

**OFFICER'S MEETING**  
**Thursday, January 5, 2017**  
**Station 63 – Birch Bay**

Attendees: Chief Pernet, Chief Hollander, Chief Noonchester, Captain Davidson, Captain Johnson, Captain Schmidt and Lieutenant Jorgensen.

Chief Noonchester presented a motivational video on teamwork.

Chief Pernet wished everyone a Happy New Year.

Chief Pernet noted that the Assistant Chief of Operations will typically run the Officer Meeting. Chief Noonchester reviewed how the meetings will be run.

**DISTRICT ADMINISTRATION / POLITICAL UPDATE**

**2017 Budget**

The 2017 budget was approved by the NWFR Fire Commissioners during the Thursday, December 15, 2016 Board meeting. Chief Pernet noted that the 2017 budget has been increased by approximately \$100,000.00. With the increase in assessed values, lowering the levy to \$1.47, the district is able to collect the 1% increase. The budget remains tight and Chief Pernet is hopeful enough taxes will be collected to maintain a balanced budget.

Chief Pernet further noted that since the County EMS levy passed, lowers the amount the District #4 can collect on their levy. The County agreed to sign an inter-local agreement making up the difference during the 6 year levy.

**Assistant Chief Transition**

Chief Noonchester was promoted to Assistant Chief of Operations effective Tuesday, January 3, 2017. Chief Noonchester will need some time to transition to his new role. It will also take time to identify what information needs to be directed to which chief. Chief Noonchester will have the same schedule as Chief Hollander (Mon-Thurs).

**Contract Negotiations**

Contract Negotiations for the 2017-2020 collective bargaining agreement are ongoing.

**Washington Survey and Rating (WSRB)**

Chief Pernet announced that the district will be receiving a fire protection audit from the WSRB on February 13, 2017. The audit will require a considerable amount of work by the administration. The auditor will review several areas including staffing, training, maintenance and hose records. Chief Noonchester noted that it is imperative that all outstanding training be completed and records inputted into Fire House as soon as possible. Chief Pernet noted that to maintain the same fire protection grades will be an undertaking due to the dwindling number of volunteers who respond from home along with the districts' geographical challenges.

## **Washington State Audit**

The district is currently in the midst of a 2014-2015 audit. The auditors are focusing on policies, healthcare, mitigation and legal areas. The audit should wrap up within the next couple of weeks.

## **2017 Goals**

Chief Pernet hopes to get together with staff to review district threats and opportunities for the upcoming year.

## **Election**

Three NWFR Fire Commissioners and one District #4 position are up for re-election. District #4 Fire Commissioner Steve Ness has indicated that he will not run for re-election.

## **Assistant Chief of Operations Vision**

Chief Noonchester reviewed his vision to the group.

- Provide captains with what they need to be safe and efficient.
- Captains will have access to him as needed, on or off duty.
- Identify capabilities and define roles to provide better service.

## **SAFETY**

### **Cold Weather Safety**

The group discussed ways to remain safe during extreme temperatures. The crews have done a great job of keeping the areas around the career stations clear of snow and ice. Crews are wearing good gear and extra layers. Ice melt is being carried on first out aid units for use when needed. There was a question about who is checking for frozen lines at volunteer stations. Chief Hollander questioned what the threshold was for draining pumps and who initiates. Currently captains make a judgment call on when pumps are drained. There was no decision to make any changes at this time.

### **Personal Injury/Accidents/Exposure Reporting**

Due to some past confusion, it has been decided that any member who fills out an injury or accident report needs to notify their captain in addition to the operations chief.

The Assistant Chief of Operations along with the duty chief (if applicable) will be notified in addition to the current designees for anything that effects operations. *“knowledge is power”*

Although the policy currently may not reflect the chain of command for exposures, Kelly Freeman along with the operations chief need to be notified of any exposures.

### **Member Safety Precautions**

Chief Noonchester questioned how the district is dealing with daily safety protections. The Captains agreed that there could be more oversight to alert crews to dangers and reduce certain risks. It is also recommended that officers brief crews first thing in the morning regarding safety procedures and site hazards. Captain Davidson is currently working on a hearing protection policy. Additional safety training is expected in the future.

## **Safety Committee Re-Cap**

The Safety Committee meets quarterly. Current members include Health and Wellness Coordinator Kelly Freeman, Lieutenant Kevin Biery, and Chief Pernet. Chief Noonchester will be taking over for Chief Pernet and volunteer Brandon Millsap will also be added to the group.

The goal of the committee is to review safety issues (*personal injuries and apparatus incidents*) and make recommendations for mitigation. A draft policy remains in progress. Minutes will be posted on the server in a timely manner.

## **OPERATIONS**

**A-Shift** – nothing to report

**B-Shift** – Captain Davidson reminded crews to forward all rig check paperwork to him as soon as possible. The information will be part of the WSRB audit process.

**C-Shift** – Captain Schmidt noted that 2017 vacation and debit days have been entered into Fire Manager. Captain Schmidt continues to update the repeats and rotations. Future trades have affected some of the updates due to crews moving shifts/stations. It was suggested that trades not be approved over 60 days in the future to avoid further difficulties. In addition, Captain Schmidt recommended that all members check and if necessary modify their Fire Manager preferences. Chief Noonchester noted that the Fire Manager calendar also needs to be revised and made accurate. Chief Noonchester plans to meet with each captain in the near future to gain additional knowledge about Fire Manager.

The 2017 master vacation calendar spreadsheet has been completed by both Captains Ward and Davidson. It will be the operations chiefs' responsibility to complete the master vacation schedule in the future.

All chiefs expressed their appreciation for the captains' assistance during the vacant operations chief position.

In addition, Captain Schmidt suggested the Britton Loop Station 12 routine static duties be changed to mirror the other career stations. The chiefs will give the matter some thought. No decision was made.

**D-Shift** – nothing to report

## **Probationary Firefighter (FTEs)**

The district will most likely be hiring some career firefighters in 2017. The district is checking on available spots in the North Bend Recruit Academy. The districts' current firefighting hiring list remains viable for 2017 and may be utilized.

All probationary career firefighters are growing and learning. Chief Noonchester was impressed with their recent evaluations. Chief Noonchester commended the captains on their role with the probationary firefighters.

### **Rescue Pump Protocols**

The rescue pumps have arrived. Once the county protocols have been reviewed, district training provided, information inputted into inventory and a policy in development, the pumps will be put into service and distributed.

### **Helmet Fronts**

The new helmet fronts have arrived although they have not yet been put into service. A procedure of how to use the helmet fronts is being developed.

### **Training Captain Vacancy**

The training captain position has been posted. The deadline to submit a letter of interest along with resume and copies of relevant certification is Wednesday, January 18, 2017.

### **Tech Rescue/Bridge in Lynden**

Chief Pernet provided information regarding a recent low frequency, high risk incident that involved the rescue of a teenager under a bridge. Chief Noonchester commented that it was the crew's ingenuity, trouble shooting and forward thinking that aided in saving the teenager's life.

Chief Pernet is asking questions and considering the direction of the district regarding tech rescue in the future.

- What level does the district want to train to?
  - Awareness
  - Operational
  - Technical
- What are the current target hazards in our area?
- What does the district do until they have a plan?
- Is a regional team a reality?

This topic is part of the current strategic plan. Further discussion is expected. In the meantime, Chief Pernet will investigate where the district can obtain resources, contact information and a timetable to receive needed resources when requested.

### **Returning Firefighter**

John Swobody has returned from medical leave on Tuesday, January 3, 2017. Welcome back!

### **Light Duty Mulrooney**

Rob Mulrooney will be reassigned to light duty for an unknown amount of time in the near future.

### **Volunteer Firefighter Assignments**

Chief Noonchester stated that recently the district has lost a few volunteers. Newly graduated Daisy Frearson has been assigned to B shift and will be pulling her first shift on Thursday, January 12, 2017. Steve Latham has also graduated from the WCRA and will be attending EMT school in the near future.

### **All Company Officer Meetings**

Beginning next month (Thursday, February 4) the officer meetings will encompass all captains and lieutenants. These meetings will be mandatory although excused absences (*sick, vacation, on shift*) will be accepted. It may be possible to allow those on shift to participate via Google Chat. Due to size limitations, officer meetings will be relocated to Odell Station 61. Chief Noonchester will send out a memo outlining the rationale of the pilot program.

### **Volunteer Timesheets/Shifts and Calls**

Chief Noonchester noted that overall volunteer timesheets are being completed and recorded with less inaccuracies. Good work!

### **Calibration of Gas Detectors**

The question was brought up regarding who is calibrating the gas detectors and how they are checked. Currently, Rob Mulrooney reminds crews to re-calibrate them on a quarterly basis. Captain Johnson has been tasked with developing a policy.

### **Officer Timesheets**

It was agreed that Chief Noonchester will verify and sign the captain's timesheets.

### **Strategic Planning Groups**

The strategic plan was approved by the Board of Fire Commissioners in May 2016. Chief Pernet plans to follow up on all current strategic plan groups to ensure they are continuing to make progress. Groups will be expected to report to Chief Pernet on their progress.

There was discussion regarding finding a performance evaluation program that better fits the needs of the department. Chief Pernet will check in with John Hollstein who is in charge of that strategic plan group.

## **FACILITIES / MAINTANENCE / LOGISTICS**

### **Versaterm Update**

The Versaterm system has been installed at the dispatch center. A "Train the Trainer" workshop will be held on January 17, 2017. Chiefs Hollander and Noonchester plan to attend the training, then will pass on the information to Captains Davidson and Schmidt. Versaterm will be uploaded to a few district computers for training purposes. It is expected that one person per shift will have advanced training to act as a trouble shooter. The system has a "go live" date of April 1, 2017.

Chief Pernet expects the district to focus on the pre fire planning layer of Versaterm, rather than ECIPs. Captains Davidson and Schmidt volunteered to help develop a plan. Further discussion is expected.

In addition, monitors will be gradually replaced in all first out apparatus.

### **Door Code Change Update**

Door codes have been changed in all buildings with the exception of the inner doors in the administration building at Britton Loop Station 12 and North Shore Station 11.

### **Knox Key Update**

Bigger key boxes will be installed in all apparatus that currently hold five Knox box and two Supra keys. The boxes will be installed horizontally and the key rings will be smaller. It is expected that the switch will happen within the next month. There has been talk about standardizing keys for the entire county in the future.

### **Semiahmoo Shores Update**

The Semiahmoo Shores project is complete with some of the homes occupied. Currently, the development is not gated. Chief Hollander suggested that crews do a drive by of the development for familiarization as time allows.

### **Teen Screen Project**

A district supported event will be held at Meridian High School in February. The hospital will prescreen athletes for predisposed conditions. The district, specifically Laurel Station 69 will be providing shuttling manpower. Further information is expected.

## **TRAINING**

### **Quarterly Training 2016**

Chief Noonchester passed out a list with those members who are lacking training. He requested that all 2016 quarterly training be completed and turned in as soon as possible. Chief Noonchester reiterated that training records will be reviewed by the WSRB.

### **Live Fire**

Chief Noonchester will continue to be the lead instructor for live fires until a new training captain is trained to take over. Chief Noonchester noted that the district needs to do a better job of utilizing the live fire training facility at Britton Loop Station 12.

## **GOOD OF THE ORDER**

There was a discussion regarding not allowing lieutenants to cover for captains at Birch Bay Station 63 on the first day of the month since that is when timesheets need to be verified and submitted to finance. The captains will discuss various options and present them for discussion in the future.

Chief Pernet noted that there has been discussion regarding making changes to the current medical fitness policy.

- The district will pay for annual medical physicals up front so they will not be run through the member's health insurance.

- Respiratory questionnaires will be done online.
- Changes to the annual fitness assessments including replacing the 1.5 mile run with a functional job related obstacle course and a way to better access firefighter functionality.

Chief Pernet noted that they are still in discussions and no final decisions have been made.

Larry Johnston will be changing his role not his rank, from volunteer battalion chief to part time volunteer coordinator. A job description has yet to be created and further discussion are expected. The goal is to assist the training captain with recruitment and retention. Chief Pernet desires to embolden the volunteer program in the future.

Next Meeting: Thursday, February 2