

**CAPTAIN'S MEETING**  
**Wednesday, May 5, 2021**  
**Birch Bay Station 63**

Attendees: Fire Chief Van der Veen; Division Chief Shaun Ward; Captains Ahrenholz and Davidson.

**FIRE CHIEF**

**District 4 Update**

Chief Van der Veen provided a District 4 update. Chairman Hanson has resigned as a District 4 commissioner. There is a time limit of 90 days to fill the vacancy. Commissioner Lann has been elected as the District 4 Board Chair.

At this point NWFR will vacate Britton Loop Station 12 on December 31, 2021 per the letter sent by District 4 to terminate the agreement. It is expected that a bridge interlocal agreement may be utilized after December 31, 2021.

District 4 has made the decision to ask the voters to approve a \$1.45 levy lid lift, including a 6% inflator. This is on top of their permanent EMS levy.

**NWFR Levy Lid Lift**

\$1.45 NWFR is on track to ask the voters to approve a \$1.45 levy lid lift in August 2021. The current levy rate is \$1.14.

An RFA can be revisited once the levy(s) have passed.

The levy communications committee is in the final stages of completing NWFR's history. The consultants will assist with getting the message out to the public.

With the help of financial analyst Bill Cushman the district has a plan to pay for apparatus and equipment but not stations. The district will continue to tweak the model. Chief Van der Veen noted that this is mature planning by the district.

The district will advertise for pro and con statement committee members. The pro statement committee includes Scott Brown, Kathy Berg and possibly Mike Kent. The statements will be added to the voter's pamphlet.

The district will provide additional information to the troops, possibly through an upcoming union meeting. Chief Van der Veen reiterated that no staff will lose their jobs. Chief Van der Veen will reach out to the union.

The district can educate the public, but they cannot advocate for the levy.

**HUMAN RESOURCES**

**Lexipol**

Policies continue to be reviewed and are in process.

**Job Descriptions**

All administrative job descriptions are in the process of being updated or created (HR).

### **Discrimination and Harassment Training**

The deadline for the discrimination and harassment training is May 31, 2021. HR will send out a report of those who have not completed the training mid-May. At this time 50% of members have completed the training. Cpt. Ahrenholz and HR will add the completed certificates to ResQHub.

There has been good feedback regarding the training.

### **Performance Evaluations**

HR has contacted most of the company officers regarding performance evaluations. The self-evaluations and goals are due May 28, 2021. The process takes approximately 30 minutes to complete. The evaluations will be reviewed by supervisors again in October.

The biggest critique is with having the captains at Station 63; there is not the same level of observation or communication between the captains and lieutenants.

It was agreed to provide captains with overtime to travel and meet with their shift lieutenants to review the performance evaluations.

Performance evaluations have been needed for a long time and will be utilized as documentation in promotions and disciplinary actions.

The hope is to utilize BCs during performance evaluations in the future.

There was additional discussion regarding providing soft skills training (conflict resolution) to officers in the future. Kantola does have some career development training that may be utilized.

### **Extranet Passwords**

Due to the staff turnovers it is time to update the district's extranet passwords. An email will be sent out with the new password.

## **OPERATIONS**

### **Operative IQ**

Chief Ward noted that Scott Brown has been visiting stations to provide Operative IQ training. Currently the aid unit rig checks and fuel slips can be completed in the program. The tender and engines are in process.

Chief Ward noted that the district is moving away from using the extranet for requesting items and/or services and focusing on adding them to Operative IQ, hopefully by the end of the year. The requests will be able to be reviewed by all personnel. Bar codes may also be added that can communicate with the program in the future.

This process may take some time.

### **Best Practices**

Cpt. Ahrenholz stated that the best practices document has been complete and added to ResQHub. Best practices can be worked on quarterly. The probationary firefighters are currently utilizing the task sheets.

Chief Ward will send out an email regarding how to utilize the information.

### **Aid Rigs**

Chief Ward noted that the new aid rigs are completing some modifications. The new engine is in Hillsborough. Both FF Freeman and mechanic Courage will complete additional inspections on the engine.

### **Image Trend**

Chief Ward announced that for now the Image Trend auto narratives will be turned off until they can be improved.

### **TRAINING**

#### **ResQHub**

Training certificates can now be added to ResQHub.

Chief Ward noted that the training consortium has uploaded all of their 2<sup>nd</sup> quarter training into NWFR's training requirements. Not all training will be required to complete since it is not NWFR specific. Chief Ward will review the 3<sup>rd</sup> quarter requirements before they are uploaded.

It is unclear what the training captain's role will be in the training consortium, although battalion chiefs will be in charge of ensuring shifts are completing the requirements.

There is no specific direction at this time.

#### **Training Captain Plan**

Chief Van der Veen discussed a possible option to gain momentum with the training division. A retired training chief may be interested in utilizing his administrative skills to assist with revitalizing the training department for a specific amount of time. Most of his work may be completed remotely.

There was discussion regarding making the training captain's position more appealing in the future including reducing the time commitment, less administrative work and utilizing specific groups to provide additional training.

#### **Webinar Class Opportunity**

Telling Your Agency's Story: PIOs in the Fire Service

May 12 9:00 a.m. – 10:30 a.m.

Contact Jennie if interested. HR and Cpt. Ahrenholz are interested in taking the class.

### **SHIFTS**

#### **AShift**

Cpt. Ahrenholz is working on a post incident analysis document. Hose testing will begin in June. Hose inventory is currently not in operative IQ but may be added in the future.

#### **BShift**

Cpt. Davidson has 14 shifts left.

Next Meeting: Thursday, June 3, 2021