

# CLVFD Business Meeting Minutes

## April 25, 2024

**Meeting called to order at 1802 by Chief Rau.**

**Attendees:** Evan Rau, Mike Clark, Doug Race, Jim Kubichek, Jon Gessert, Sue Gessert, Marilyn David, Milo David, Susan Rau, Marian Kelly, Keenan Boswell, Craig Mawle, Harold Alexander. Via Zoom: Brad Chiodo, Mark Weeks, Karen Smith, Jay Smith.

**Approval of the Agenda** – Doug Race moved to approve the agenda as amended, Jim Kubichek seconded. Motion passed unanimously.

**Approval of Minutes from Previous Meeting** – Jim Kubichek moved to approve the minutes as presented, Doug Race seconded. Motion passed unanimously.

### DISCUSSION TOPICS

#### Personnel

- New/Returning Member – Harold Alexander requested to rejoin the department as a firefighter. He left the room during the member discussion, during which a voice vote was taken and he was unanimously accepted as a probationary member.
- Direct Deposit – As shared via email to all members, Pinnacle needs direct deposit information for reimbursements. Anyone who needs assistance with the process should talk to Evan.

#### Operations

- SDR Response Protocol Changes – The evaluation period is continuing due to the limited number of emergency calls we've run since it took effect. Some feedback has been received through the online form (on the Staff Portal), and Evan has requested more from members of all kinds.
- Accountability Tags – As we haven't been consistently using the accountability tags, we will cease carrying them. Firefighters, hang your tags in your locker, and SDRs, put tags in your cubbyhole, so they can be collected.
- Private Health Information (PHI) – Avoid, Defend, Destroy – An official policy is being created as part of the SOG revision process. The bottom line in the meantime is that if you've written down any personal information about anyone we run a call on, it needs to be disposed of securely as soon after a call as possible and must be protected until such time as it can be safely destroyed. This means it must be taken to the station, not home (for report-writing or any other reason). We'll be setting up a locked shred box at the station for these items. Susan Gessert asked if we needed to delete pages off our pagers/phones immediately, and Evan stated that there isn't enough PHI in pages to need to delete those. The address of a call or age of the patient is not, by itself, enough PHI to be an issue as long as more information (like name, date of birth, etc) does not accompany it. More direction about what constitutes PHI and how to protect it will be provided to members.

## Equipment

- Monthly Checks – Starting at the next business meeting, we'll begin doing status reports on apparatus. Members responsible for monthly apparatus checks should be prepared by having conducted their check before the meeting and making a note of any pertinent observations and needs to be shared.
- Brush 2 – Jay asked if it was time to put Brush 2 back in service, and Evan agreed that it was. Jay will get it back in service once he's returned from Fire on the Plains. Also, Evan will be buying a new, lighter hose for the hose reel (like the new one for Brush 1).
- Brush 1 – We still need to get the new hose on the Brush 1 hose reel. Doug and Alex made arrangements to install it.
- SCBA Compressor – After the recent professional inspection of the SCBA system, we were advised to run the compressor regularly. It needs to run for an hour at least once a month. Marian will add it to the monthly SCBA checks.

## Department

- Strategic Plan
  - Strategic Plan At-a-Glance – A summary version of the Strategic Plan is being created to submit to the CLFPD Board for public consumption and use during mill levy campaigning. The plan isn't 100% finalized, so if anyone has further input, they're encouraged to share it via the form on the Staff Portal.
- Goals for 2024
  - Rules & Regulations revision (from 2023) – Marian – Completed and submitted to officers (see Information Items in the Agenda)
  - SOGs revision (from 2023) – Mike – No updates.
  - Strategic Plan update (from 2023) – Evan – See above.
  - Establish a system for better managing incident reporting, inventory, maintenance records, and training records – Evan – Demoed another software package (Emergency Solutions), which seems to have good functionality for our purposes. This is still being evaluated to ensure that it truly meets our needs and properly handles PHI. More demos need to be scheduled, including with First Due (see Information Items in the Agenda).
  - Establish a peer support program – Karen – She and Evan will be attending a training in June, and Karen will start work on a program for the department after she's completed the training.
  - Incident Reporting – Get 90% of run reports submitted within five days of the call – Marian reported that we're caught up on run reports but five or six incident reports are still outstanding and everyone should check the spreadsheet to verify they don't have any outstanding reports due.

## Safety

- Jim reminded everyone that with the warm-up/change in seasons, the animals are moving back up to higher elevations, so be alert when driving or walking. Firefighters, check your wildland packs and make sure you have fresh water and snacks, etc. SDRs, check the water, snacks, and PPE in your

vehicles to make sure you have the correct supplies for summer. He reminded everyone that things are beginning to pick up and get busier, including vehicular traffic, and we should all practice defensive driving.

## Training

- Fire on the Plains is this weekend. Jay, Karen, and Craig are attending.
- CLVFD training in May will be the second Thursday of the month instead of the first.

## CL FIRES

- The donation button and membership buttons are now functional on the CL FIRES website, but there's currently only one page and the rest of the website still needs to be rebuilt. Susan Rau is working on it.
- Evan posted the sign-up sheet for leads and volunteers for this season's events on the Staff Portal – it's linked on the right-hand side of the main page. A similar online sign-up option will also be made available to the community. Also, CL FIRES is getting a positive response to their request in the community mailing for volunteers to assist with these events.
- The next quarterly meeting will be May 5th at 1:00. CL FIRES Board members will be at the station at 11:00 to work on organizing their space in the upstairs office.

## INFORMATION ITEMS

**See Agenda for Information Items. Additional discussion was held on the following Information Items:**

### Station

- Main bay lights have been rewired for reliable operation. There were too many lights on the same circuit, which could manage the draw once they were on but would trip the breaker due to the slight additional draw needed for start-up. They've been rewired to two separate circuits, and now the over-locker lights come on with the lights over the Brush 1 bay.
- Exterior lights – Jay was asked if the issue with the main bay lights was also responsible for the problems with the exterior lights. He reported that the electrician found a bad outside sensor which will need to be replaced. One is on order.

### Training

- EMS Training – Correction to the agenda – The next EMS Training will be on Monday, May **20th**. Also, we've been notified that everyone is officially welcome, whether they're EMS certified or not. Sign up in advance on ULearn, if possible. If you don't have an account, that will be remedied shortly, as Evan has just sent them a roster.

## **As the Membership Desires**

- Jim passed on an update from Steve, who's joined the local fire dept at his new home, where he'll be volunteering as a tender driver.
- Craig shared tentative dates for CWPP events to see if they conflicted with any planned fire department activities. WUI Days will be the Sunday of Memorial Weekend – they're planning to have a silent auction to raise funds for a dump trailer to make mitigation cleanup efforts more efficient.
- Flag pole update – Doug has been in touch with the company that originally installed the pole regarding the fact that this is the second time the cable has snapped. They're going to send someone up to fix it (no ETA yet) and have also suggested that we don't fly the flag at the very top of the pole (drop it a few inches from the top) and also that we add an extra attachment to the flag to reduce stress.
- The next SDR meeting/training will be May 14th at 4:15.
- Address signs – Susan Rau reported that the Road & Recreation Office had asked her who their contact person for restocking address signs is now that Anne Dirmeyer has left the mountain. Marian volunteered to be the contact but mentioned that we're low on signs and number stickers. She'll send ordering information to Doug, who'll take care of that.
- Summer classes – Marian asked if there was an officer decision regarding the slate of potential summer classes. Evan stated that the officers approved of the addition of a Bystander CPR class but only wanted to add one new type of class this year. Marian will move forward with creating and announcing the class schedule.

**Jim Kubichek moved to adjourn, Doug Race seconded. Motion passed unanimously.**

**Meeting adjourned at 1946.**

Respectfully submitted,  
Marian Kelly, PIO