#5 Full Time Officer – “Volunteer Coordinator” for after the Resident/Training Classroom building has been completed.

#6 C-51 Pump-Unit and Chassis replacement.

#7 Operating Cost to cover, insurance, utilities, supplies, building maintenance for new Resident/Training Building.

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Volunteer Aaron Richmond added the seven goals should be our primary Levy strategy plan. He added, grant funds we are applying for will not be factored into the Budget and if we are awarded, it will be a bonus to use funds towards other items needed. He recommended keeping things on the conservative side. He also suggested running Strategy plan by the Officer core to get more feedback. Board Chairman Starkweather reiterated, the importance of the volunteer group being involved as they are huge advocates of our Levy and will be helping in communicating to the Manson community.

Commissioner Weiss shared the importance of showing the community we are getting a positive return on our expenses.

Chief Baker summarized the seven items covered in the power point will be condensed to key messages for the public.

The Chief asked the board if they could review Terry LaBrue Communications proposal. He offers a high standard of services and comes with experience in helping with over eighty political campaigns, levies, and bond issues here in Washington State. Consensus from the Board was to move forward in accepting his proposal.

- **Station 52 Training Center: CPIF Grant**

Chief Baker updated the Board on the soil sample report from the Department of Ecology. Mary Monohan from DOE met with Chief Baker at Station 52 on Tuesday-9/12 to discuss mitigation plan. The plan will include all three acres; removing the top layer of soil, approximately 12 inches, and burying on site under the new Training Facility and elsewhere. New soil will be brought in to cap off. The Chief announced there are funds available to help cover the mitigation costs and informed the Board, Mary Monohan suggested; this is an easy mitigation and should solve the incomplete CUPA application. He indicated the next phase would be the foundation permit after CUPA approval.

Chief Baker displayed the Training Center computer diagram created by Engineer, Kevin Shaw. He explained to the Board the layout/levels of each container displayed.

- **Company Calendar:** Nothing added

- **Pre-Fire Plans:** Chief Baker announced an upcoming Zoom training demonstration with FlowMSP on September 18th at 10:00 am. FlowMSP is a pre-incident planning software platform for fire service. A downloadable App that can be used to collect data from our local commercial businesses for pre-fire planning.

- **Recruitment:** None

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- **Policy:** Chief Baker briefed the Board; recently approved policies are now in their Notebooks. He advised we are working on updating master policy notebook well.
- **2023-09 Resolution to Define Volunteer Firefighters, At Will Agreement.** Board Chairman Starkweather asked to “table” the resolution and indicated the Board will be looking at this Resolution more closely in January`2024. Captain Glenn asked to share some information pertaining to the resolution. Board Chairman Starkweather asked to present his information at the January `24 Commissioners Meeting when the Board re-addresses the resolution.
- **ILA Mechanic Services-Chelan Fire & Rescue**
Commissioner Weiss, Motion to approve the shared mechanics Chelan 7 and Chelan 5, Starkweather seconded, Motion passed unanimously.
- **ILA Insurance Group** – No update on quote as of yet.

EMS Report: Lake Chelan Health-EMS Director Ray Eickmeyer gave an update to the Board.

- Their new ambulance will be replacing a 30-year-old vehicle, arriving soon, and will be based at ST51 in Manson. They are currently waiting for a new stretcher which will be used in the new ambulance. He indicated he would like to make a trip out to St. Louis to inspect prior to ambulance release-shipping.
- Lake Chelan Health has full-time staff in Stehekin, where Mistaya Johnston joins a their on-call crew. Director Eickmeyer is going to be heading to Stehekin on September 22nd to help roll out an Emergency Action Plan. The plan will encompass what to do in the event of an emergency and will be shared with Chelan County Sheriff Emergency management, PUD, Chelan County Commissioners, National Park Service, RiverCom, Stehekin Post Office along with the residents of Stehekin. Board Chairman Starkweather asked to let the department know when the roll out will be and emphasized how the department would like to participate.
- Director Eickmeyer informed the Board they had a 16% increase in call volume this past month and seem to be experiencing “sicker patients”.
- He indicated the EMS Department received a Grant from CDC and will be using funds to purchase a transit van, as the ambulance is not able to help with inner facility transports.
- Hydro Fest event coming up September 29th – October 1st and noted they will have emergency responders on standby.
- Walk in Clinic has screened over 3,000 patients recently. They are helping provide insurance options for patients who are without medical insurance.
- Contracts are lined up for the Community Paramedicine Program.

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- Lastly the EMS department has reached out to Manson Schools to do more prevention work.

Assistant Chief's Report: Kermit McClellan -

Updated the Board; Lt. Alanis and volunteer Richmond stepped in to help while he was on leave and is ready to pick up driving again. He asked to share some ideas on Command Duty-relief time, Board Chairman Starkweather advised to bring to the next Commissioner Meeting.

Training Coordinator Report: Raynor Baker

Board Chairman Starkweather commented he is pleased to hear how the training is going and all seems positive.

Chiefs Report:

***Additional Discussion for Chiefs Report**

Chief Baker concluded his power point with two final topics;

3rd Lieutenant position: expressed the need to have in place, ready before having a vacancy and to develop the position in the first year. Duties would include Command Duty shifts, follow and lead, learning from Officer handbook. Captain Glenn asked if it will be the same application process as in the past. Chief Baker responded yes, competing, and testing each applicant.

The new Lieutenant position would be budgeted for \$5,358.20 per year.

Equipment: Extractor Washer, estimated cost is \$6,295.37. The Chief recommended investing in a machine with higher capability for removing contaminations from firefighter gear. The Board consensus, is to move forward with both items.

Incidents: No further discussion

Personnel & Training: No further discussion

Recruitment & Retention: No further discussion

Facilities & Equipment:

CPIF Grant for Training Center: Discussed under Old Business.

Station 51 Remodel: Discussed under Old Business.

ILA: Shared Mechanic Services

Chief Baker shared the Shared Mechanic Agreement via email with Board members. He indicated both Chelan Fire & Rescue attorney and our attorney, Brian Snure, have reviewed all documents in the agreement, and it is now ready

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for the Board of Commissioners approval/signatures. The Board consensus was to move forward.

ILA: Group Insurance Plan with Chelan Fire & Rescue
Chief Baker announced there is nothing new to report.

RiverCom: None

Prevention: Discussed under Old Business

Public Comment: None

Adjournment: Commissioner Starkweather closed the meeting with no additional business before the Commissioners; the meeting adjourned 6:45 pm.

Chelan County Fire District 5 Board of Commissioners:

Commissioner Chairman Dana Starkweather

Commissioner Fred Weiss

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

September 13, 2023

Incidents

60 Calls for service in the month of August; 50 within Fire District 5 and 10 out of District. Fire responded to 23 calls within District 5.

In District 5; 1 Structure fire, 1 CO detector malfunction, 2 Smoke Detector malfunction, 3 Unauthorized burning, 3 MVA with injuries (1 fatality), 1 Cooking fire (outdoor BBQ), 1 Outside storage fire (wedding decorations on a patio under a deck), 1 Alarm system malfunction, 1 Smoke from smoldering structure fire (call back), and 9 Assist EMS calls.

Out of District 5; 2 Dispatched & cancelled

EMS responded to 27 calls in District 5. 14 EMS Calls handled without Fire, 9 with assistance of Fire, 3 MVA with injuries, and 1 Structure fire (with injuries).

Out of District 5; 5 EMS Calls, and 3 Dispatched & Cancelled.

August Call Times;

Fire Call Processing was at 3:09, Arrival on scene at 11:46.

EMS Call Processing was at 1:37, Arrival on scene at 8:36.

Of the 37 dispatches in District 5, 25 calls were compliant to NFPA 1221, for call processing for 67.6%.

Of the 34 responses in District 5, 29 calls were compliant to Fire District 5 benchmark of 12:00 minutes for 85.3%.

Personnel and Training

Training for August consisted of;

8/1 Water rescue with District 7 and their boat – 18 attended

8/8 District 7 hosted a BBQ/social event at S-71 – 13 attended

8/15 Water rescue – 10 attended

8/21 OTEP Special Populations – 10 attended

8/22 Wildland progressive hose packs – 16 attended

8/29 Driving refresher – 21 attended + 1 Commissioner

Facilities and Equipment

Chelan County CIPF Grant for the Training Center – We received a notice of incomplete application for our CUPA on 8/10/23. They included 6 items, most were a simple with a brief explanation. The biggest issue was testing for lead & arsenic (knowing it is there) and a requirement by Dept of Ecology to mitigate. Mary Monohan, from DOE will be up Sept 12th or 13th to walk the site and discuss mitigation. Mary will also provide us with funding to do the mitigation. Told her we had a successful bidder to do site work. She wants to incorporate mitigation with the sitework contractor. What was a big issue just got a lot smaller. In Mary's words, this is an easy mitigation. This should solve our incomplete CUPA application and move forward with approval.

Kevin Shaw is very close to finishing the engineering and construction drawings. Next step will be apply for foundation permit. (After CUPA is approved)

New Brush-52 – Spoke with Mark Merritt, owner of Cascade Fire. Told him there were some issues that didn't come out right during the refurbishment. He wants to make it right and send someone to come

and get the truck after fire season. This will require removing the CAFS/ water tank module and a little re-plumbing.

Station-51 Remodel – The truck bay side is nearly finished and we can move into that bay. Cascade Central is hoping to wrap up the project in September. They thought the windows for the conference room would arrive mid-month.

S-52 Resident Quarters / Classroom Building – The ad for RFQ Architectural & Engineering services should be published in the Sept 10th & 17th edition. We can then select an Architect and get into designing.

Mechanic Services – Chelan 7 presented a signed Interlocal Agreement. I forwarded that ILA to Brian Snure and he had some revisions he requested. Sent those back to Chief Brandon Asher.

Group Insurance – ILA is signed by both parties. Waiting for updated quote from VFIS. The official name of the group is North Central Washington Risk Management Group (NCWRMG)

Engine-51 Replacement – We have E-51 scheduled for replacement in 2025. With supply chain issues, receiving a new truck in 2025 is improbable. Ordering in September 2024 after a successful levy would most likely push off receiving a truck till 2027. I asked if we could order on national bid contract (avoid going out to bid), answer is yes. I asked if we could reserve the right to cancel the order (if levy wasn't approved), that answer is also yes. No money down. Ordering this fall could get us a truck in the first half of 2026 with no current financial risk.

RiverCom

Looking back a year ago when we strongly considering buying property to build a new facility. Right back to where we left off. Our choice property is still available. Negotiators are getting down to the numbers; cost to buy and cost to share water & sewer extensions. They have a couple of options to fund construction that would not push back on the users to increase fees. Both of these options push the project out for a couple of years.

Prevention

In the calendar you will see an appointment for a zoom meeting on Sept 18th at 10:00 with FlowMSP.

This is a phone app for pre-fire plans. They stated they can enter a pre-fire plan while on-site of a business in 15 minutes. The cost is \$1200 per year. All our firefighters would download the app and see each business entered. Chelan 3 in Leavenworth is using this app and they love it. Leavenworth is about \$500 more because of the number of firefighters and number of businesses in the community. Certainly worth a look for the cost.

Eastern Washington burn committee has change the designation of our Valley Zone from Extreme down to Very High beginning on Sept 8th. Stage 2 burning regulations did not change, still no wood or briquette fires.

September 2023 CURRENT CERTIFICATION REPORT

(Completed 9/07/2023)

TITLE	IFSAC CERTS	Medical	NWCG	2023 GOAL
Firefighter 1	1			5
Firefighter 2	3			3
Hazmat Operations	12			6
Officer 1	2			2
Officer 2	2			1
Instructor 1	6			7
Instructor 2	1			0
Wildland FFT2			16	20
Wildland FFT1			4	2
Engine Boss			2	2
Tender Driver			5	
EMT		14		15
EMT Instructor/Evaluator		2		2
Fire Inspector 1	1			

Total Number of Chelan Fire District #5 Personnel = 37

Number of Interior Firefighters = 23

Number of Driver Operators = 4

Number of Medical / Support Personnel = 10

Number of Junior Firefighters = 3

CURRENT TRAINING REPORT

Training Review

August was a slower month for our online training modules with only 20 modules completed department wide. Being the heat of summer, this is expected and also why only 3 modules are assigned for 3rd quarter. Hopefully we are able to pick up and complete our 3rd quarter online training in September.

We had good drills with good turnout averaging 16 firefighters throughout the months 5 drills. August 1st, we had combined water rescue with Chelan where we got to see how our boats work together to rescue injured patients. August 8th, we had another combined drill with Chelan at station 71 where we barbequed and got to tell stories and get to know our neighbors better. August 15th, due to our heat that evening we called an audible and had another water rescue drill where we were able to focus on

the basics of rescuing with our boat. August 22nd, we training with our new wildland progressive hose packs to be able to flank and extinguish a wildland fire quickly and efficiently. August 29th, we had our annual driver refresher and were also able to debrief some of our recent critical calls and make sure our firefighters are utilizing the Peer Support staff in Efren and Chris.

I am super thankful that we have Efren and Chris and the Peer Support program. From the scene of our fatality accident, I was able to put our Peer Support program in action for their first official utilization. Being many of our firefighters first fatality accident and just about everyone on scene knowing the individual, I was able to talk with firefighters to let them know calls from Efren and Chris would be coming. An incident like that can easily turn a firefighter away. However, this is a great tool that will help our firefighters serve the community for years to come. In the past firefighters had to internalize and figure out how to deal with critical calls alone. Now we have a culture to assist firefighters through tough calls by investing in training two great and passionate guys in Peer Support. Efren and Chris as well as everyone else seems to be connected and rally around each other in making sure our fellow firefighters are working through this incident in a healthy and productive manor. The way our firefighters reached out to one another and even those affected that weren't on the call is great to see.

Testing:

There have been opportunities for higher level courses I have sent out in August. From these opportunities we have the following members registers for the following courses.

Myself and Darrick Steele are registered for the VFIS driver instructor course September 29th and 30th in Burlington. This is great to help Kerm and Beau with the driver sign off process.

Aaron Richmond and Adam Rassmussen are registered for IFSAC Instructor 1 course September 21st and 22nd in Woodinville. This is the course I am most happy about because having more IFSAC Instructor 1's is going to be a huge benefit when our training facility is built.

I am registered for a IFSAC evaluator course October 16th in Chelan. This course will allow me to assist the region in providing IFSAC testing opportunities.

I am registered for IFSAC Fire Officer 2 course November 30th and December 1st in Woodinville.

We also have Nick Glenn preparing for the Inspector 1 course. There was an opportunity without much notice so now we have the books for Nick to start studying and be prepared for the next opportunity.

I would also suspect that in the next couple months Hazmat and Firefighter 1 & 2 testing opportunities will be coming out in the region.

Online Training (Vector Solutions):

1st Quarter right-to-know modules comprised of 5 modules assigned to 24 members.

2nd Quarter right-to-know training modules went out April 1st. 2nd Quarter is made up of 4 modules. These are assigned to 24 members.

3rd Quarter right-to know training modules went out July 1st. 3rd Quarter is made up of 3 modules assigned to 24 members.

“New Recruit” training comprises of 33 modules assigned to 9 members. These are broken into two categories. 1st they complete their NFPA required training and 2nd they complete their right-to-know courses. They are also given NWCG courses to complete for their wildland FF2 as well as first aid and CPR Training.

1st Quarter Right-to-know 120 modules with 87 completed for a 72% completion rate. Up 4%

2nd Quarter Right-to-know 96 modules with 57 completed for a 59% completion rate. Up 4%

3rd Quarter Right-to-know 72 modules with 22 completed for a 30% completion rate. Up 4%

New Recruit Training 297 modules with 121 complete for a 40% completion rate. Up 1%

We have a total of 585 online training modules assigned with 287 completed for a 49% completion rate. Up 4%

Training Calendar:

Monday September 4th: Officer Drill

Tuesday September 5th: Ground ladders

Monday September 11th: OTEP When patients seize, and why

Tuesday September 12th: 2.5 Hose Ops

Tuesday September 19th: Required Training Make-up

Tuesday September 26th: Driver vehicle sign offs

Recruitment & Retention:

We had no new member join in July.