Chelan County Fire Protection District No. 5
250 West Manson Blvd.
Manson, WA 98831
Workshop Meeting of Commissioners
Wednesday May 15, 2024 @ 4:30 pm

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

Others Present: Chief Arnold Baker, District Secretary Reggie Trusel, Lieutenant-Training Officer Raynor Baker. Terry LaBrue with LaBrue Communications and Firefighter volunteer Ronan Walsh.

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

Levy Proposition 1:

- **Terry LaBrue:** ***Progress Report***

    - Levy committee bank checking account is now open with a $600 balance. Pro/Con Statements are due to the Chelan Election Office- by the end of this week May 17th.
      Chief Baker noted the Elections Director emailed an update the Prosecuting Attorney and Assessor's office have signed off on our ballot title.
    - Campaign Graphics: Terry suggested finalizing design soon as there will be several items to print. Letterhead, door hangers, yard signs, banners.
      Discussion as to how many yard signs/door hangers the Committee wants to put out in the community.
    - Social Media: The Dept. is working on creating a Facebook page.
      The Committee could post factual Levy information only on the Association Facebook. Volunteers who have their own social media could post their own Levy messages.
    - Firefighter Drill: 6-7 people have signed up to help with committee projects.
    - Committee Donation Letter: Terry indicated he will be drafting a letter this week that will be going to all the Manson businesses. He mentioned designating an area at Station 51 where donations could be left.
    - The committee will prioritize the campaign materials needed.
    - Attending Community Meetings: Important to leave a fact sheet with QR code where people can look up additional information.
    - Committee Budget: Goal to raise the maximum allowed-$7,000.00.
    - Terry also suggested the department sponsoring a Levy fact brochure that could be hand delivered or mailed.
    - The Chief reiterated getting started on the next MFD Newsletter, he recommended having it completed in the next two weeks.
    - Commissioner Willoughby suggested doing a (post card) with QR code. He urged keeping consistent and doing QR code on all documentation.
    - Media Articles: Three more articles are due to go out: Burn Ban Fire Safety, Walsh Family Article and MFD Equipment comes to the Rescue.

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- Video: The Chief gave the Board an update, Videographers filmed more footage at the May 14th drill. He was filmed and read for voiceover segments. The videographers also have a compilation of photos from department wildland incidents and training history to include in the video.
- Version Control: Commissioner Weiss passed to the Board, Common-Best Practice packet for Document Version Control. He emphasized the importance of managing document draft/edits more effectively especially when emailing back & forth. The Board agreed to keep with this practice.
- Commissioner Willoughby informed the Board the Manson Community Council will be holding a Community Forum on June 18th at the Manson Grange. A great opportunity for the Committee to give a short Levy presentation.
- Volunteer Ronan Walsh gave some positive suggestions to the Board; Keeping committee logo decision making to only 3 people. Using MFD firefighter image for yard signs and banner and have the door hanger image/ artwork more simplified. The training drill on May 28th will designate the first 15-30 minutes to discuss Levy with firefighters. He concluded he wants to make sure they have what they need when going out to the public. When volunteers post on their own social media, TC Baker, and Ronan both suggested keeping information posts positive and urged to not engage when receiving any negative responses. TC Baker recommended doing a 3rd Levy info session at drill in the next few months.

Adjournment: Board Chairman Weiss closed the workshop meeting with no additional business before the Commissioners, the meeting adjourned at 5:26 pm.

Chelan County Fire District 5 Board of Commissioners:

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Commissioner Chairman Fred Weiss

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Chris Willoughby

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Commissioner Dan Baker

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Attest: Reggie Trusel
District Secretary