

OFFICER'S MEETING
Thursday, December 7, 2017
Station 61 – Blaine

Attendees: Chiefs Pernet, Noonchester and Hollander; Training Captain Jorgensen; Captains Davidson, Johnson, Schmidt and Ward; Lieutenants Ahrenholz, Biery, McPhail, Nielsen, Paige, Riehl, ASmith and Van der Veen; Volunteer Dale Rutgers.

BRIEFING BY DISTRICT FIRE CHIEF PERNETT

Chief Pernet commended the officers and crews for all their hard work.

2018 Budget Process

Chief Pernet is in the process of finalizing the 2018 draft budget. The Board of Fire Commissioners completed an in-depth budget study session on Saturday, November 11. Chief Pernet continues to wait for the final numbers from the County which is slower this year due to the current well issue and need for reassessing those properties. Overall the district anticipates collecting an additional \$58,000, due to the one percent increase in assessed values and \$70,000 in new construction. It is anticipated that the 2018 budget will be approved at the December 21, 2017 NWFR Board meeting.

Health Insurance

The health committee has been meeting since September to review health care bids from Premera and Coastal Administrative Services (CAS). After CAS submitted a 3% increase (*switching from First Choice to Cigna*) the committee recommended that the district stay with CAS for the next year. There will be no changes to member benefits although a small number of physicians may no longer be in the districts' network.

New health care cards should be distributed before by the end of the year. Kelly recently sent out an email noting how to show proof of insurance through an app if needed.

December is also open enrollment month. Please contact Kelly with any changes to coverage and/or dependents.

Updated Policies

Chief Pernet reminded the group to review and share the recently approved policies with their crews.

- [0800.0002.00 Social Media](#) – discusses in part how social media can be used at work and outside work.
- [0100.1101.00 Public Records](#) – allows district to recoup the costs of large public records requests which include staff time.

Washington State Rating Bureau (WSRB)

No new information was available at this time. The rater continues to review fire flows and expects to make a determination in the near future. Initial fire flow numbers were not calculated correctly so they are being redone. Lt. Nielsen was recognized for his help with the hydrant

testing. News is expected prior to the upcoming NWFR Fire Commissioner meeting scheduled for Thursday, December 21, 2017.

Care Medical

Chief Pernet reviewed Care Medical's updated "Authorization to Disclose My Health Care Information" form.

Changes include:

- In the first paragraph the sentence noting that the patient is subject to discipline if the form is not filled out, has been removed.
- Other box checked: Statement that employee / patient is or is not fit for duty. Statements used for purpose of billing medical services.
- Box checked for drug and / alcohol testing

It was further noted that these changes will take out the subjectivity of what information is released to the district.

District Holiday Potluck

The Holiday Potluck is scheduled for Saturday, December 9 at Britton Loop Station 12 from 10:00 a.m. – 12:00 p.m. Everyone and their families are invited to attend.

NWFR Yearly Awards

Chief Pernet reminded the group that nominations are now open for Volunteer, Firefighter and Employee of the Year.

The awards will be presented at the NWFR Board of Fire Commissioner meeting scheduled for Thursday, January 18, 2018.

Volunteer Resident Program

Chief Pernet provided some information regarding the revitalization of the volunteer resident program at Semiahmoo Station 62. Chief Pernet noted that even with the low number of calls in that area, due to the increase in residences, the community has an expectation that the station will be manned at least on a part time basis. Chief Pernet noted that this program is long overdue.

Although the program is currently in the planning stages, the training and operations division are expected to meet to develop a proposal.

Vacation

Chief Pernet will be on vacation starting Friday, December 22, 2017. He will return to work on January 2, 2018.

SAFETY

Carbon Monoxide (CO) Poisoning Calls

Chief Noonchester reminded crews to be suspicious of calls where the patient(s) complain of being sick, nauseated or dizzy. The symptoms may be a sign of CO poisoning and crews should

not enter the premises without the proper precautions. Recent training did include CO drills. The group reviewed recent CO calls where fatalities resulted.

The group discussed attaching a CO monitor to aid boxes for ready use when needed. Chief Noonchester will collaborate with FF Mulrooney to investigate options.

Suicide Season

Chief Noonchester reminded the crews to approach scenes cautiously if warranted and contact law enforcement for assistance when needed.

LOGISTICS

Laurel Station 69 Generator Update

The new generator has been installed at Laurel Station 69. It is working with the exception of the automatic switch, which is currently on order. Once the switch is installed it will turn on automatically if the power is disrupted. Everything is connected to the generator except the air conditioner and oven.

Delta Station 68 will receive Laurel Station 69's manual generator once it has been inspected by the shop.

Versaterm

The new tablets being installed contain Windows 10 which apparently is not communicating well with Versaterm. The district is working with the City of Bellingham and Tech Help to address the issue. Please report any issues directly to Chief Hollander.

MDC Update

The new MDC installation in Aid 63 (AP101) and Aid 12 (AP103) are moving forward.

Tegriss

No new updates.

FARS

The FARS committee continues to discuss future radio systems. They are currently working on making the system more digital. Chief Hollander is the district representative on this committee.

There was discussion regarding how to communicate a dire safety emergency such as an assault when responding to an incident. It was noted that communicating safety information can be located in the Whatcom County Operations manual however, no one was aware of the details. The district will investigate the particulars along with how dispatchers are trained and enlighten the group in the near future.

OPERATIONS

Station Orders and Fire Blocks

The Chiefs have streamlined and made adjustments to the district station orders and fire blocks. Chief Noonchester presented a zone map for viewing. There are now seven zones with different

units responding to each incident. In the future, volunteers will be paged dependent on which zone they are linked to. The group requested information regarding the standard response (units) for each alarm. Chief Noonchester intends to communicate the changes and when they go into effect via a district wide email. Please report any anomalies to Chief Noonchester as they occur.

The Chiefs continue to work with Dispatch to ensure that the updated information is not changed without the district's knowledge.

Information was requested regarding changes to the Bellingham Fire Department mutual aid responses. Chief Pernet will follow up and asked that the chiefs be notified with any additional issues or concerns.

Fire Ground Operations V-Fire 3

Communications are consistently clearer on the fire grounds when radios are tuned to V-Fire 3. The Chiefs are working with Dispatch to ensure crews can easily be rerouted to the simplex channel. In the meantime, crews will be notified when and where to switch channels as necessary. In addition, the tender group will also be kept informed regarding which channel to use for communications on the fire ground.

Great Size-Ups

Officers continue to provide good size-ups.

2018 Scheduling

The 2018 master calendar with the addition of vacation and debit days, will be posted by Friday, December 15.

Map Book Discussion

Following the last meeting, a map book prototype has been tested by the crews at Laurel Station 69. Map book concerns include small print, not water resistant, flimsy, pages cannot be replaced, doesn't include the majority of current addresses, no hydrants or water sources and does not utilize the same grid pattern as Dispatch.

Chief Noonchester thanked everyone for their input and ideas. The Chiefs will continue to look at alternatives and make the best decision for the district. Even if the district moves to internet based options, paper maps will also be required as a necessary back-up tool and for ensuring that members keep honing their mapping skills.

Future Promotional Exam

The district is in the process of developing upcoming promotional exams. Chief Pernet noted that he is trying to ensure that the district maintains a current two year list. The training division intends to offer additional classes aimed towards assisting members for promotion eligibility.

1.75 Hose for Cross-Lays

The district has ordered new hose which should arrive any time. The hose will need to be tested and inventoried before it can be put in to service.

Crew Sense and BIAS Software

The district will be implementing a new financial software program (BIAS) in the near future. The program will work with the current scheduling software (Crew Sense) with the goal of eliminating redundancies and unnecessary errors. It is expected that once established, paper timesheets will no longer be needed.

SWFR and District 7 are already utilizing the BIAS program.

Hose Testing

The district will purchase one additional hose tester allowing each career station to test their own hose. Lt Nielsen will forward Chief Noonchester information regarding purchasing a tester for required appliance and nozzle testing.

NEW TOOLS IN TOOL BOX

Captain Ward noted that with monies left in the 2017 EMS supply budget, pulse oximeters will be purchased to ensure that all first out apparatus carry the same equipment.

Wireless Headsets

With the emphasis on hearing protection, Lt. Biery requested information regarding purchasing wireless headsets for engineers. Chief Noonchester will investigate the suggestion.

Tender Back Up Cameras and GPS

Backup cameras have been installed on several tenders. GPS will be installed as soon as possible on selected units.

TRAINING

OFFICER DEVELOPMENT

Lt. Van der Veen provided information and led a discussion on "Having the Difficult Conversation".

Seven points that will advance heal and grow our relationships include:

1. Acknowledge the fact that you need to have a difficult conversation.
2. Clarify your expectations. Be clear with yourself about what the goal of the conversation is. It should not be to declare who is right or to win. It's not your turn to dump on the other party.
3. Invite the other person to have a conversation with you.
4. Set ground rules, especially if there is potential for people to get upset.
5. Be willing to listen. Try to get on the same side of the table as the other party. Hear them say what they need to say.
6. Be willing to be wrong about what you thought they would say, how you thought they would respond, and what you thought was going on.
7. Agree on the next steps laid out for behavior, expectations and healing.

Chief Pernet added that it is equally important to openly document each coaching session.

Quarterlies

Captain Jorgensen passed out information regarding past and present quarterlies. Captain Jorgensen reminded officers to document completed training in Fire House.

Live Fire Training

Captain Jorgensen noted that live fire training has been rescheduled for the week of December 11. C Shift will receive their training the first week of January. The captains will be in charge of rotating the crews to the Britton Loop training grounds.

Whatcom County Recruit Academy (WCRA) Graduation

Four NWFR volunteer recruits are expected to graduate from the WCRA on Friday, December 15 at 6:30 pm. to be held at Ferndale High School. Everyone is invited to attend. Three of the four recruits will be begin EMT school in February. Volunteer Spencer Morgan will be assigned to a shift and station in the near future.

BLS Protocol Test

Captain Jorgensen reminded those effected to complete the BLS Protocols test and forward them to training as soon as possible.

Rescue Rope Capabilities

All first out engines have been provided three hundred feet of rescue rope. Both rescue rope software and hardware are still needed before the district can move forward. Rope rescue training will take place during the second quarter. A future policy / directive will provide additional direction. The district's goal is to build on each training while sustaining the adopted standard.

A Shift – nothing to report

B Shift – The Birch Bay Station 63 plectron does not shut off the stove automatically. It must be turned off manually.

Lt. Riehl requested back-up cameras for all tenders. Dale Rutgers noted that Delta Station 68 is very pleased with their back up cameras. Chief Noonchester will evaluate installing the additional back-up cameras.

C Shift - nothing to report

D Shift – nothing to report

ROUND THE TABLE

Dale Rutgers noted that tender operators Mike Peetoom and Brandon Millsap are heavily involved with Boy Scouts. Dale wondered if the Boy Scouts could assist with keeping the surrounding fire hydrants clean and free of brush. Chief Noonchester noted that the individual private water systems will need to be contacted regarding working on their fire hydrants. Chief Noonchester agreed to locate and provide the correct contact information.

Noah's March to the Arch

On Saturday December 9 Noah Barnes, an 11 year old with type 1 diabetes will be arriving at the Peace Arch in Blaine after walking 4,200 miles from Key West Florida. Noah has raised both money and awareness for diabetes. Odell Station 61 will meet Noah at the Peace Arch and present him with a district t-shirt.

Polar Bear Plunge

The district will be participating in the Birch Bay annual Polar Bear Plunge held on January 1. The district typically uses their siren to signal the start of the plunge.

Next Meeting: Thursday, January 4



Business and Occupational Health Authorization to Disclose My Health Care Information

Patient name: _____ Date of birth: _____
Social Security Number: _____ Phone number: _____
Mailing address: _____

I voluntarily authorize Care Medical Group Inc PS to perform a physical examination and/or other tests deemed medically necessary or requested by my prospective or current employer to determine my suitability for employment. The information as given, to the best of my knowledge, is true and complete. It is further understood that this information, including the physical examination and/or test results, will be used only to evaluate my suitability for employment. It is also understood that I may be required to provide information from my personal physician for the purpose of determining my fitness and for the safety of others as a result of my performance of the job for which I applied or am currently employed.

I. My Authorization to Care Medical Group:

You may disclose this health care information to:

- Employer name: North Whatcom Fire & Rescue District

You may receive, use or disclose the following health care information (check all that apply):

- All health care information in my medical record
- Health care information in my medical record relating to the following treatment or condition:

 Health care information in my medical record for the date(s): _____
- Other (e.g., X rays, bills), specify date(s): Statement that employee/patient is or is not fit for duty. Statements used for the purpose of billing medical services

You may receive, use or disclose health care information regarding testing, diagnosis, and treatment for (check all that apply):

- HIV (AIDS virus)
- Sexually transmitted diseases
- Psychiatric disorders/mental health
- Drug and/or alcohol use

Reason(s) for this authorization (check all that apply):

- At my request
- Other (specify): _____

This authorization ends:

- On (date): December 31, 2017
- In 90 days from the date signed
- When the following event occurs:

II. My Rights:

I understand I do not have to sign this authorization in order to get health care benefits (treatment, payment or enrollment). However, I do have to sign an authorization form:

- To take part in a research study or
- To receive health care when the purpose is to create health care information for a third party.

I may revoke this authorization in writing. If I did, it would not affect any actions already taken by Care Medical Group, based upon this authorization. I may not be able to revoke this authorization if its purpose was to obtain insurance. Two ways to revoke this authorization are:

- o Fill out a revocation form. A form is available from care Medical Group. Or
- o Write a letter Care Medical Group.

Once health care information is disclosed, the person or organization that receives it may re-disclose it. Privacy laws may no longer protect it.

Patient or legally authorized individual signature

Date