

**CAPTAIN'S MEETING**  
**Thursday, September 3, 2020**  
**Station 63 – Birch Bay**

Attendees: Chief Van der Veen; Kelly Freeman, Captains Davidson, and Schmidt.

**FIRE CHIEF**

**Update Regional Fire Authority (RFA)**

Chief Van der Veen announced RFA discussions continue to move forward. An RFA committee has been formed which includes all District #4 commissioners and Commissioners Ansell, Crawford and Fischer from NWFR. District #4 Mark Chamberlain is the Chair with NWFR Commissioner Scott Fischer as the Vice-Chair.

It is expected that the committee will work with consultant Karen Reed.

**Neck Gators**

Chief Van der Veen has ordered staff neck gators with the district logo.

**Budget**

Chief Van der Veen expects to begin working on the 2021 budget in the near future.

**Whatcom County EMS**

Whatcom County EMS is expected to request funds from the County for power cots for the first out aid units. Chief Van der Veen has requested power cots for NWFR's first out aid units. The funds do not include the power load system. Chief Van der Veen is considering utilizing GEMT funds for up to four power load systems s.

**District Overtime**

The overtime continues to remain high as expected during the summer months. Additional factors include unfilled positions, two paramedics in school and military leave.

**Paramedic School Opportunity**

The district has the opportunity to send up to two members through the next paramedic school. Two members have applied.

**PREVENTION**

With the resignation of the fire marshal, Henry Hollander continues to assist the district with duties associated with the position. In addition, he continues to mentor Lieutenant Nielsen with deputy fire marshal responsibilities.

**HUMAN RESOURCES**

**L&I Information**

Kelly Freeman provided Labor and Industries Information (attached) to clear up some of the confusion surrounding scheduling sick leave and special assignments. Kelly noted that members are put on sick leave until any claim has been approved by L & I. Sick time can always be reversed with the exception of the first day.

**On Duty Injuries**

Chief Van der Veen noted that he expects himself or a representative of the district (captain) if he is unavailable, to accompany any injured member who receives medical care and stay with them in case they need transportation home, or until family has arrived.

## TRAINING

### **Volunteer Interest**

Captain Davidson noted that there has been recent increased volunteer interest.

- One tender support process almost complete
- One tender support in initial stages
- Volunteer firefighter completed interview and application sent to HR
- At least two other volunteer firefighter interest forms or emails received

Captain Davidson stated that since the volunteers already pull shifts for other agencies, they will most likely participate in a district mini academy. Tender volunteers will also participate.

Captain Davidson will reach out to Rehab volunteer Melissa Van Cleve to assist on the rehab portion of the training.

### **Volunteer Process**

Captain Davidson and Kelly Freeman reviewed the volunteer process.

- Interview
- Background check / drivers abstract – can be completed via email
- Medical physical
- Additional paperwork

They will continue to work together to keep the process moving smoothly.

### **Upcoming Probationary Firefighter Training**

September 26<sup>th</sup> – tender drill at St 12 with Lt. Biery

September 27<sup>th</sup> – pump class academy

September 28<sup>th</sup> – 29<sup>th</sup> EVIP driver (tender and ladder) at St 63 with Cpt. Ahrenholz

Rehab volunteers may also participate in the training.

Cpt. Davidson will add overtime as needed.

## OPERATIONS

### **Timecard errors**

There was discussion regarding this month's timesheet errors. It was noted that the captains need to run the CrewSense report to check against each individual's timesheets for checks and balances before submitting them to Benita. It seems that finance and captains review the timesheets using different CrewSense reports. Captain Davidson will meet with Benita for clarification.

It was suggested that captains discuss timesheets during their pass along, close to the end of the month.

Next Meeting:

Thursday, October 1, 2020, 0900 Odell Station 63

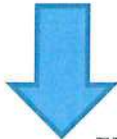
(All Officer TBD)

# L&I Time Off

**Employee reports work related injury/illness**



**Employee initiates L&I Claim with physician**



**Employee calls in sick**



**Crew sense & Time card sick time until determined  
“allowable” claim by L&I**



**If claim is approved by L&I**



**Kept on Salary**



**CS = 24 Special Ass. (KOS)**

**TS = 24 Regular (KOS)**



**Time Loss**



**CS = 24 sick (L&I Time Loss)**

**TS = 24 sick (L&I Time Loss)**

**\*Kept on Salary or Time Loss is determined by Administration**

**\*\*Kept on Salary can transfer to a Time Loss claim**

**\*\*\*If employee leaves shift sick with work related injury/illness that is always on employee sick time (this is an L&I ruling).**