

Present:

Chief Bugher
Chief McKeen
Deputy Chief Oakes
Assistant Chief Dubuc

This was a general meeting to discuss more issues with regard to the upcoming volunteer consolidation.

First, there was a brief discussion about volunteer membership items. It was determined that both agencies would need the following information from each of the members who choose to be members of both agencies:

Copy of the I-9 form

A completed W-4

Once the above documentation is received from current members, then the appropriate payroll documentation can be submitted.

We reviewed the hiring process for new members. It was determined that two names would be solicited from current Port Angeles Volunteer Fire Department members for participation on the Volunteer Hiring Board. Lori Oakes will be called upon to convene a meeting of the board. The board will consist of the following members:

Lori Oakes (Chair)
Captain Dan Huff
Captain Mike DeRousie
Captain Rob Gunn
2 personnel to be named

Once this board meets, they will decide if they wish to keep the current arrangement.

The following items were discussed briefly:

- ❑ Payment for new hire Clinicare appointments will be accomplished by sending the applicant with a form that they can give to Clinicare – telling Clinicare which agency to bill.
- ❑ Currently Fire District #2 pays 50% of the contribution to the Pension and Relief Fund. Port Angeles pays 100%. Following the intent to move to the higher standard, District #2 will look to contribute the full 100%.

- ❑ There is a need to be able to program pagers in-house. The hardware and software to accomplish this will cost approximately \$530. District #2 has agreed to front this cost and purchase the equipment. District #2 to invoice Port Angeles Fire for half the cost.
- ❑ There was agreement to set pagers up with the following configuration:
 - Position A – Vibrate only
 - Position B – Home station tone (off-duty tone)
 - Position C – Open monitoring
 - Position D – Tone only (all tones in pager)
- ❑ With regard to who will be authorized to drive Medic units: We will follow the State WAC for those who are not currently EMT's. This is with the understanding that all new members hired after 1.1.2007 will be required to be or become EMT's. Those personnel who are members prior to 1.1 2007 will maintain "grandfathered" status.

There was a clarifying discussion about station tones and response. The east, Central and West stations will each have an individual tone. Members assigned to each of those stations will have those tones in their pager. In addition, each member, may, upon their request, have the tones for the adjacent station. In the case of those personnel assigned to the Central station, they may, upon request, have the tones for either the East or West station, depending upon their individual circumstances.

All volunteer officers will have the tones for all three stations.

It is our intent to have two stations toned simultaneously for all calls. The intent of this policy is to ensure that there will be an adequate pool of responders who are alerted to each call. This function will be programmed into the Computer Aided Dispatch (CAD) system.

As an example, an EMS call originates in the East (Gales) area. CAD will recognize the address and tone the East and Central stations. Similarly, for a call originating in the West end, CAD will tone the West and Central stations. For calls in the Central response area, CAD will determine where the address is relative to an imaginary line dividing the Central area (possibly Lincoln or Laurel Streets) and tone the appropriate East or West station in addition to the Central station.

Until CAD is programmed, the three stations will be toned independently. The IC can, based upon the number of responders who come up on the air, request that the next adjacent station be toned.

The above response policy will be reviewed no later than 6 months after implementation.

Next, we once again discussed the role of the duty EMT's. Personnel assigned to the Central Station will be eligible for duty on the squads. There are logistical issues to be dealt with in regard to the actual mechanism for signing up for duty with the squads. It was suggested that the sign-up could be posted on ERS. Additionally, it was stressed that the duty EMT should remain as available as possible for subsequent calls.

Chief Bugher reminded us that Susan Decker is available for ERS training data entry during the Christmas break. He told us that Susan would need to be trained prior.

We discussed the need for a meeting to be held soon for discussion of first quarter training. It was decided that the three station Captains should meet with Captain Bogues to set up the training calendar. The Chiefs decided that they need to meet prior in order to set the training policies.

A set of proposed radio protocols was distributed. Most personnel will be issued radios in the near future, so radio discipline is going to be extremely important. The draft protocols were distributed for review and comment before they are included in the new volunteer manual.

The meeting adjourned at 1335.

Jon Bugher

Dan McKeen