

All OFFICER MEETING
Thursday, March 5, 2020
Station 61 – Blaine

Attendees: Chiefs Van der Veen, and Rostov; Captains, Ahrenholz and Schmidt; Lieutenants Biery, Esser, Hofstad, Nelson, Nielsen, Shipp, SmithA; Volunteer Rutgers.

FIRE CHIEF

Emergency Services Consulting International (ESCI) Report

Chief Van der Veen noted that the district master plan has been completed and copies are available each career station and on the district website.

ESIC will be giving a master plan presentation during the upcoming Board Retreat scheduled for Friday, March 27 at 0900 at Britton Loop Station 12. Everyone is welcome to attend.

Ladder Engine Swap

The ladder/engine swap with BFD has been completed. Much work will be needed prior to putting the ladder into service. Additional ladder training will be needed and more information is expected in the near future.

Aid Units

The shop is expected to merge A6302 and A69 to create one ambulance to be utilized until the district receives the two new aid units. Production has not yet begun on either unit.

The transmission on A12 is no longer operable. The plan is to surplus the unit within the next six months. In the interim, A1202 will be utilized. Both Lynden and Bellingham Fire Departments have offered a reserve unit if needed.

Chief Van der Veen will investigate any special brackets that may be needed added to the unit.

Exhaust Systems

Parts are being ordered to allow all units to utilize the exhaust systems at all stations. The goal is for all units to be interchangeable. The system is expected to be more robust and universal.

Dakota Creek Bridge

Chief Van der Veen reviewed information regarding the weight limitations on the Dakota Creek Bridge.

Chairman Ansell is expected to draft a letter to Representative Luanne Van Werven requesting emergency funding to accelerate the much-needed repairs to the bridge. The letter will also be circulated to the Blaine City Council, the media, and other prominent members of the community.

Policy Update

Chief Van der Veen provided information regarding the district policy, procedure and employee handbook updates being developed and/or updated with the assistance of Lexipol.

As they are completed, members will be required to review each new policy, procedure, and handbook through the online Lexipol program. The process is expected to take six to nine months to complete.

In addition, the program will continue to be a living document and updated as needed utilizing current state and federal laws, OSHA, while merging the district best practices recently overhauled by the captains.

Surplus Aid Units

The NWFR Board of Fire Commissioners recently approved the surplus of four aid units. Three were sold at auction for \$25,500 which was deposited into the apparatus reserve fund. One unit was donated and will be sent to a fire department in Mexico.

North Bend Fire Academy

The four district recruits attending the academy are doing well. The recruits are halfway through the program. Company officer Jason Donnelly is also enjoying his time at the academy.

The recruits will need additional district training upon their return prior to doing shift work. Chief Davidson will be in charge of their training timetable.

Operations Training

There are currently two hotels in the Samish area that have been condemned. It is expected that the Bellingham Fire Department will invite NWFR members to participate in some training at one or more of the facilities.

Nitrous Oxide Training

The recent Nitrous Oxide training was switched mid-stream from a live presentation to online training. It was agreed that refresher training may be needed.

B76 Duty Officer

Chief Van der Veen reiterated that if specific NWFR information or assistance is needed to contact either Chiefs Van der Veen or Rostov, regardless of the B76 duty officer.

Lynden Fire Department Assistant Chief Hadley is expected to be included in the B76 rotation in the next couple of weeks.

Office Suite Package

The district will be subscribing to the cloud-based version of Office 365 in the near future. This program will update automatically as needed, eliminating some issues.

MDC Connectivity Issues

It is expected that Chief Van der Veen will contact Verizon to terminate their services in the near future. The district will slowly integrate into AT&T. It was noted that AT&T may provide less coverage in certain areas however, it should still be an improvement.

The tablets will remain on the Verizon plan.

Coronavirus

The group discussed their concerns and the recent conflicting emails from the County, State and Health Department regarding the coronavirus. Chief Van der Veen will do his best to compile and distribute any relevant information to better able to protect the community as well as the members.

Each station has been provided duct tape and visqueen to be able to better seal the front cab from the back of the aid unit. It was also suggested to turn on the fan (not recirculate air) and utilize earplugs for noise if necessary.

The district is working on a procedure to give members the ability to advise those patients with symptoms to stay at home (provide education).

Members will continue to call the hospital prior to transporting those patients with flu-like symptoms.

Member quarantine lodging possibilities include Semiahmoo Station 62, Northwood Station 72 and Smith Rd Station 13. Tech Help will enable internet capabilities at all stations if necessary.

The district will work together with the Lynden and Bellingham Fire Departments (possibly D#7) to trade services, and quarantine options. The labor group is informed of the possibilities and will continue discussions with management.

Officers are encouraged to monitor their crews for signs of stress and mental health.

If members are quarantined the district will look at ways to take care of our own with food delivery options or daycare opportunities.

Chief Van der Veen noted the difference between quarantine (done voluntarily due to contact with known exposure) and isolation (monitored by medical facility).

Other suggestions include:

- *Don't come to work if showing flue like systems (fever/cough)*
- *Wash your hands / Don't touch your face*
- *Prep your families*

Chief Van der Veen will look into providing bleach spray bottle solutions for the back of aid units.

Administration Personal Changes

Chief Van der Veen discussed the district's recent administration streamlining efforts.

In addition, it was announced that the district will be outsourcing payroll in the near future. The ADP program is utilized by other departments. The program will provide the following:

1. Utilize raw data to convert into pay
2. W2 – W4
3. Onboarding for new employees
4. Mandatory reporting
5. Members will be able to utilize an app to access data (user-friendly/quick)

TRAINING

More information regarding the training division will be available later in the month.

PREVENTION

New Position

Chief Rostov provided information regarding the Deputy Fire Marshal and Fire Investigator announcements/job descriptions sent out district-wide. The testing process will be dependent upon how many letters of interest are received for each position. The process has been discussed at recent labor/management meetings. It was suggested that officers discuss the positions with their crew.

Fire Inspections

In their last survey, WSRB stated that the district does not meet the requirements of completing business inspections on a yearly timeline. Chief Rostov noted that in the future all stations will be completing inspections on all commercial businesses yearly. The target date to begin inspections is set for July 1, 2020.

In the interim, inspection training will begin the week of March 9 at Delta Station 68. The district will receive coverage from those already providing overtime. Neighboring agencies will also be aware of district-wide training. It is expected that emergency response will derive from Delta Station 68.

All crews will be participating in sixteen hours of inspection training per year. The first class will include a basic overview, while other classes will include learning inspection codes and how to utilize the new software.

Chief Rostov noted that the program will include completing electronic inspections based on checklists that will become more specific in the future. He hopes to simplify the overall process as the program evolves. Crews will be expected to complete a certain number of inspections on a regular monthly basis.

There will be no charge to businesses for inspections.

Since the district will no longer be scheduling inspections, but rather showing up at businesses, it was suggested that businesses be notified prior to the starting date.

More information is expected in the future.

National Fire Academy (NFA)

Chief Rostov provided information regarding taking classes at the NFA. Most of the cost is paid for by the federal government, however, much effort is expected by the participant in return. Chief Rostov encouraged all members to take advantage of the opportunities for more individual development and/or support those members who choose to attend. Three members recently participated in various courses offered by the NFA.

A Shift

There was a discussion regarding Image Trend and the addition of a new field (primary station). In addition, it was noted that the fields "aid given / aid received" need to be completed when applicable. Additional discussion ensued regarding which information is needed by the district for various monthly and yearly reports.

Chief Davidson is working on information to send out regarding how to enter information into Image Trend fields consistently.

There was discussion regarding ordering fifty-foot pony sections (50') and accompanying couplings. It was agreed that five-inch hose flow is more beneficial and also what SWFA and BFD utilize.

Cpt. Ahrenholz will work with Chief Davidson on a hose order.

There was additional discussion regarding if one hundred foot hotel packs were sufficient. It was agreed that the hotel packs can be married with other complements to make up additional length as needed.

Chief Van der Veen is working with Cpt. Ward to come up with an equipment needs list for the new engine currently on order.

Cpt. Ahrenholz will form a committee to discuss specific types of nozzles in the future. Members can contact Cpt. Ahrenholz if interested in participating.

Officers taking firefighter overtime are expected to participate in all required firefighter tasks such as taking patients, daily rig checks and driving.

B Shift

Lt. Nelson proposed building a three-story infrastructure as well as adding a vehicle for additional training opportunities at Odell Station 61 in the future.

C Shift

There was further discussion regarding capturing the appropriate apparatus times and patient dispositions on Image Trend.

Chief Van der Veen noted that the district receives five to ten public records requests weekly, mostly from legal agencies. The information must be recorded accurately. The chiefs review all requested records before they are sent. Chief officers may require members to append the narrative if additional information needs to be entered or corrected.

D Shift

Chief Van der Veen announced that as the district purchases new software products in the future, appropriate training will be provided to allow individuals to utilize the products more successfully. Chief Van der Veen and Jennie (*possibly one more*) plan to attend an Image Trend training in July. The information acquired will be filtered down to benefit all members of the district.

Other

BFD Chief Rickman will be utilizing one of the district's command vehicles while his vehicle is being repaired.

Tender Volunteer Rutgers noted the benefit of having all equipment consistent on all vehicles. He also stated that he was pleased with the recent volunteer training held at Delta Station 68.

It was noted that eventually the area hydrants will be tested by the Fire Marshal's office. Since BFD utilizes different hydrant threads, the ladder truck, Laurel Station 69 and Britton Loop Station 12 have been provided with 4" PST's.

BFD Knox Keys have been distributed to Britton Loop Station 12 and Laurel Station 69 for responding to their area and vice-versa. Other Knox Key changes are expected in the future. There was discussion

regarding completing an inventory on which keys are on what apparatus and how to best secure those keys.

Captains Meeting: Thursday, April 2 at Birch Bay Station 63

All Officer Meeting: Thursday, June 4 at Odell Station 61