

**OFFICER'S MEETING**  
**Tuesday, August 4, 2016**  
**Station 63 – Birch Bay**

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

**SAFETY**

A new warning system (lights and audio) has been installed in the engines, on the officer side. The warning system will alert the driver when doors and seatbelts are not secure.

**DISTRICT ADMINISTRATION / POLITICAL UPDATE**

**County EMS Levy**

Fire departments can provide information but must remain neutral regarding the upcoming EMS Levy. Both the North Whatcom and District 4 Boards recently passed a resolution needed by County, supporting the EMS Levy. Union groups do not have restrictions and can endorse the levy openly.

**Burn Ban**

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**2017 Budget Process**

Chief Pernet noted that the revised budget process will allow for more fire commissioner input. This process will allow Board members to gain a better insight of where/how the monies are distributed within the district. One or more budget study sessions will be held beginning in August or September and will provide an opportunity for division heads to plead their case with regards to their requests.

Captain Davidson noted that in the future the district may be required to purchase carbon infused hoods which will have a limited shelf life and have an impact on the budget.

**Jury Duty**

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## ARTICLE 29. JURY DUTY

### Section 29.1 Jury Duty

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### **Health Insurance Update**

The 2016 district health care plan is now in compliance with Obama Care. The health care plan appeals process has been spelled out in a more user friendly format. Coastal Administrative Services (CAS) has also sent out letters to members explaining which incurred costs will be reimbursed automatically. It is unsure what the 2017 plan will look like and it is expected that CAS will be providing presentations about the possibilities for the future.

## OPERATIONS

### **New Hires Post Academy – Assignments / Shift Movements / Other**

Chief Pernet thanked the officers for their input regarding the five new firefighter assignments for the next twelve months. The shift cycle begins Saturday, August 6. The majority of the probationary firefighters have been placed with the captains at Birch Bay Station 63. The assignments were made to allow for the best chance of success for everyone. Following the probationary period, people displaced will have the right to return to their original assignment.

In addition, the group discussed when the official probationary period begins and ends. The probationary period begins on “date of hire”.

Chief Pernet has made the necessary shift adjustments in Fire Manager but nevertheless encouraged officers to review the changes and to contact him with any discrepancies.

### **New Hire Expectations**

Chief Pernet handed out a synopsis of the probationary firefighter’s daily schedule for discussion with the officers. There was discussion regarding probationary firefighter expectations which Chief Pernet will be sharing with the new hires. Chief Pernet reiterated that there will be no “rites of passage” or provocation of any type. Captain Noonchester will be having additional conversations with the officers regarding probationary period expectations. It is imperative that collectively, captains provide consistency and continuity throughout the probationary experience.

Given that we are in the midst of fire season, and that the probationary firefighters are inexperienced drivers, they will not be permitted to drive tenders. They will be allowed to drive a brush truck and aid units. Ability to drive tender and engines will take place after training later in their probationary year.

## **Birch Bay Station 63 Bathroom / Dorm Room Modifications**

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## **I-Phones**

Chief Hollander reviewed an I-Phone memo he recently sent out to officers:

All iPhones have been programmed exactly the same and it is critical that they remain this way. This ensures that any officer working at any station will be readily familiar with the cell phone. This includes all information, apps, contacts, photos, icons and their location.

To help facilitate this information each iPhone is connected to a cell phone management program located on the server. Only Management will have the ability to add, delete and manage any/all information.

Any requested changes to the iPhones such as apps, or additional contacts should be sent to the Captains who will in turn submit the request to the chief officers during monthly officer meetings. If approved, these changes will be sent out automatically to all iPhones simultaneously from the management program.

Incident photos are permitted and can also be downloaded using our management program and then attached to a Firehouse report.

The new iPhones will **not** be used with **any social media apps**.

Additional information discussed included:

- No email access
- Ability to text and Facetime
- Phone #'s remain the same
- All information collected on I-Phones including texts and pictures is public information
- I-Phones will be given pass codes for added security
- Belt clips will be changed
- Need to adjust picture taking sensitivity (*currently all pictures taken on any phone are shared*)
- "Find Your Phone" app will be added

Chief Pernet noted that the I-Phones should prove to be a good tool and need to be used responsibly. Please review Policy 0800.0001.00 Information Management.

## **Fire House / Fire Manager**

The group discussed who has access to make changes in either of the two programs.

### Fire Manager

- Captains add volunteer and career personnel
- Captains can approve volunteer shift requests

- Operations Chief will be responsible for adding career shifts, vacations and debit days. (*Chief Pernet for now*)

It was recommended that Captains review volunteer hours prior to approving any shift requests to ensure that they do not exceed the seventy hours cap.

#### Fire House

- Jennie inputs new volunteer/career personnel information
- Chief Hollander provides login and password
- Captain Schmidt enters career shifts, debit days and vacations

It was agreed that when assigning vacation for debit day reductions, no apparatus will be assigned.

For future reference, volunteers should be logged in under their own name in Fire House to ensure that reports have the correct author. Volunteers will not be given access to log on to the server.

#### **Volunteer Stipends**

At this time volunteers can sign up for twelve or twenty-four hour shifts. Since some volunteers pull lesser shifts, it was suggested that a nine hour shift be added. Chief Pernet noted that once an expectation of work is implied / or an hourly wage provided, a volunteer is no longer considered a volunteer. A stipend is considered nominal compensation for services rendered. Chief Pernet will research the legalese of the suggestion.

#### **July Payroll**

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#### **Frequent Caller Follow Up**

There was discussion regarding how to best deal with community members who make frequent calls to emergency services for non-emergency issues. It seems one of the callers was using a medical alert company to initiate assistance. Chief Hollander agreed to make contact with the Nootka Loop resident to suggest other resources and investigate which medical alarm company is being utilized. He will also alert Dispatch and request that they question the person before dispatching the call.

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Chief Hollander noted that all department specific data has been entered into the new Versaterm software. Versaterm is an information management and dispatch system. The next step will be to add mapping, AVL, and unit types. It is anticipated that the software will be operational by the

end of the year, with a go live date of March 2017. The Versaterm system should provide a lot more flexibility.

### **EMS Reports**

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### **Daily Check – Apparatus / Radio Accountability Procedure**

In progress. (Davidson)

### **Equipment Update**

- Ropes – draft policy in process; will be sent to Chief Pernet for review. (Davidson)
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- Helmet Fronts – in process.

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### **Staff Vehicle Use Directive**

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Due to multiple events and staffing issues, hose testing has been rescheduled following Labor Day. It is anticipated that it will take three weeks to complete.

### **Upcoming Events**

NW Washington Fair (Demo Derby): The district has opted to charge a fee for services this year to avoid any concerns about “gifting” public funds. According to the Lynden Fair contact, their insurance company has requested four firefighters with extinguishers and a staffed aid unit during the two events. Chief Pernet will also have an engine staged nearby in-service for calls.

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### **Vacation**

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