

OFFICER'S MEETING
Thursday, May 5, 2016
Station 63 – Birch Bay

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

SAFETY

The Safety Committee will be having their quarterly meeting on Wednesday, May 18 to review district incidents, accidents and safety concerns.

Captain Schmidt brought up a concern regarding a missing T63 SCBA transfer hose and pouch. A repair request was sent in and they have been replaced. For accountability, the captains will exhaust every effort to find out what happened to the missing equipment and send a memo up the chain of command. The Safety Committee will address the issue and send out a reminder ensuring that everyone understands the missing equipment process.

ADMINISTRATION

Rumor Control

Chief Pernet noted that there have been no discussions with the Lynden Fire Department regarding mergers, retirements or resignations. Chief Pernet continue to encourage members to bring rumors forward so they can be corroborated or discredited.

Joint Board Meeting

NWFR and Fire District #4 had their annual joint board meeting on Thursday, April 21 to discuss the inter-local agreement and consolidation for services which expires December 31, 2016. Chief Pernet provided a presentation to begin the conversation about mergers, consolidations, RFAs and separations. No direction was given by either Board during the meeting. If no action is pursued the inter-local agreement will automatically renew in five year increments.

County EMS Levy

Chief Pernet provided highlights of the recent meetings he has attended regarding a possible county wide EMS levy.

The levy will be in addition to the current one tenth of one percent sales tax currently in place and the transport fees. The Levy will focus on wholly funding the system from the ground up including room for expansion.

The Whatcom County Executive has recommended that the jail be included on the upcoming November 2016 ballot in lieu of the EMS levy. The Whatcom County Council will make the final determination at an upcoming meeting scheduled for Tuesday, May 17. In the meantime, the County Council has requested that the various organizations sign resolutions in support of the EMS levy. Although the Fire Chief's Association voted to support the levy, Chief Pernet stated that he could not support the levy unless a written agreement was made to allow District 4 to recoup their permanent EMS levy revenue. It is expected that the Fire Commissioners

Association will also request some sort of assurances. Chief Pernet supports the levy after receiving a letter of intent from the county to engage in an inter-local agreement.

District Health Insurance (HHS) Update

Chief Pernet noted that Coastal Administrative Services (CAS) continues to work on an informational letter that outlines the districts improvements to the plan and to inform those who may qualify for some possible reimbursements.

District Strategic Plan Cancelled

The Board of Fire Commissioners were going to attend a planning workshop scheduled for Saturday, May 7, at Odell Station 61 to review, discuss and approve the district strategic plan.

The meeting will need to be rescheduled.

New Equipment In-Service Policy

The new equipment in-service policy has been approved by at the NWFR fire commissioners, circulated via email and posted on the Extranet.

New Hire Process

The new recruits will be attending the Washington State North Bend Fire Academy for the next twelve weeks. Chief Pernet recently attended a North Bend orientation and plans to keep in close contact with the instructors and visit the facility regularly. Captain Noonchester invited everyone to attend the graduation which will be held in Burien. He will provide additional information as the date approaches.

Captain Schmidt agreed to complete the recruit firefighter timesheets and update Firehouse accordingly while they attend the academy.

Once they have successfully completed the academy, the probationary firefighters will be assigned to the training division for a North Whatcom mini academy before being placed on shift. (*possibly during the beginning of a work cycle*) The shifts will be selected based on feedback from the North Bend company officers and individual personalities. The mini academy will stress what we value as a department and also set them up for success. Once probationary firefighters complete their probationary year they may be relocated.

There was further discussion regarding what type of limitations the probationary firefighters must adhere to during their first year.

- Will work debit days
- Avoid driving aid units, engines or tenders unless in training environment
- Avoid pumping engines or tenders unless in training environment

Annual Fire Chief Conference

Chief Pernet will be attending the annual Fire Chiefs Conference in Spokane, WA from May 22-27.

OPERATIONS

EMT Certification

EMT certifications are renewed every three years. The group discussed how the process currently works.

- Employee must initiate the recertification process through EMS Online.
 - logins and passwords were recently changed
 - addresses must be kept up to date
- Training is then notified electronically and ensures training has been completed; signs off
- Dr Wei signs off electronically
- State reviews and recerts for three years

If the recertification is not completed by the deadline, a thirty (30) day grace period is given however, the member's EMT is suspended. Once the certification has lapsed passed the grace period, the entire EMT course must be repeated.

Chief Pernet discussed the EMT recertification process and what employees are responsible to complete. Discussion also took place regarding recent EMT expirations that resulted in operational disadvantages. Training will continue check OTEP and send out reminders. In addition, training will post a step by step process for recertifying your EMT.

Officers need to check with their crews routinely to ensure that all their required EMT training is up to date.

Cascadia Rising

Chief Pernet provided information regarding the upcoming county-wide disaster drill. Cascadia Rising will take place on June 7-8 (36 hours) and will be based on a nine point zero earthquake hitting the west coast affecting California up to British Columbia, Canada. North Whatcom Fire and Rescue will be participating in the event (simulated drill and incident command) along with other agencies including our counterparts in Canada. The duty crew may be contacted to participate in some form. The goal is to identify shortcomings that can be improved upon for better preparation for a natural disaster in the future.

New Staffing Model

The new staffing model was put into effect on May 1. There have been no issues.

April Payroll

Only minor discrepancies were noted during the April payroll review. There was discussion regarding how captains are notified if crews are held over and allotted overtime. The individual requesting this particular type of overtime will need to notify all captains via email. Captain Davidson will work on an overtime directive and forward it to Chief Pernet for review.

All volunteer final timesheets will be forwarded to Kris in Finance for corroboration.

Dispatch Changes

- Station 12 smoke investigation: only 1 engine will respond

- Station 63 E6302: will not toned out for Alphas
- BC Response: will not toned our for Alphas or Bravos

Operations Changes Notification

For informational purposes, the operations chief will be notified by the officers for any district changes lasting forty-eight (48) hours or longer.

- Personnel
- Equipment
- Resources

Brush Fire Preparedness

With warmer and dryer weather approaching, it is time to bring the wildland gear out of storage and made available if the need arises. Captain Noonchester has included seasonal brush fire training in the second quarter training requirements.

Daily Checks - Apparatus / Radio Accountability Procedure

Captains Davidson and Schmidt continue to work on a procedure to improve daily checks for both apparatus, including tenders and radio accountability. Captain Ward will initiate a fact finding mission for missing radios and report the results to Chief Pernet. The completed plan will be shared during an upcoming meeting.

Frequent Smoke / Fire 911 Calls

The group discussed the multiple calls a Birch Bay resident has been making regarding fire/smoke investigation 911 calls. It was decided that although each call will be investigated, the crew will not notify the caller to elaborate on their findings. Dispatch will be aware of the findings and can relay pertinent information to the original caller if needed. Chief Pernet will follow up with dispatch. Chief Hollander will make a Firehouse report of all calls from the particular residence making the numerous calls.

Equipment Update

- Ropes – policy in process
- Chain saws – in process. Captain Ward is attempting to make chain saws uniform district wide. The group agreed that it may be more cost effective to use less expensive chains for training.
- Helmet Fronts – in process. Captain Ward requested additional input from the captains prior to making a proposal.
- Fuel for power units – There was discussion regarding the potential for adding improper fuel mixture to district small tools and equipment. Elliot provided information on a cost effective fuel additive (*provided by a local company*) which would allow the district to utilize a universal fuel mixture. It was decided to test the mixture on tools at Birch Bay Station 63 and investigate whether the usage would void equipment warranties before a decision is made. More discussion is expected during the next meeting.

Shift Shopping and Staff Vehicle Use Directives

Captains Schmidt and Johnson agreed to work on a draft shift shopping and staff vehicle usage directive and forward them to Chief Pernet for review.

Overtime Directive

Captain Davidson will provide Chief Pernet with a directive regarding proper reporting of changes to timesheets such as overtime shifts.

Uniforms

Chief Pernet advised that he will require uniforms to be worn at monthly officer meetings. As an alternative, officers can wear "business casual" attire. Chief Pernet relayed that wearing a uniform adds an air of professionalism to our officer meetings.

TRAINING

2016 Lieutenant Process Update

Captain Noonchester noted that the candidates have completed the written and assessment center and depending on their status, will be invited to participate in a chief's interview. The candidates will be notified of their status as soon as possible. Captain Noonchester stated the process has gone well.

Firefighter Survival Training

Firefighter Bruch has been providing good instruction on firefighter survival (entanglement and wall breaching). Some concerns were expressed regarding the size limitations of the safety harness however, it was noted that a web harness can also be utilized. The training division will be notified if the safety harness size becomes an issue.

First Quarter Training

Captain Noonchester passed out the first quarter training completion roster for review. The completion deadline is Sunday, May 15.

Air Management / VO2 Max

Air management has been scheduled and added to the Google Facility calendar. The training division has plans to incorporate Rehab 70 into this year's course. Kelly Freeman has begun Firefighter VO2 Max testing.

Britton Loop Station 12 Training Ground Security

The damaged doors and lock sets on the Britton Loop training tower have been replaced. The electronic gates have also been repaired and put on a timer. The doors will open automatically at 7:30 a.m. and close at 6:00 p.m. The gates will also have a manual push button code.

New Recruits

Captain Noonchester requested input to provide a pathway for ongoing training and mentorship for the new recruits.

Class “A” Training

District class “A” training for the Britton Loop Station 12 training tower has been scheduled and will be added to the Google calendar in the near future.

Training Captain Vacation

Captain Noonchester will be on vacation the week of May 16.

Rescue Tool Training

Holmatro rescue tool training will be scheduled in the near future.

LOGISTICS

Mobile Data Computer (MDC) Update

The MDC units have been reconfigured and no connection issues have been reported at this time. It was announced that the house unit at Odell Station 61 is not functioning properly.

The district will be replacing the outdated laptops in apparatus in the near future.

BY List

The group provided Chief Hollander with information to update the BY list. Chief Hollander explained that he updates the list infrequently since it requires CAD to shut down their entire system.

New Recruit Firehouse / Timesheet Records

Captain Schmidt offered to be in charge of ensuring that the timesheets match the Firehouse reports for the recruits while they attend the academy in North Bend.

Back Flow and Alarm Testing

Back flow and alarm testing will commence on May 23 through May 25.

Smith Road Station 13 Roof

Chief Hollander has located a vendor to make the necessary roof repairs. A date for the work to begin has yet to be scheduled.

Delta Station 68 Generator

A portable generator has been installed at Delta Station 68 until a decision is made regarding the repairs to the main generator.

Northshore Station 11 Maintenance

There was discussion regarding the lack of upkeep at Northshore Station 11. Captain Ward will ensure that the station is concentrated on in an effort to prevent further deterioration.

District Website

The new district website is up and running.

FOR THE GOOD OF THE ORDER

There was a discussion regarding providing the best customer service for all of our customers.

Chief Hollander noted that the City of Blaine is considering banning the use of fireworks on the Semiahmoo Spit. Public input will be heard at an upcoming meeting although it is doubtful that fireworks will be outlawed this year.

Captain Noonchester announced that the district has been awarded an EMS trauma grant.

A Shift – Captain Johnson noted that ladder testing has been scheduled from June 13-27. Hose testing will be scheduled after the July 4th weekend.

B Shift – There was a brief discussion regarding the new Pulse Point app. Captain Davidson noted that pictures taken of AEDs during engine company inspections can be sent to Cyndi at dispatch to be added to the program." csluys@cob.org"

Captain Davidson will be in charge of putting together an IEP for the July 4th weekend.

C Shift – Captain Schmidt requested information to best document overtime for firefighter survival instructor training.

D Shift – nothing to report