

Present:

Chief Bugher
Chief McKeen
Deputy Chief Oakes
Assistant Chief Dubuc

This was a general meeting to discuss some housekeeping issues with regard to the upcoming volunteer consolidation. First, there was a brief discussion about the meeting that was held the previous evening with the Clallam County Fire District #2 commissioners. The commissioners signed the Interlocal Agreement for the consolidation of volunteer programs. The next step will be to bring the agreement to the Port Angeles City Council.

There were brief discussions about the following topics:

- Medical Incident Reports (MIR's) – At some point, there should be a move to an MIR that is common to both organizations. The forms are basically the same now. It will be important to ensure that there is a volunteer roster form (Incident Response Record) attached to MIR's so that pay can be accomplished correctly. A supply of these forms will need to be provided for all medic units.
- A pension relief Board meeting will need to be scheduled for January
- There needs to be a standardized checklist for new hires. The checklist will ensure that all required paperwork is completed. There also should be a standardized Clallam County Fire District 2 and Port Angeles Fire form for Hep B immunization and Hep B immunization follow-ups.
- Until an agreement is developed that specifically deals with apparatus, volunteer personnel responding to incidents should respond in their POV's unless a specific request is made. Requests for apparatus should be through a mutual aid request.
- Bunker gear has already been issued to personnel who are switching sponsoring agencies. These personnel need to be identified and an agreement needs to be reached for return of or appropriate compensation to the agency that provided the gear. In some cases, there could be a simple swap of like-sized gear, in other cases it may be more logical to keep gear that has been issued and compensate in some other way.
- A standard gear issue checklist needs to be developed so that all personnel are issued the same items. Clallam County Fire District #2 will provide this.
- The issue of bunker standardization needs to be addressed.

- A bunker gear policy needs to be developed. There is some misinformation about whether or not bunker gear can be taken home – this needs to be cleared up.
- There is some confusion about qualifications required in order to drive medic units and corresponding Department policies concerning this issue. The WAC needs to be researched and a standardized policy needs to be promulgated.
- It was reconfirmed that personnel assigned to the Central Station will be allowed to sign up for assignment to the first responder vehicles. It was again stated that the first responder vehicles would not respond to calls within the Central Station area unless the Central Station volunteers were toned out.

The meeting ended with a discussion about station tones. There was some confusion about how the pagers would be programmed. It was agreed that each station would have an individual tone. It was also agreed that each volunteer assigned to a station would have the tone for that station. It was then agreed that volunteer station officers would have all three tones, however they would also have an option to have an “off duty” mode, where they would only receive the tones for their assigned station. Finally, it was discussed that some volunteers could have the option to have tones for the adjacent station. This policy item will be discussed further at the December 13th meeting and any policy promulgated would be reevaluated at no more than 6 months.

The meeting adjourned at 1135.