

OFFICER'S MEETING
Thursday, December 6, 2018
Station 63 – Birch Bay

Attendees: Chiefs Pernet, Noonchester and Hollander; Captains Jorgensen, Ahrenholz, Schmidt and Ward.

OPERATIONS

Minimum Staffing

Chief Noonchester announced that the minimum staffing for the remainder of 2018 remains at ten. Beginning January 1, 2019, the minimum staffing for the district will increase from ten to twelve. Captains will adhere to the mandatory overtime procedure (13.6) in the current labor contract.

It is expected that overtime will be over budget by approximately \$15,000 by the end of the year.

City of Bellingham Auto Aid Agreement

The City of Bellingham Auto Aid Agreement will go into effect on January 1, 2019. The agreement includes minimum staffing of twelve as well as specific training levels that the district presently meets or exceeds.

There may be some circumstances such as annual medical physical appointments, where the district will not have three at Britton Loop Station 12 and then the unit will be taken out of service.

The district is currently working with both Chiefs Hewitt and Wilson, putting the final touches on the run cards.

It is anticipated that Britton Loop Station 12 will be utilized more in the annexed areas around the District 4 border. Laurel Station 69 may be utilized more in the King Mountain area.

The battalion coverage is expected to remain the same within the district.

Once the automatic vehicle locator (AVL) is functional, the goal will be to utilize the closest unit in the District 4, City of Bellingham areas.

Outside of the auto aid agreement, District 4 and the City of Bellingham are negotiating a mitigation agreement for the upcoming annexation of the area west of Britton Loop. The district will continue to respond to the area and the City of Bellingham will reimburse District 4 for the lost revenue. The agreement will go into effect April, 2019.

CrewSense Daily Entries

With the elimination of Firehouse in the near future, Chief Noonchester noted that it is crucial that correct and up to date data be entered into CrewSense. Finance is utilizing CrewSense for payroll so the information must be accurate.

Currently, both the special assignment and miscellaneous tabs are being utilized for callbacks. Both are picked up and applied to payroll. It was decided to utilize the special assignment tab *only* for consistency. Chiefs Noonchester and Hollander will determine how to add the volunteers in the future.

Temporary Operations Position

While Chief Noonchester acts as the interim fire chief, a temporary division chief of operations will be available. The position will be a good opportunity for those members wanting to gain more experience in an administration role. The spot will be offered soon with the hope of filling the position by the end of January.

SPECIAL SERVICES

Image Trend

Four Image Trend trainings on iPads have been provided thus far. Questions are being dealt with as they arise. An issue with CrewSense regarding employee numbers has recently been identified and expected to be adjusted in the near future.

Captains were advised to have crews train on the program at work stations so they will be prepared when the program goes live. Each member needs to complete five practice reports before January 1, 2019.

The goal is to begin using Image Trend live January 1, 2019.

Captain Jorgensen noted that follow up emails can be expected after training to with information to access the fire side of the program.

Officer Appreciation

Chief Hollander expressed his appreciation for the officers' assistance during the recent fires and callbacks.

TRAINING

ResQHub

It is expected that ResQHub (training software) will be launched before January 1, 2019. Officers are currently able to log in and input their profile. Captain Jorgensen is in the process of building the program. This training tracking software program will be paperless and will contact/alert members via email. It was noted that the program is user friendly and easy to navigate. Officers will have admin rights and can add trainings to the program.

A representative will be attending the next officer meeting to answer questions about the program.

Quarterly Training

All quarterly training needs to be inputted into Firehouse prior to the end of the year. It is anticipated that Firehouse will not be utilized in 2019 but will be available to run prior years reports as needed.

Harassment Training

The harassment training offered via the districts' insurance was not user friendly and issues with logging into the training were frustrating. Members who are experiencing issues are urged to keep trying to contact the insurance company representative. It is not expected that this training will be utilized in the future.

Assistance Requested for Trauma Calls

Captain Jorgensen requested to be notified (email or phone) any time the district responds to high trauma or CPR calls. He is sometimes questioned by EMS supervisors regarding these high energy calls and would like some time to research the calls prior to meetings.

Chief Noonchester stated that he likes to follow up with crews to ensure they are okay after high profile/difficult calls.

Automatic External Defibrillator (AED)

Captain Jorgensen is working on finding upgrades to allow the district to download AED data. Currently the data can only be downloaded to older computer programs. The information obtained from AEDs can be valuable for training purposes.

Water Rescue Proposal

Captains Jorgensen and Ward collaborated to develop a proposed water rescue directive. They are currently looking for a location to house the personal floatation devices (pfd) for both the rescuer as well as the patient.

For now the training will concentrate on shore based training (talk, reach, throw) and may evolve in the future. It may also be incorporated into "best practices". Further discussion and review of the document is expected after the meeting.

Preparation for those members who may need additional swim training was also discussed.

Post Incident Analysis (PIA)

There was discussion regarding doing informal PIAs following critical incidents. Formal PIAs are time consuming however it was agreed that they are valuable for all members in determining what went right and lessons learned.

Captain Schmidt suggested that observation forms be put on rigs so captains can perform informal PIAs that could be forwarded to training and shared with all members. Chief Pernet offered to share his form fillable PIA.

A PIA may be incorporated into ResQHub in the future.

Fire Loss Reports

Captain Arhenholz noted that fire reports cannot be closed until the investigator completes his fire loss report. In the past he among others have gone to the county assessor's office to retrieve

property values. Chief Pernet noted that those values do not include occupant contents and that it is better to email the investigator for those numbers directly.

Chief Hollander noted that the official fire investigator reports take one to three months to receive but eventually are added to the district reports.

Probationary Firefighters

The new firefighters are doing well. One probationary firefighter is completing her light duty assignment and is expected to return to full duty following her back to work physical. Chief Hollander is setting up CAD and overtime logins for the five new firefighters.

It was noted that it would be proactive to add new firefighters to the various programs before they need to use them in the future. Captain Jorgensen is continually adding items to a probationary firefighter master checklist including CAD login, fuel cards and the overtime list in CrewSense.

Phone Issues

Any time a member changes phone carriers it effects how they are notified for callbacks and other programs that contact members by phone. Members must update the various programs anytime they change carriers.

A Shift

Hose and ladder testing are ongoing.

A61's nozzle numbers are incorrect and is being investigated.

Lieutenant Zylstra has not been receiving the ladder testing inspection reports. The captains agreed to follow up.

One member has requested light duty while he recovers from an off duty injury. Chief Pernet noted that any light duty offered must follow the contract and L&I guidelines (on duty) and doctor limitations/restrictions. Light duty is utilized to enable members to maintain their sick leave and if work related, to stay connected to the department while they rehab without reinjuring themselves.

In addition, light duty is only offered when management has work that needs to be completed. Captains can make the chiefs aware when they have additional work that can be utilized by a member on light duty.

Even though there is no policy at this time, it is expected that members will contact the district to report off duty injuries.

B Shift

Not represented.

C Shift

Captain Schmidt requested information regarding the types of chainsaws on apparatus. It was noted that one log cutting and two standard carbide chainsaws should be on each engine. Captains will pass along the information.

D Shift

Captain Ward is concerned that rig checks are not being completed effectively or consistently. There was discussion regarding the benefits of completing weekly comprehensive rig checks. It was noted that officers need to hold their crews accountable and provide specific direction for effective rig checks.

There was additional discussion regarding how to best cycle chainsaws that may be different than the mechanics interpretation. Operations will talk with the mechanics and come up with a district procedure.

Chief Pernet noted that all members should be ready to work at 0800.

The captains will discuss how they want to develop consistency before they pass the process down to members and outlying stations. Captains are expected to set expectations and lead by example.

Captain Ward provided information on purchasing battery operated flares which the district will begin testing.

- Magnetic
- Electronic
- 8 hour continual use – AA battery
- Water resistant
- Helicopters can see
- No significant cost - \$103 per dozen
- Need to be tested consistently

If testing proves positive the district will move forward with the purchase.

Captain Ward provided information regarding purchasing additional hard suction. It was noted that district tenders all carry adequate hard suction for those non-hydrated areas. It was also noted the importance of having all engines uniform. It was agreed that additional training on tender shuttles, drafting and drop tanks will be beneficial. It was determined that no additional hard suction hose is needed.

GOOD OF THE ORDER

Chief Noonchester thanked Chief Pernet for his time with the district. Chief Pernet brought a lot of positives to the district and will be missed.

Next Meeting: Thursday, January 3 (**All Officer**)