Chelan County Fire Protection District No. 5
250 West Manson Blvd.
Manson, WA 98831
Workshop Meeting of Commissioners
Wednesday, October 29, 2025 @ 3:30 pm

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

Others Present: Chief Baker and District Secretary Reggie Trusel, Deputy Chief Mike Williams.

Call to Order: Chairman Chris Willoughby called the meeting to order at 3:30 p.m.

Workshop Topic's:

- 2026 Budget
    - Chief Baker: Addressed the Commissioner Board on how he has been compliant with the budget procedure or protocol and questioned the Boards accusations. The accounting and reporting of governments use the BARS manual account-codes. The Chief added the BARS codes can give some latitude for adjustments. He advised the Board of the two current bank accounts the Department has. Investment account (656.505) and Expense account (656.501).
      The Board was given the October G/L Trial Balance Detail Report for investment Account 656.505 which gave the current balance and earned interest.
    - Board Chair Willoughby: explained any designated funds should be separated from the investment funds/account. It has been confusing and misleading to what we actually have in the investment account. If the investment account funds are designated for truck equipment, then what do we have in the way of *reserve funding*? He explained each should have their own line item in the budget.
    - Commissioner Walsh: noted a quarter of our budget should be carried in our reserve account and used only for emergency expenses approved by the Board.
    - Chief Baker: Advised the Board the E-51 truck order will most likely be delayed again and the company will be in breach of contract.
    - 2026 Budget-ER&R: Equipment Expense
    - Commissioner Walsh: stipulated he is 110% sure we can have a reserve funds account with Chelan County. He noted the importance of keeping these accounts separated.
    - Board Chairman Willoughby: explained a 656.502 account would be strictly for "reserve funding" which would hold 25% of the budget. The funds would be used for emergency expenses approved by the Board.
    - Chief Baker suggested having a formal Resolution showing the Board approves the request for Chelan County Treasurer to open the third account.

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- Commissioner Walsh:
  502-Reserve (25%) of budget.
  505 Acct. Investment.
  501 Acct. Expense.
- Chief Baker noted he will need to update the current model-spreadsheet.
- Commission Walsh: asked about the current planned budget lines items.
- Chief Baker went through each line item on the 2026 Budget and explained each.
- Chief Baker: Staff and Officers: Projected a 3% increase.
- Training Officer Position: Chief Baker suggested if the Board budgets for $85,000 full-time position there will be no administrative duties. A Captain salary reflects more operational than administrative. The Chief explained how we came up with the volunteer pay scale from the Salary Survey, as it is based off of our closest neighbor Chelan Fire & Rescue. Volunteer compensation cannot exceed 20% of their career staff. He noted Raynor can do what he has been doing.
- Commissioner Walsh: The Board cannot afford to fit the funds to the person but to the role. The current position was paid a salary plus the overage hours.
- DC Williams: Suggested the training responsibility will be shared not all on one person. He advises having a hands-on person.
- Chief Baker: If we don't' have a TO position Deputy Chief Williams will be overloaded. The best resource to the department is our personnel and we should be investing in that.
- Commissioner Walsh: Last Levy- The Deputy Chief role was going to encompass the training officer duties. What was presented to the voters was a Deputy Chief position. If Raynor got the Deputy Chief position there was no discussion of hiring a training officer part-time or full-time.
- Chief Baker: The Levy goals included a Training Center "Volunteer Coordinator."
- Commissioner Baker: Per Minutes July 2025 – A part of the 9 Levy Goals mentioned, it stipulates hiring a full-time volunteer coordinator.
- Commissioner Walsh: Suggested seeing a TO full-time "job description" and the Board can look at possible He stressed, "if we don't have the budget then we don't have the budget".
- Chief Baker continued down the budget line items to volunteer Points budgeted, which reflects an increase. Line Item: Firefighter-Drill & Fire Comp-Approx. $109,000.
- Chief Baker: Noted DC Williams will be starting a developmental class for our Officers.
- Line Item: Senior Firefighter-There is no replacement for Kermit McClellan as he is running unopposed on November ballot for Commissioner position # 2. The Board suggested keeping this line item open and hold for Training Officer position.

- Line Item: Firefighter-Duty Shift Program, Officer Duty-Is for our Seasonal Summer Crew and Fleet Maintenance Randy Goebel. The Chief noted he has budgeted for five people for summer crew next year.
- Chief displayed points chart breakdown and explained the type of "tone out" and who attended calls/drills and points they received. He explained the volunteers who have additional certifications give the multiplier 1.2,1.50.3.6 etc.
- Certification Chart: Chief Baker displayed the map used for tracking structure, specialty, Wildland Arduous, EMT and how the points work.
- Point total dollars paid out $71,219.17 last year.
- Line Item: Overtime - reflects the Seasonal Crew overtime. Chief Baker predicts the department receiving that all back with the Mobilization Wildland calls.
- Commissioner Walsh: asked about overage pay for both Administrative Assistant and Training Officer positions for 2024. He suggested looking at current work agreements and possibly modify salary structure regarding overage hours.
- Commissioners and Chief Baker continued reviewing the Supplies Budgeted Food Consumption and Office Supplies.
- Line Item: PPE- DC Williams commented on our volunteers who participate in Chelan Fire & Rescue Training Academy @ (SAFER Grant) we will receive free PPE and uniforms.
- Chief Baker: MES does all measurements for what is needed.
- Commissioner Walsh: Suggested budgeting for a little different design with better quality.
- Line Item: Equipment Repair & Testing: The Chief explained what that budgeted expense encompasses.
- Line Item: Fire Prevention will encompass Fire Aside.
- Line Item: Facilities- increased by $2,000.
- Capital:
  Line Item: E-55 Build – Budget reflects $267,992.00. The grant received helped to cover costs of chassis build.
  The Chief advised certain grants used for wildland engines will have to meet the NFPA standards. Federal Grants have different requirements.
  E-51 Engine Replacement- He will see how to proceed in cancelling contract.
- Line Item: Training Center will be added back in if funding comes through with Ecology.
- Discussion about creating a line item "Project Seed Money" - budget $10,000.00.
- Chief Baker: The Command Truck will be maintained and no additional investment until 2028.
- Commissioner Baker: July 9th Levy goals stipulate replacing pump in C-51.
- Commissioner Walsh: Suggested getting a committee together to work on a mutual plan in looking for engine replacements.
- Chief Baker: You can find other departments who surplus engines that are only five years old.

- Board Chair: 2nd Command Truck-going to State bid/
- Commissioner Walsh: Advised looking at Equipment and Salary/Wages further. He also suggested reviewing the monthly cash flow before the Board approves the 2026 budget.

- DC Williams: Asked if the Board can decide on the budget before the next meeting. Suggested doing a separate spreadsheet line by line, reflecting month by month. Also master spreadsheet.

Adjournment: Commissioner Willoughby closed the workshop meeting with no additional business before the Commissioners; the meeting adjourned at 6:15 p.m.

Chelan County Fire District 5 Board of Commissioners:

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Commissioner Chairman Chirs Willoughby

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Commissioner Fred Weiss

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Commissioner Dan Baker

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Commissioner Ronan Walsh

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Attest: Reggie Trusel
District Secretary