

**ALL OFFICER MEETING**  
**Thursday, September 1, 2022**  
**Birch Bay Station 63**

Attendees: Fire Chief Van der Veen; Captains Ahrenholz (*via Zoom*), Smith, and McPhail.

**FIRE CHIEF**

**Rumors**

Chief Van der Veen reiterated that BFD is not taking over Britton Loop Station 12.

Chief Van der Veen, Bellingham Fire Chief Hewitt, and one District 4 Fire Commissioner have agreed to organize three community meetings (late Sept. or early Oct.) to let the citizens in those areas communicate their expectations of the fire district and, in turn, present a unified message regarding what their current levy rate affords them.

The lateral firefighter will continue to work as a fourth at Laurel Station 69 until his lieutenant approves that he is ready to become part of a shift. Chief Van der Veen apologized for his error of recently adding him to a shift to prevent a station from being browned down.

**Communication Loop**

Debit Day Selection Process

There was a discussion regarding the process of debit day selections. Labor also took part in the discussion.

- Debit days cover vacation openings first before other openings.
- Members can choose their debit days.
- As vacancies get filled, debit days can be moved if necessary.
- Five vacation days can be held over with approval from the Fire Chief.
- Officer-to-officer debit days are to be filled by officers first.
- An email, email via the union group, and text with a time limit will be utilized for debit day selection to ensure timely completion.

The captains and labor will decide on the process following the current MOU. Chief Van der Veen requested that all shifts follow the same procedure. Consistency is key. Although the process will allow for flexibility, captains agreed to document (justification) any discrepancies for each shift.

Station Captains

There was continued discussion regarding the pros and cons of having station captains.

**Pros**

- Rumor control
- Consistency
- More direct contact

**Cons**

- More difficult communication between captains

No decision was made. Further discussion is expected.

**BLS Patient Signatures**

There was a discussion regarding the need to resume collecting patient signatures on calls. An email from the district's billing company included patient signature guidelines. Failure to obtain signatures except in specific circumstances may affect the district's ability to collect fees.

The captains will send out an email to the staff. Adding the information to Vector Solutions as a required training was also suggested.

### **Vac-U-Splint Repairs**

Storage and repair responsibilities have been transferred from District 1 to Lynden Fire Department (FF Anthony Taylor).

### **Light Duty**

Currently, there are three members on light duty.

## **SUPPORT SERVICES**

### **Facility and Apparatus Maintenance**

The district will purchase an engine in the next few months; however, delivery will take some time.

The aid car ordered in 2000 (aid 61 replacement) may arrive in October.

### **Admin Station**

During the recent labor/management meeting, concern was expressed regarding the lack of privacy in the admin office. Management discussed station plans that will add closed office space sometime in the future. The plans are in the permitting phase and must be approved by the City of Lynden. In addition, Management noted that the entire office staff is hyper-vigilant in keeping sensitive matters private.

The district continues to make incremental improvements to stations.

### **Odell St 61**

There are plans to have the fascia board repaired, and the station painted in the future.

### **Britton Loop St 12**

All bids for repairing and painting the stations have been received. The bids are costly, and no forward movement is expected.

### **Laurel St 69**

A water softening system will be installed shortly.

### **Other**

It was requested that new mattresses be ordered for the crews.

### **Pump Testing**

Pump testing will begin at the end of the month following hose testing.

### **Hose Testing**

Hose testing has been scheduled for September 26 at Britton Loop Station 12.

### **Interim Fire Commissioner**

A panel interviewed three candidates who will provide their recommendations to the Board. An interim fire commissioner is expected to be appointed at the September meeting.

## TRAINING

### **Probationary Firefighters**

The first academy report noted that all recruits are performing within expectations.

There was discussion regarding whether the academy is showing improvement over the recent complaints.

Captain Finley and Chief Van der Veen are expected to check in and visit the academy regularly.

There had been discussion regarding sending a company officer in the future; however, with current staffing concerns, the district expects more incentive to make it worth its while.

### Probationary Placement

2 to AShift

2 to CShift

Lateral to A Shift

It is expected that the probationary firefighters will rotate stations throughout their first year. Other discussions included having a yearly focus until they reach their top step and a mentoring

More discussion is expected.

### **New Hires**

It is expected that at least two potential candidates on the hiring list will be given conditional offers soon, with an anticipated start date of January 2 or 4. The next academy is scheduled for January 23. This would allow extra time to complete the preliminary medical, background, and psychological tests, making the process less rushed.

Another hiring process for new and lateral firefighters is expected to be completed by November 15 with the same hiring date. The 2023 budget included the cost of two academies.

### **Lateral Firefighter**

George is receiving good reviews from his current crew. Lt Riehl noted that he is pleased with his progress so far.

He has completed his NREMT Reciprocity Test and is waiting for DOH to review and issue his WA state EMT. He will also need to take an SGA Class for his IGEL.

### **PXT Training**

PXT training has been scheduled for September. Class 201 has 16 registrations, and 202 has 14 registrations. We currently have six members signed up.

### **Tactical Tuesdays**

AV Equipment worked well for Tactical Tuesdays.

### **Fourth Quarter**

Members are beginning to work through the "Best Practices" manual, one section per quarter.

### **Quarterly Training Report**

Training presented captains with 3<sup>rd</sup> quarter missing assignments throughout the district.

There was a discussion regarding how to hold members accountable. The discussion will be included during shift meetings.

## SHIFTS

### AShift

#### Ladder testing

Light duty members will be utilized, when appropriate, to shuffle ladders. It is expected that one of the trailers located at Birch Bay Station 63 will be used.

#### SCBAs

There was a discussion regarding who else may be interested in taking part in the SCBA collateral duty. There is a pay incentive associated with the assignment.

### BShift

#### Fire extinguishers

BShift is in the process of receiving bids for fire extinguisher testing. The testing will not take place during pump/hose testing. Light duty members may also assist with the process.

### CShift

Nothing to report at this time.

### DShift

There was a discussion regarding the current shift openings. A memo regarding the open shift bid process will be sent out on Friday, September 2.

## OTHER

#### Ladder 61

There was a discussion regarding the location of Ladder 61. It is currently “out of service” and being utilized at Britton Loop Station 12 for training.

There was a discussion regarding implementing L-12, aka L-61, as a response apparatus for the district. A ladder proposal was also discussed, including what a ladder response out of Station 12 would look like and what types of tools would be needed.

Chief Van der Veen noted that the ladder placement could not affect where the probationary firefighters are stationed.

A separate meeting is expected to discuss the topic in greater detail, including how to implement the needed equipment and how it affects the 2023 budget and beyond.

Another discussion regarding the backup engine needs is also expected.

Next Captains Meeting: October 6

All Officer Meeting: TBD