

Fire & Rescue Training

Throughout the month of November, 28 hours of training were delivered on the following topics: Apparatus Operator; First Due Questions-Tactics; Tactical Ventilation; Saws, Hand Tools & Blowers and Ladders.

EMS Training included: EMS Online and EMS OTEP Practical Skills.

Special Ops Training: Three members completed ten hours of Water Rescue/Marine Operations classroom practical training.

Prop Construction: AIC Captain Jerry Helm and FF/Mechanic Mike Matros began construction on a forcible entry door prop to allow members to develop skill in conventional forcible entry.

IT Training: Deputy Chief Michael and Office Manager Harpe attended an Image Trend Implementation training session at South Whidbey Fire &EMS to get an idea of the scope of work required to switch from Zoll RMS to Image Trend in July 2014

Community Risk Reduction: Chief Hartin, Deputy Chief Michael, EMT Diane Paul and LT Jen Porter attended a webinar delivered by Mr. Jim Crawford, Project Manager for Vision 20/20 to learn about the changing fire service related to community risk reduction.

Shift Activity

A Shift:

- Completed 17 hours of in-service training
- Completed 4 hours of physical training
- Car safety seat check event in Coupeville

B Shift:

- Completed 20 hours of in-service training
- Completed 3 hour of physical training
- Conducted 9 Life & Fire Safety Inspections
- Conducted Heartsaver CPR Class
- Participation in the Jump Jump Health Fair.

C Shift:

- Completed 21 hours of in-service training
- Completed 12 hours of physical training
- Completed 8.5 hours of physical training
- Conducted Hands Only CPR presentation
- Conducted CPR Class.
- Participated in the Greenbank Christmas tree lighting

Maintenance

Facilities Maintenance: FF Rogers discovered the automatic transfer switch on the generator at Station 54 is not working properly. Three bids were collected to replace the switch. The low

bid for the job was submitted by Jerry Beck & Company for \$7,310.00 (high bid was over \$12,000). Work will begin in late December or early January.

Apparatus Maintenance: The last of the annual NFPA inspections were completed on Rescue 51 and Support 593. Support 593 will need additional front end work in the future and will be scheduled as soon as the parts come in. Regular scheduled maintenance was performed on staff vehicles. Fabrication work on the tailgate and ramp of the Fleet Maintenance Vehicle are ongoing.

Apparatus repairs completed during the month of November included:

- Repairs to the exhaust system on Rescue 51 due to broken welds.
- Repairs to Brush 53's fuel system were completed due to faulty O-rings in the pressure relief valve. The soft pipes on the boost lines were also leaking and replaced. This apparatus is also scheduled for a front end alignment.
- New gauge bulbs were installed in the dash on Engine 54.
- New wind shield installed on Support 591 (Toyota Matrix).

FF/MECH Matros has completed the marine rescue classroom lecture and attended the practical training.

Administration:

Facilities Study: District staff completed a Request for Qualification (RFQ) for Facilities Planning. Deadline for submission is February 7, 2014.

Response Plans: CWIFR's new response plans have been put into operation at ICOM. Deputy Chief Michael spent a considerable amount of time at ICOM with the Assistant Director of ICOM and the Dispatch Supervisor to implement the new plans. Chief Michael has also been working to ensure all of the District's pagers are properly programmed to provide consistency between the response plans and the paging plan.

Chief Hartin and Deputy Chief Michael met with the District's labor attorney, to discuss the District's SOGs on Workplace Anti-Harassment (SOG #1.2.2) and Respectful Workplace (SOG #1.2.3). Feedback from the attorney helped bring these two SOG's to closure.

Standard of Cover: Work on the District's standard of Cover continues and will be ongoing in 2014.

Chief Michael conducted an exit interview with a part-time member who accepted a full-time position as a firefighter with the City of Olympia.

External Activity

Chief Hartin participated in attic fire tests at Underwriters Laboratories in Northbrook, IL on November 25th & 26th and was on leave December 1st - 5th conducting fire training for firefighters and fire officers in Lima, Peru. Additionally, Chief Hartin will be on leave with family December 24th through the 29th.

Monthly Financial

Officer Manager Kim Harpe recapped the Maintenance and Operations (Profit/Loss Report) for the Month of December 2013.

Unfinished Business: None.

New Business:

A. Motion to Appoint Commissioner Cheryl Engle as the 2014 Board Chair Person. Commissioner Tom Smith moved and Commissioner Paul Messner seconded to approve this motion. Commissioner Engle will be sworn in as the Board Chair at the regular scheduled meeting in January.

Action: Approved Unanimously

B. Motion to Cancel all District Wells Fargo Business Visa's. Commissioner Cheryl Engle moved and Commissioner Tom Smith seconded to approve this motion.

Action: Approved Unanimously

C. Part-Time Compensation / Executive Staff Compensation Implementation. Chief Hartin provided the Board a Wage and Step increase Proposal for the Part-time Office Assistant and Part-time Firefighter/EMTs. Sufficient funding exists within the 2014 operating budget to fund the proposed increases and if the Board approves the proposed changes at the January meeting, the wage increases would be implemented in February.

On September 12, 2013, the Board approved changes in Executive Staff compensation related to salary and leave. Chief Hartin provided the Board with a Draft SOG implementing these changes and an MOU to amend the Chief's Employment Contract to reflect these changes. These items will be on the Board's agenda for approval at the January meeting.

D. Support House Resolution 3685 "Protect Volunteer Firefighters & Emergency Responders Act". The Board was provided information regarding Resolution 3685. Chief Hartin shared, the Resolution seeks to exempt volunteer firefighters from being counted as employees and therefore exempt fire districts from being mandated to provide health insurance under the Affordable Care Act.

Good of the Order/Announcements:

Jan 25, 2014: **Annual Sno-Isle & Island County Commissioners Banquet** (Medallion Hotel, Smokey Point Blvd, Arlington)

Feb 10-11, 2014: **Legislative Day** (Legislative Building, Columbia Room, Olympia, WA)

Mar 4-7, 2014: **45th Annual NW Leadership Seminar** (Red Lion Hotel, Portland, OR)
(Commissioner Messner & Commissioner Smith)

Mar 8-13, 2014: **Excellence Conference** (Green Valley Ranch & Spa, Henderson, NV)
(Chief Hartin & Commissioner Engle)

Next Regular Meeting:

January 9, 2014

Time: 17:00

Place: Station 53 Headquarters

There being no further business, Chair Paul Messner adjourned the meeting at 17:40.

Submitted,

Kim Harpe, Secretary