

**CAPTAINS MEETING**  
**Thursday, May 7, 2020**  
**Station 61 – Blaine**

Attendees: Chiefs Van der Veen and Davidson; Captains, Ahrenholz, Schmidt and Ward.

**FIRE CHIEF**

**Coronavirus**

Chief Van der Veen noted that coronavirus events seem to be calming down. He noted to continue filling out exposure forms and PPE requests as needed.

It was noted that the ½ mask cartridges have a recommended shelf life of three months per the Whatcom EMS document. Additional cartridges and masks will be available as needed. Chief Van der Veen will be sending out additional information to the members.

Chief Van der Veen recognized D Shift for their work retaining the necessary supplies.

Chief Rostov will continue to work at the Emergency Operations Center (EOC) in a limited capacity.

Coronavirus testing is available as an option for members as needed. An 80-hour bank of sick leave per member is also accessible through the federal government's sick leave bank for coronavirus type activities. The sick leave amounts will not affect the member's accumulative sick leave bank.

Chief Van der Veen received feedback regarding utilizing UV lights to kill the coronavirus in aid units. The UV lighting will not eliminate the virus. It was noted the UVC lighting does kill the virus but cannot be utilized safely in both aid units and stations.

There was discussion regarding adding 10 ml plastic or Plexiglas between the aid box and cab. Chief Davidson will supply a piece of Plexiglas to test in one of the aid units.

**District 21/District 4 Update**

Chief Van der Veen provided an update regarding District 21 and District 4.

District 4 has hired Kris Parks as their district administrator. She is not a District 21 employee. District 4 will continue to pay District 21 per the interlocal agreement regardless of their employee's salary.

**Grounds/Station Maintenance**

There was discussion regarding either allowing members to work overtime or hiring a volunteer for the summer to provide lawn maintenance to outlying stations not already assigned to a career station or completed by other agencies.

Captain Ahrenholz suggested questioning former volunteer Larry Johnston who may be interested in the position. Captain Ahrenholz will get in touch with Larry Johnston to see if he is interested.

In the interim, there needs to be a collaborative effort by all officers to maintain lawns at both career and volunteer stations.

There was discussion regarding ensuring that routine maintenance is completed on all lawn equipment. Chief Van der Veen will check with the shop.

### **Pass a Long Issues**

There was discussion regarding ensuring that appropriate pass alongs are completed daily. It was suggested that if the software was uploaded on tablets, it may ensure vital information is not omitted from the pass along.

### **2021 Capital Requests**

Chief Van der Veen noted he is beginning work on the 2021 budget and requested that any capital requests be turned in to him sooner rather than later.

### **“Summer Projects”**

Both ladder and hose testing can start as soon as possible. It will be up to the captains regarding the deadlines.

### **D Shift Lieutenants**

Lt Jorgensen will replace Lt. Zylstra at Laurel Station 69 while he deals with some medical issues.

Lt Jorgenson’s vacation days will need to be audited, possibly moved, and added to CrewSense as well as the master calendar. Cpt Ahrenholz agreed to update the master calendar.

It is expected that Lt. LSmith will return to shift sometime in late May.

### **(AP517) Engine 12 Repairs**

Engine 12 remains out of service while it awaits a new transmission. It is expected the swap will only take one week once the new part arrives.

## **OPERATIONS**

### **Station Sanitation**

There was discussion regarding the best way to keep stations clean. It was agreed crews need to be more diligent regarding thoroughly cleaning and disinfecting stations regularly.

Other options include:

- Remove boots when utilizing recliners
- Decon (boots and washing hands) in the apparatus bay after calls as needed.

The captains will come to a consensus regarding the appropriate guidelines which will be compiled by Cpt Schmidt.

Chief Van der Veen noted that as station recliners need to be replaced, leather chairs will be purchased, limiting contaminants.

### **DZ7 Decontaminant Spray**

Captain Ward noted that the DZ7 decontaminant spray should not be used on apparatus handles as it is hard to wipe off and results in black lines running down the apparatus. In lieu of the spray, it was suggested to utilize the supplied surface cleaner cloths. Chief Van der Veen will send out an email regarding the procedure.

### **Volunteer Timesheets (responses in CrewSense)**

There was discussion regarding documenting all volunteer responses in CrewSense.

Chief Davidson is working with Benita on providing information to the captains to document the appropriate time (rounding up if necessary) in CrewSense. It was noted that CrewSense must match the volunteer timesheets. Incident numbers should also be added to timesheets.

Additional concern was expressed regarding volunteer firefighters completing training without supervision or officer verification. It is expected that the concern will be approached in the near future.

### **BLS Billing Documentation in Image Trend**

Chief Davidson reminded the captains to ensure the “ready for billing” tab is checked as reports are completed in Image Trend. Failure to check the box will result in lost revenue for the district.

### **Narcan Exchange**

If Narcan is provided for an ALS call, it will be replaced by ALS. If Narcan is utilized during a BLS call the district must pay to replace the product.

There is currently a public exchange state program that supplies community Narcan kits. Chief Davidson will check on how to request the kits and report back his findings.

### **Inventory**

All district-owned equipment must be labeled and entered into an inventory database for auditing and tracking purposes. Chief Davidson plans to order stickers for district-owned equipment from a local source in the near future.

### **TRAINING**

It was requested that the Lynden Fire Department be notified when Laurel Station 69 goes out of service for training.

### **Return to Work Training**

It was agreed that any members returning to shift work after a long absence be provided an eight hour day of training with their captain. Training will include SCBA, PPE, and coronavirus, along with any additional district changes.

### **ISO 200 Training**

June 1, 8 and 15

Chief Davidson will enter the training information on the CrewSense note section.

### **Tender Drills**

May 13

Station 69 and LFD. Chief Davidson will enter the training information on the CrewSense note section.

### **Urban Interface Training**

Urban interface training including chain saw operations may be offered in the near future.

### **Overtime**

Captains have the ability/authority to shift member’s debit days, if necessary, to reduce overtime.

### **BFD Upcoming Training**

BFD will be ramping up their water rescue program which NWFR may participate.

NWFR will work with BFD to provide appropriate wildland training drills.

### **MCO Training**

NWFR and BFD participated in MCO training the week of May 4<sup>th</sup>. It was evident that both departments approach training exercises differently, including how command is established as well as various terminology. Cpt Ward suggested that two types (NWFR/BFD) of scenarios be utilized in the future.

### **Spare SCBA Cylinders**

There was discussion regarding having spare cylinders distributed to first out tenders, command rigs, and in the career stations. At this time, no cylinders will be carried on other tenders. In the future, command rigs may also carry extra filters and regulators.

### **East Pole Fire**

It was reported that the Lynden Assistant Chief Hatley, acting as B76, had no communication issues on Fire 3. It was noted that if communication issues arise, officers can request to be switched to Fire 2. All echo structure fires should be dispatched on Fire 2.

It was noted that both E63 and L63 were dispatched to the fire. Chief Davidson plans to investigate why both apparatus was dispatched.

### **Training Captain/Division Chief of Operations Positions**

Chief Van der Veen expects to appoint a training captain in the near future.

He also plans to appoint a temporary (6 month) division chief of operations position following some sort of assessment center, which will be scheduled in the near future.

The district continues to work on a department career development path. It was noted that internal grooming is the industry standard.

### **Shifts**

#### **AShift**

Cpt Ahrenholz was given the “green light” to begin hose testing. In addition, he plans to order some attack hose and possibly 50 feet of different color HDL.

#### **DShift**

Cpt Ward noted that nitrous training can be expected in the near future.

For efficient tracking purposes, all medical supply requests should be ordered via the Extranet.

### **Other**

There was discussion regarding utilizing a new inventory program (Operative IQ) in the near future. The program will be able to upload all inventory from FireHouse.

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