

**OFFICER'S MEETING**  
**Thursday, September 1, 2016**  
**Station 63 – Birch Bay**

Attendees: Chief Pernet, Chief Hollander, Captain Noonchester, Captain Davidson, Captain Johnson, Captain Schmidt and Lieutenant Van der Veen.

**SAFETY**

The perimeter lights at Wiser Lake Station 70 are in the process of being repaired.

**DISTRICT ADMINISTRATION / POLITICAL UPDATE**

**Rumors**

It was mentioned that Lynden Fire Chief Gary Baar has given his “unofficial” notice that he will be retiring on April 30, 2017.

**County EMS Levy**

There has been no new information regarding the County EMS Levy.

**Burn Ban**

Burning restrictions will be reduced beginning at 12:00 p.m. Friday, September 02, 2016. This modification of the burning restrictions will allow for recreational fires again. All other outdoor burning is still banned until further notice, including yard debris and land clearing fires.

**Assistant Chief Process**

Chief Pernet noted that the division chief of operations position has been vacant for the past year and it was decided to replace the position with an assistant chief position. Chief Pernet provided additional information regarding the upcoming assistant chief process.

- The position will be advertised both internally and externally beginning Tuesday, September 6.
- The district is utilizing a consultant out of Seattle to assist with the assessment process.
- Qualified candidates will be invited to take part in an assessment center which will include a take home assignment as well as a presentation.
- The start date goal is January 2, 2017.

**Fire Chief Vacation**

Chief Pernet will be on vacation from October 4 until October 19. Chief Pernet will return to work on Thursday, October 20. The upcoming Officer Meeting scheduled for October 6 will be cancelled.

**Fire Commissioner Guidelines for Conducting Meetings and Official Duties Policy**

A new fire commissioner policy was recently approved. This policy provides comprehensive guidelines for NWFR Fire Commissioners including commissioner roles, code of contact responsibilities and job descriptions, applicable laws, how to run meetings and chain of command. The policy can be viewed on the district extranet.

## **OPERATIONS**

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

The group discussed how the new hires are progressing as probationary firefighters in their shift assignments. No issues were highlighted and everyone concurred that the probationary firefighters are doing well. No issues were raised regarding any of the other temporary shift assignments. Chief Pernet requested that any issues be brought to his attention. Captain Noonchester has been meeting with probationary firefighters and their officers to review their probationary handbook.

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

With locks on the bathroom doors, there have been no issues reported regarding bathroom privacy. Chief Hollander and Captain Schmidt will move forward with fabricating some type of dorm curtains at Birch Bay Station 63.

### **August Payroll**

Only minor issues were reported with the August payroll. Nice job!

Since the operations chief had been tasked with inputting events and parades in the past, some events were not entered during the September payroll period resulting in some timesheet issues. With the hiring of an assistant chief anticipated for January 2017, the issue should relieve itself. Chief Pernet apologized for the confusion.

### **Frequent Caller Follow Ups / Illegal Burns**

The number of complaints regarding illegal burns has recently tapered off. The frequent caller who has requested multiple lift assists has a live in caretaker resulting in fewer calls. Chief Pernet has directed crews to have a conversation with frequent callers during their visits to explore alternatives. Other options may be to filter their calls through dispatch, contact the medical alert company if applicable and/or refer to Northwest Regional Council.

### **BR 68 / A72 Lynden**

After being on loan to the Lynden Fire Department during the Northwest Washington Fair, Brush 68 has been returned to Delta Station 68. Aid 72, which has been on loan to the Lynden Fire Department while their ambulance has been in for repairs has also been returned to Northwood Station 72.

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

The daily apparatus checks continue to be a work in progress. There was additional discussion regarding mirroring when checks are completed at all stations. Captain Davidson will have a discussion with the shop regarding how support vehicles are maintained. He has also agreed to develop an apparatus directive/policy which will include support vehicle locations.

The group discussed adding a “watch board” to Birch Bay Station 63 which could include a way of tracking when apparatus are moved around the district or out of service and where trailers are assigned. Firefighter Burch has offered to construct the “watch board”.

## **Policies and Directives**

There group reviewed and discussed upcoming policies and procedures.

- Staff Vehicle Usage – Johnson
  - In process
  - Further information is needed regarding how support vehicles are staged, used, as well as how they are checked out and maintained.
  - Maybe adapted into current 0100.0100.00 Staff Officer Use of District Issued Vehicles
  - Jennie will send Captain Johnson a copy of the current policy
- Shift Shopping Directive – Schmidt
  - Draft presented
- Rope Policy – Davidson
  - Minor changes to draft
  - Is expected to go before the NWFR Board of Fire Commissioners on Thursday, September 15 for approval.

## **Helmet Fronts**

Although Captain Ward was not able to attend the meeting he did present information on various types and costs of helmet fronts available for purchase. The proposal only quoted the cost to buy helmet fronts for the four career stations. There was discussion regarding the various types of department issued and personal helmet fronts utilized within the district at present and what the district standard will be in the future. There was also discussion regarding what the Whatcom County Ops Manual dictates regarding helmet fronts. Chief Pernet noted that helmet fronts were not budgeted for 2016 and it makes no sense to order all new helmet fronts until there is a decision / policy on what the district standard is moving forward. At this time similar replacements will be ordered as needed. Chief Pernet noted that it is extremely important that all firefighters have the same identifiers out on the fire ground.

Chief Pernet provided samples of reflective helmet identifiers.

The topic will be revisited during an upcoming meeting following a discussion between Chief Pernet and Captain Ward.

## **Hose Testing**

Captain Johnson announced that hose testing will begin on Friday, September 9 (A Shift) and should take approximately three weeks to complete.

## **Upcoming Events**

- 9-11 Peace Arch Memorial
- Meridian / BHS Football standbys
- Hose testing
- Board Study Session
- Assistant Chief hiring process

## FACILITIES / MAINTANENCE / LOGISTICS

### **District Pagers**

Chief Hollander noted that he continues to have daily requests for missing pagers. The district has four spare pagers available at this time.

### **I-Phones**

Chief Hollander provided magnetic belt clips for the newly purchased I-Phones. Both types of clips (magnetic and clip on) need to be saved since each officer has their own preference. The new I-Phones seem to be working well throughout the district. I-Phones can also be utilized to plot maps.

### **Urban Growth Area (UGA) Maps**

Chief Hollander has updated all district wide UGA maps.

### **CAD / Dispatch Update**

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. A demonstration is expected during an upcoming meeting and training will be provided by the end of the year.

### **Odell Station 61**

A used washing machine has been donated to Odell Station 61 replacing the non-working one.

### **9-11 Peace Arch Memorial Ceremony**

Chief Hollander provided information regarding the upcoming fifteenth annual 9-11 Peace Arch Memorial. A fundraiser will be held to assist with the cost for five fire fighters / law enforcement personnel involved with 9-11 to attend the event. The barbeque fundraiser has been scheduled for Saturday, September 10 to be held in Ferndale. Any additional money collected will be donated between two American/Canadian charities; Behind the Badge Foundation and Honour House.

## **TRAINING**

### **Britton Loop Station 12 Live Fire Safety Crew Training**

A Live Fire Safety Crew training has been scheduled for Wednesday, September 7 and 8 at Britton Loop Station 12. Fourteen firefighters responded to Captain Noonchester's email looking for interested participants. The Captains have agreed to assist with finding coverage during training for those "on duty".

### **Rehab 70**

There are currently five rehab volunteers. The group will be integrated into the training cycle one Monday night per month. They will focus on driver and refresher NFPA training. Captain Schmidt offered to provide training on awning operation.

### **Quarterly Review**

A couple of members were inadvertently overlooked and are still delinquent in their training. It is imperative that training is turned in on time.

### **Fire House Training Record Entries**

There was a discussion regarding the type of training officers currently enter into Fire House. Captain Noonchester utilizes training reports from Fire House each month to update the Board of Fire Commissioners on how much training has been completed. Independent studies by probationary firefighters will not be logged into Fire House.

### **FOR THE GOOD OF THE ORDER**

A Shift – nothing to report

B Shift – nothing to report

C Shift – nothing to report

D Shift – nothing to report

Chief Pernet noted that both AFG grants the district applied for have been denied. Chief Pernet will be discussing the outcomes with a member of the AFG committee to determine how to improve our chances in the future.

Captain Noonchester noted that he is excited to have the probationary firefighters on shift.

Chief Hollander noted the Blaine Primary School project is now complete and the pod is now “occupied.” Progress at the Blaine High School continues to move forward.

Next Meeting: November 3