

OFFICER'S MEETING
Wednesday, November 16, 2016
Station 63 – Birch Bay

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

Anyone who expects to be absent during an officer meeting is required to contact Chief Pernet personally.

Chief Pernet handed out the incorrect/incomplete BLS reports for review.

SAFETY

Backing Incidents

There was a discussion regarding the recent engine backing incidents. Most of the incidents occurred with engine backers. The group discussed some of the contributing factors including, lines that are not centered in the bays, larger mirrors on Crimson engines and lack of station awareness. It was agreed to remove and re-center the lines center in the bay at Birch Bay Station 63. It was also reiterated that backers need to be utilized at all times.

There was further discussion about the decision to not allow probationary firefighters to drive the engines during their first year, allowing them to fully concentrate on firefighter skills. It is permissible to have them participate in EVIP training at Britton Loop Station 12. Toward the end of their probationary year probationary firefighters may drive code yellow in a safe environment. Chief Pernet will follow up with individual captains.

Respiratory Protection

Chief Pernet noted that during a recent training event not all firefighters elected to wear their respiratory protection when smoke was present. Chief Pernet reiterated the importance of wearing protection and to monitor air quality.

The Safety Committee is in the process of reviewing the WAC standard for decontamination after a fire which includes rinsing the face mask and surrounding areas prior to removal. The committee is working on a policy to lessen the risk of contamination.

In addition, a limited number of special hoods containing carbon have been purchased and are being assessed for their benefits. If proven to be beneficial, the district will order the special hoods for every firefighter. The hoods are substantially more expensive than the traditional hoods. A directive is being drafted that will require all firefighters to possess two hoods as a precaution.

DISTRICT ADMINISTRATION / POLITICAL UPDATE

County EMS Levy

The County EMS Levy is not passing at this time, although there are still ballots left to be counted.

2017 Budget Process

The 2017 budget process is underway. Board members have participated in one budget study session held on Saturday, November 5, where Chief Pernetto educated them on the budget process as well as future challenges. The next budget study session is scheduled for Saturday, December 3 at 0900 at Blaine Station 61, where division heads will be able to answer questions from the Board. The study session is an open meeting although no decisions will be made. It is anticipated that the 2017 budget will be passed during the regular Board meeting scheduled for Thursday, December 15.

Custer Station 64

The Custer Station has been sold. Chief Pernetto has recommended that monies be used to pay down the principal of the Fire Commissioner bond for the three engines and the ladder truck. At this time the bond is slated to be paid off in 2020, however if monies are applied from the sale, the debt will be paid two to three years sooner, saving the district approximately \$30,000 in interest per year. The money can then be utilized by the district in other ways.

The engine at Custer Station 64 (AP501) has been acquired with the building.

In addition, Chief Hollander noted that due to the sale of Custer Station 64, the block files will need to be changed and split up between Birch Bay Station 63 and Odell Station 61 before the district information is put into the new dispatch system (Versa term). A discussion regarding the block files is expected in the near future.

Train Traffic

There was a discussion regarding a future meeting to be held at the legislative level to discuss the train traffic issues surrounding the x-ray machine. A congresswoman has contacted Chief Pernetto for information regarding the issue.

Assistant Chief Process

Chief Pernetto provided information regarding the assistant chief of operations hiring process.

- Nine candidates applied for the position
- Five candidates were invited to take part in the process
- Three candidates participated in the panel interview and assessment center
- A reception was held allowing district members, including fire commissioners to meet the candidates and ask questions.
- A chiefs interview will be held near the end of November
- A conditional offer is expected sometime during the beginning of December
- The start date goal is January 2, 2017.

Contract Negotiations

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

Upcoming meetings have been scheduled for Friday, December 2 and Thursday, December 22.

OPERATIONS

Probationary Firefighter Progress

There was discussion regarding how the new career firefighters are progressing as probationary firefighters in their shift assignments and participation in district events. No deficiencies have been reported. The training division is in the process of evaluating the probationary firefighters. One evaluation has been completed with the probationary firefighter performing well. Due to an upcoming vacation in the training division, two evaluations will need to be rescheduled.

There was discussion regarding the importance of following a process and documenting performance issues with all members including volunteers. The group agreed that a recent event which included the process of retraining, retesting and relocating a volunteer was fair and worked well even though it involved separating the individual.

The captains agreed that assigning volunteers to a specific station and captain for mentoring has been a good decision.

2017 Shift Schedule / Vacation Days / Debit Assignments

The 2017 shift schedule will be completed in the next couple of days. Work continues on the master vacation calendar. Vacation picks are in process and should be forwarded to Chief Pernet when complete. Debit days will be completed by the captains (Ward / Davidson). Chief Pernet will update Fire Manager. Chiefs Pernet and Hollander will update the excel spreadsheet on the server.

New language in the contract may add some clarity to the current vacation day confusion. Chief Hollander is in the process of arranging a meeting with Chief Pernet and Benita Williams to finalize the vacation day audit.

Light Duty Riehl

Lt. Riehl is nearing the end of his light duty assignment. Firefighter Hofstad who has been the acting Lieutenant in Lt. Riehl's absence will be moving back to his regular assignment in the near future. Firefighter Kettman will also return to his original shift and station.

Rescue Pump / Pods

Whatcom County Medic One Supervisor, Dr. Wayne has made the decision to utilize rescue pump / pods as the new protocol. Data has shown that the equipment works well. A funding source has recently become available for the district and other agencies to utilize. Each agency will receive one pump per gurney (14). There remains some questions and a policy will need to be put into place prior to the utilization of the new equipment.

November Payroll

Only minor issues were reported with the November payroll. Activity sheets that include volunteer incident involvement should be faxed / forwarded to the captains for input while training or station cleaning (Delta St. 68 only) need to be forwarded to training.

Frequent Callers

The group reviewed the district's frequent callers. One caller has recently passed away while another may be relocating. The district continues to look for resources for those individuals as needed.

Procedural Changes

The group discussed the process for requesting changes to current district equipment procedures.

- Chain of command (use proper channels)
- Discuss during officer meeting
- Change will ultimately come from ops chief
- Testing and training component (training division)

Captain Ward will develop a process for procedural changes.

Captain Davidson noted that since engine 13 was short on hose he added some spare hose to bring the engine up to par.

Daily Check

The radios at Britton Loop Station 12 have all been inventoried and relocated to a central location (in plain sight) in the radio room.

Equipment Update

Captain Davidson has completed the staff vehicle policy. He continues work on the vehicle check out form. Questions the policy will address include how district vehicles will be utilized, housed and how to have more vehicle accountability.

The rope policy has been approved.

Captain Ward recently submitted a helmet front proposal. Leather fronts will be purchased for all career members. Apparatus identification and passports can be attached to the leather fronts. Spare helmet fronts will be placed at career stations for volunteer use. It is unclear if fronts will be purchased for tender operators. Chief Pernet has yet to review the procedure.

Fuel Additives – Hot Sticks – Booster Hose

The procedure for fueling small tools was handed out. Captains will review the procedure with their crews.

A request has been submitted for hot sticks to be purchased for each career station. Captain Davidson noted that he has utilized the hot stick at Birch Bay Station 63 and it has worked well in certain environments. Equipment training is essential prior to use that will clearly define those conditions when a hot stick can be utilized. Chief Pernet anticipates additional discussion on the topic in the near future.

Booster hose for Engines 63 and 69 need to be ordered.

Shift Shopping Policy

Chief Pernet reviewed the revised shift shopping policy and requested feedback from the officers.

Chief Pernet directed officers that when there is a two person crew, the fire engine will be utilized when leaving the station to get groceries. Chief Pernet will send out an email to the officers reiterating his decision.

Hose Testing Data Entry

The district hose testing data was not entered into Fire House during the years 2013-2015. Chief Hollander has entered the missing information into Fire House prior to the upcoming audit. It is vital that information is entered into Fire House in a consistent basis for auditing and tracking purposes. The group discussed ways to simplify the testing and record keeping including:

- Tracking hose by station
- Printed inventory list per apparatus
- Accurately identify hose and enter into Fire House in a timely manner
- Streamlining process
- Google check box form

Captain Johnson and Chief Hollander will work together with input from the captains to clearly define the expectations and responsibilities for the 2017 hose testing and data entry.

Upcoming Events

- Holiday Party – Saturday, December 10 from 10:00 a.m. – 12:00 p.m. – Britton Loop St 12
- Thanksgiving Baskets Giveaway– Wednesday, November 23
- Tree of Wishes – now until Saturday, December 10
- Polar Bear Swim – Sunday, January 1- Birch Bay

FACILITIES / MAINTANENCE / LOGISTICS

Birch Bay Station 63 Door Locks

There was a discussion regarding adding key pads to certain doors at Birch Bay Station 63. It was decided that no changes will be made as the station can be secured as is.

Britton Loop Station 12 New Security Pads

Push button key pads have been added to the admin and firefighter buildings at Britton Loop Station 12. The inner doors of the admin building have a separate code. Due to the firefighter turnovers and length of time between code changes, there was a discussion regarding reprogramming all door codes in 2017.

Lock Box Keys

Lt. Riehl has recently completed an inventory of all district / apparatus lock box keys. All keys have been added to inventory in Fire House. Currently the district needs seven keys (2 *Supra*; 5 *Knox*) in order to have access to business and residence lock boxes. Not all apparatus have the necessary keys. The lock boxes in the apparatus are not deep enough to hold all keys and need to

be replaced with deeper ones. There was discussion regarding which vehicles needed to be equipped with keys and the best way to label keys for the short term.

- All first out engine / aid units
- Engine 13 as it is used as a backup engine
- Command rigs

At some point a program to reduce the number of keys may need to be funded by the district.

Inventory Tracking

A process has been put into place to track incoming and outgoing inventory. An inventory sheet can now be printed on each apparatus for inspection. Captain Davidson will provide print outs of applicable inventory sheets to each career station for crews to utilize. Chief Hollander expects to stay up to date on all inventory.

Britton Loop Station 12 Building D

New flooring has been ordered for Britton Loop Station 12 Building D. The project should be completed by Christmas.

Grant Committee

The Grant Committee (Chief Pernet, Chief Hollander, Captain Noonchester, Lt. Riehl and Kris Parks) have been working on submitting a grant to replace the MDCs (tablets) in first out units and upgrade existing hardware. If the grant is not awarded, the district will begin to replace the MDCs as money allows.

CAD Implementation

Chief Hollander continues to attend weekly meetings to discuss the upcoming CAD implementation. The system will have multiple layers including sewer, hydrants, storm drains, maps and directions. Training will begin in December although the switch over is not expected until April or May.

Engine 12

Engine 12 should be back in service by Thanksgiving. It had a transfer case issue.

Division Chief Vacation

Chief Hollander will be on vacation Thanksgiving week.

TRAINING

Whatcom County Volunteer Recruit Academy

The volunteer recruit academy is winding down. FF1 testing will take place on Saturday, November 19. Hazmat testing will be completed in January. The two NWFR volunteers attending the academy will graduate in December. Captain Noonchester thanked the Britton Loop Station 12 crews for their assistance moving apparatus during the academy.

Quarterlies

Captain Noonchester noted that some third quarter quarterlies have yet to be completed. He requested that the officers check with their crews.

Captain Noonchester reminded the officers to make sure they are documenting the actual training time amounts in Fire House so they can receive appropriate credit.

Driver Qualifications

All Emergency Vehicle Incident Preparedness (EVIP) training is complete.

Car Fire Scenarios

All shifts have completed the recent car fire exercise. Each crew completed the training uniquely.

Quarterly Training

Each shift will need to schedule quarterly training.

Incident Simulations

Not all incident simulations have been completed.

Volunteer Separations

Captain Noonchester reminded officers to read all employee status change forms so they will be up to date with member changes within the department.

District Newsletter

Captain Davidson agreed to write an article on hearing loss / protection in the fire service for an upcoming episode of the Responder.

Next Meeting: The December meeting is cancelled although contact can be made as needed through group emails.