

Labor/Management Working Group (LMWG)
Meeting Minutes
16 October 2013

Members present:

Union: President Elin

Management: Fire Chief Kramer, DC Waeschle, Carmen Morris

HRO Representative: Patty Smith

EXISTING BUSINESS

1. Station Upgrades

- a. 27-Package to change plans to avoid going thru living quarters to get to the apparatus bay has been submitted by the Union. 28 Status quo not funded but work orders have been submitted. Second form of egress is not correct. 62 is progressing. Union has the 95% plans and have reviewed. New office space and training rooms reviewed. Temp structure will be erected in March for the vehicle. Slated to be completed 31 August. No update on AC office at 61. Still being addressed. 79 Office space looked at by the Seabees. Electrician came over. 1013 is moving forward. Everett is status quo until the end state is determined. 61 rain damaged has not been fixed. Management will look into it. (1/16)
- b. Reviewed the Everett plans. Move public entrance. Would like to have 8 rooms 4/5/6/7 rooms 4/5 already dedicated rooms don't extend out and make the TV room into a room. Put in three room 6/7/8. Take away laundry room make into a bedroom. Enlarge day room to add laundry room. Will make room larger. Put another door that goes through bench room area then to the bay. Would make it a hall way to avoid going through the work bench room. All open for discussion. One more bunk room and an exit directly to dayroom to the bay. Only issues they see. Union will adjust and resubmit to Management and Brown and Management will send to NAVFAC. Station 62 expansion to start this month. Tracking 31 Aug completion deadline. Project here in 1013 expansion truck bay and repaint and expand the parking lot. Exterior lighting will be added to the building. Status quo on others projects. Station 62 90% plans sent back. Sent 100% plan. The union sent them back due to issues. Exits were wrong. On hold for STA 79 kitchen and STA 61 on hold. Everett plan will be supported by NAVFAC. We're waiting on CNIC approval for increase. Not sure how they are funding it. While going through construction N9 opportunity to look at house. Need to Bruce Gulten to have AC Steil engage with N9 to relocate. Was discussed to have a Mobile trailer adjacent to the fire station. All has yet to be determined. STA 27 don't know the percentage know at this time for the earthquake retro fit. Last we heard were at 50%. 61 mold bunk rooms are completed. Back room pending remediation. Came in and looked at mold had no significant finding. Did air quality finding with no significant finding. Still waiting to hear from Sandy D'andrea. OLF Coupeville working with NAVFAC. Has a MILCON # to remediate the area to accommodate fire fighters when they are there. UFC criteria being used. Once have a plan will show the Union. We only equip NAVFAC renovates. (3/22)
- c. No movement/additional information on STA 27. Union sent back plans to be fixed to Darcy. AC Spaulding gave missing plans to Darcy. STA 62 started work. Have lay down are set up. We are tracking it as going along. Talking about erecting temp

- ladder structure in front of the station instead of the side. Management is concerned about backing issues. Not a FF request. Was a contractor request. How will they lock up? The door replacement would also cause issues with an inability to secure the stations. Union want the living quarters to be locked from the bay to the living quarters and locks for their personal belongings for when they go out on calls. Union concern where FF are parking across the street in a grass lot if there is a heavy rain my make it difficult to get out if it turns to mud. Possibly of getting gravel laid to prevent vehicles getting stuck. No status on STA 79 kitchen project. It is established project, no funding. STA 29 plans have been see by Union. Emailed to President yesterday. Pressing forward to get it funded this FY. CO wants to get it moved forward. 320K project to be funded. STA 91 boiler has been fixed. (5/15)
- d. No change to STA 27/28. Bldg Manager meeting don't know who Darcy Shapley is. Need to know who the real POC is for the repairs and orders. Is Darcy involved at 27. Management will look into who is the POC. 62 progress is proceeding as planned. Network drops are approved. Gravel is in lot. Paint on exterior is an issue. Will have to do abatement for the tie in. AC Wentworth is working the issue. No change at 79. Boiler at 91 was resolved. 29 project is 300K to add the bunk rooms and open up building and remodel day room and kitchen. No change on this. No funding obligated yet. Building 1 OLF Coupeville project list of items provided to union. No funding on this yet. Bldg 1 is condemned. 1391 has been propagated. Will provide to Union with the scope of work. BFR validations of requirements as listed today. Additional resources are in a location that is occupied by Port Ops and Fire. Will have to address securing the equipment with a chain link fence. Management will address the question. No tie in with bldg 1. Trailers are an option at this time. Concerned with trailer lasting in this area due to weather. (6/19)
 - e. NSE Chain Link Fence (7/17)
 - f. Bremerton BLDG 435 was #1 and now bumped to #2 due to repairs needed for BLDG 431. Plans still exist. East West configuration. There were some counter plans submitted due to main entry going through into the living quarters. Is currently the main entrance. 100% plans are supposed to be out. Union needs to follow up with the 100% plans. Sta 62 is complete. Furniture is on back order. Exterior is painted. No movement on Sta 79 kitchen project. Sta 29 is funded and awarded. Discussion regarding a precon meeting that the union has not been made apprised, of the meeting, scheduled for 1400 at NSE Bldg 2000. Not doing a chain link fence in NSE storage bldg. . 61 remediation was awarded. Only supposed to take 2 weeks once it is mobilized. Underlying issue has been corrected. Scuttles have been removed. (10/16)

2. OT/LS Review

- a. Reviewed OT and SL(1/16)
- b. Unable to generate reports except for S-F. We are still executing just under target. Will see if we can produce next month. (3/22)
- c. No impact either way. Has been a morale boost. Discover program is not working to process it. Will work with N8 on this issue. Bremerton OT will be high due to several employees out. (5/15)
- d. Was able to pull the data but have not be able to work the data out. Will be able to provide next month. (6/19)
- e. Not reviewed. (7/17)
- f. Finished up FY. Reviewed over all percentages. OT reduction is significant. SL has reduced some. (10/16)

3. Fitness assessments

- a. Management direction to WI is that they will not make 30th deadline. All other stations can meet the requirements. AC Steil is inquiring of N9 why others locations can make the requirements but WI cannot. Gym is recommending IAFF program. Have FF attend Peer Fitness classes for Navy. Need to figure out how they select personnel and where they will attend. (5/15)
- b. Batt II done. Everett is done. WI had N9 manager came over and did a walk through and determined that staffing had been cut too far. Appointments are supposed to be made. Union wants to know if they will be doing them correctly this time around. Everyone is supposed to follow the same standard. Need to have them provide what was done at WI and Bremerton and make sure they are following the same standard. (6/19)
- c. Waivers for hold harmless given at WI. Dr has cleared them so not needed. Only need to put name, contact info and specific goals. Same issue as last year only now at WI. Want N9 to destroy the forms. Employee can chose to schedule on own or with the group. This will stop the harassment and allow people to feel comfortable to meet their goals. Management will put out clear guidance on when and how the assessments will be done. Will close once everyone is completed. (7/17)
- d. Assessments are done for this year. Would like to develop a new data request form to be used by N30 personnel. Contain basic information that N9 wants and what we are willing to provide. Work with the Union/N9/Anderson to develop what they really need and what we will provide. We will bring in the agreed upon document that was developed with N9 leadership. No waiver, training on equipment, and provide what we are willing to provide. Takes out the issues with N9 so it doesn't occur every year. Union according supposed to be a gym use class. Review the SOG on what was to be provided. Mike Hoyt talked to Union on needing to get people trained on equipment. Union believes they should be trained on the equipment they use. They should not use the equipment until they are trained on it. As part of assessment can list equipment that they plan to use and have a note that they shall seek training on any other equipment that they want to use. Not something that mandates they are required to get training. People get trained on the plan that are put together for them. Problem is firefighters are stepping out of the plan and not receiving guidance when they change the plan. We are trying to ensure the employees are trained and using the equipment to avoid possible injuries. Avoid holding the employee liable for the injury. Management will work with the Union on the language. (10/16)

4. OTEP/AEMT

- a. When you develop the OTEP application to the DOH and outline hours of training. Sent up under NW Region. Under that understanding is that our class hours are 2 hours at a time. Meet the hours based on our training program to DOH and National Registry. The two hours is considered 1 hrs testing and 1 hour on the computer. DOH is under the understanding that we spend 2 hours on cpu and 2 hours hands on. We are under a grace period from the MPD. This is not a grace period for the National Registry. Our training program meets the minimum requirements of the National Registry. Requirements on line through National Registry. Both require 72 hours. We do the high density CPR and foreign body obstruction that is a refresher for certifications. It does when Terry Anderson does the approval for the curriculum. Cards at the advanced level are for health care professional. The hours still go to your certification. How are we getting to the 72 hours when it only is 48 hours. Amount of hours you are suppose to do them is on the list from DOH. Agree you can go on line

and be done in half an hour. Do one OTEP a month and 1 practical a month. The state is under the premise that you are getting 36 hours of training per year and is recognized by the National Registry. The hours equivalency are there. Union concerned not enough hours of training and hours outside of the OTEP. AEMT's will be required to do different OTEPs and will be the same hours. Will be changing from King County OTEP to a new program and will be online. How are we getting an additional 36 hours? When you teach a class or do practical's they count as your outside hours. Can also get them for reading, conferences, and practical classes through magazines. Alternative is to increase the training hours. Talking about the additional hours. Union would like to see a 2/4 hour refresher courses that are not covered in OTEP. Terry is willing to do a 4 hour course in each battalion to do a refresher course. We are meeting the requirements. This would help them to meet their flexible requirements. Union believes according to min requirements each person has to teach 18 hours a year. When both are teaching allows both to get the hours. Union will come up with questions and forward them to the Fire Chief. Terry Anderson will go back to the National Registry and get documentation of the Advance EMT counts and other questions that the Union is concerned about. (5/15)

- b. Sent union clarification from EMS Chief. Our OTEP program is competence based. We are transitioning to a new program that will include AEMT requirements. Other education and training other 36 hours will be included in new program. Other hours of teaching is proctoring and cannot be counted. EMT-B have met the core competency of 72 hours for AEMT. Recertified to keep the national registry employees went out and took classes on their own. Calculations that are being used is using calculations that are not authorize by National registry. EMS Chief says that when we transfer to new will provide the needed training. Paperwork provided is not showing that we are meeting it. We will need an additional class or OTEP training that will make up the additional 36 hours needed. Reviewed requirements and approved classes. Discussed what is being counted and should not. Concur with the other hours and the competency. Teaching EMS courses. Conducting the skills examination of OTEMP. Only one skills examiner. You're instructing the course not proctoring the exam. You're doing the assessment to an exam. National considers the exam at the end of the course. How are getting hours in airway and CPR. How are we getting credit twice for it. Teaching AED/CPR class (outside dept) or we teach CPR class within department two separate ways to count it. They are on the grace period until the new OTEP come on line by the MPD. EMS Chief will be scheduling classes to help keep up certifications until new system is on line. (6/19)
- c. All classes are scheduled. New OTEP is suppose to cover that. WI is coming to the end of their 2 year period. Want to see a schedule on when he is coming. Management will provide Union with the schedule. Numbers to Union do not add up to them. How are we counting hours in facilitating and proctoring the classes when it says we cannot serve as a skill examiner. Talking when we do OTEP skills exam. You are suppose to review the practical's prior to doing the practical. Need to go out to notice to EMS personnel for what they need to do prior to giving the practical. Classes teaching CPAT(3 hrs) and ACLS for BLS provider(2) will be doing Bangor this week. Training Officer is coordinating with Terry Anderson to elevate training conflicts. PHTLS Class will be scheduled as soon as drill conflicts are resolved. (7/17)
- d. New OTEP program that encompasses the AEMT. All classes are scheduled.. CLOSED. (10/16)

5. Department Bikes

- a. This was a suggestion by Inspector Bernhard. Would allow us to work around the loss of vehicles. Looking at buying for the use when needed. Concern would they would need to three wheel or larger tires. Requirement for helmet and light. Looking at the package with all the helmets and safety gear. Training would be provided by security. Never ask a person to ride in poor weather. This is just a notification. There are those that cannot be physically able to ride bikes. We would have to look at limitations. Looking at areas where it would be more fusible to use them. Main concern weather, safety training and future loss of vehicles. Look at bike rack on the inspector vehicles. Look at this being a pilot program. (6/19)
- b. Bernhard is still researching at this time. He is looking at how Security is handling their bikes. He is going to compare them and get back to Chief Fernaays. Bremerton would be the pilot for use of the bikes. (7/17)
- c. Not going to buy bikes due to the cost, training, PPE and executing it. Only one inspector wanted to do it. Got Lamberts vehicle back. (10/16) CLOSED.

6. 1st alternate restrictions by doing trades with Ops Chief and allegedly bypassing leave policy

- a. Wanted to see if they want to count the Ops Chief. In complete disagreement as we have a leave policy. If there is an exception need to apply it to all. Specific item does not fall in leave policy. Management wants to redraft the policy. Offer made to the union offer to make manager available to fill in. This would be a spot leave issue only. Would meet the min staff requirement for the incident. Requirement to put 4 people on scene. DoD 6055 says 4 people arriving at the scene in 7 mins not four people on the vehicle. How do we utilize AC down. It is an option of saving overtime and opening up leave. Union does not want to open this up. Policy is specific. Incidental leave is only available if certain criteria is met. Union believes it violates policy and shows that the policy can violate the policy. Management does not believe this falls into the policy. Revise the policy to say what it needs to say and come to an agreement. No manager has an actual normal night in they are not counted as staffing unless there is no duty chief and they are filling in. Union wants them to adhere to the current policy. Management will spell out language for the policy and present it to the Union for review. (7/17)
- b. Management provided language to the Union. Initially discussed this went back and forth on what it was. Union still believes policy language covered it and it violated the policy. Believes it sends wrong message to employees. Not a swap unless it's paid back. Discussion of the different standards that need to be met. We have approved deviations. If it wasn't leave it was a swap. It did not affect the firefighters. Put someone in staffing that is not counted as staffing. Union has some concerns over language. Discussed language for Duty Chief coverage and annotating the work schedule. Reviewed personnel moves due to Pille bumping and movement of other Firefighters due to it. Union will review Tour of Duty and 56 Hour Tour of Duty SOG's. (10/16)

7. Signing off to fill in as Duty Chief

- a. Becker is in progress on his sign offs. He is 50%. Smith, D is pending. Sick, T is on vacation at this time. Cates and Sweeney are working on a plan and are progressing. These are being actively pursued. No date set. Will need to get dates and set goals to complete. Becker used to pull the Duty Chief position. If employee is given a preliminary date they may need more time to work on it to complete. Management was

going to give a time line so they have progression to work for. Union has requested a time line goal for the employee to be given on when to meet the sign offs. (7/17)

- b. Becker is nearly complete. Employees are supposed to have it signed within 6 months. Each of the employees is on a plan. A. Merrill is bumped to cover the duty chief and it is an excessive burden on the employee. Union requests change of AC Steil's duty day be changed to cover the Duty chief. Management suggests a change to the Battalion Chief that will not affect the leave picks. Patty will look into a 24 hour promotion for A. Merrill to offset the burden. Management will look at the different options to mitigate. Need time line for the completion. Becker end of Oct. D. Smith will be pushed due to injuries was 1 Jan. Cates and Sweeney need more information and will see what the status is on the plans. (10/16)

8. DoD certs being required for 'acting' positions. Union research on other installations.

- a. Found 50/50 take on requiring cert vs. not. DC Washington requires, Virginia not required, Air Forces does not require. Says appointed in the arbitration but it is separate. That does not talk about what we discussion are according to the union. Reviewed the policy. HRO sent this question off to civilian personal. Have not received a response. Union states it applies and says anyone who acts in a position has to have the certs. Union is asking to change past practice based on the 11 and arbitration and that we are in violation of policy. Need to spend more time on this. Increasing certification will increase pool to pull from. What disagree on is that it is mandatory. Imply that you have to have it before you are appointed for promotion. Disagree on the word "fill". Concept to get everyone certify to fill the next level. What is the union's proposal that on how we get everyone certify. Can't require anyone to have a certification. Bring in classes to train people or hold overtime. Suppose to have a check off process. DoD certification is the only process. There is a sign off sheet and suppose to have government license to drive the vehicle. WI and Bremerton's license different. Management would like to discuss this more before invoking arbitration. Management agrees with the certification concept. Union thinks we need to make it a requirement and set a time frame and make a plan to meet the Unions interpretation to the requirement. If document comes out says that not mandatory don't want to make it mandatory. Union wants classes to be brought in. Will set up a time to discuss more. Aug 13 at 8am will meet to discuss more. (7/17)
- b. By next meeting will have the training plan to articulate on how to get all employees certified. (10/16)

9. OLF Military assignments

- a. Issued when assigned to Engine Company and not crash vehicle at station 71. Lack of training and knowledge and EMT skills to carry out the engine company tasks. Primary mission is they are on the crash truck. Has the Mil been trained site specific? They do it and are away from the structural and they have no idea of the skills that they have previously learned. They need to be on crash side and gain their skills before going to structural side. They are not getting the training. Three have been through EMT and have not passed the exam. Should be assigned to crash truck and know the job function there. They are not safe to be on structural truck. Cannot provide BLS care. 1 passed and 3 have not taken the test. This is a training issue and needs to be brought up to the supervisors on the concerns. Some supervisors will not put them on the structural vehicles. ABH Supervisor, AC Steil and BC Merrill are the only ones that can put in the training into the records. No policy to do it and how to do the training report. Can't enter them on the training report or NFIRS reports. Will look into this training issue pertaining to Crash/Structural and Training Reporting. Vehicles

are not being maintained when no flights being held at OLF. Apparatus are checked daily. Both trucks have been taking to Station 71 when not in use. A rig check should be done daily. Will go back to the BC and discuss how to do these checks. Three concerns, ESAM, NFIRS, Safety on trucks and trucks not being checked. Per Training Chief Snider can access the ESAMS and add trainers that are needed to enter the training reports for the Military. Have to have Instructor 1 to enter training into ESAMS. (7/17)

b. One crew is being used on structural and one crew not. They were going to fill in crash positions once qualified. There is no intention to use only on crash truck. Long term to train them. OLF is shut down. Suit is still ongoing. Navy intends to begin flying in Jan 3 days a week. All sailors are enrolled in the ESAMS duty tasks. No more than 2/3. They are F&ES members. Union believes that because of how flex works should reduce to 2 counting towards staffing. Coming in for the partial shift will help fix some of the ill will. Flexible Scope of Service is the issue. Could look into the sailors being on a 24 hour shift like an A/B shift. Were supposed to have 7 assigned to OLF just not manned up to that amount. If they fly at Coupeville they were be there. (10/16)

10. Everett Airfield / WI Training for shipboard.

a. Plan to get shipboard training in accordance with HPD Advisory.(7/17)

b. Training has put together the plan. Will not be implemented until the HPD Advisory has been released. Will come out and be 20 hours a year. Only one live fire required. Night fire requirement will be gone. (10/16)

NEW BUSINESS

1. Wounded Warrior Program

a. Was tabled previously. Integrated in for OT. Do have a candidate that qualifies. Proposal is to allow the adoption of this program and integrate them into the training routine. Work from 8-4 and rotate around the region. Have to pass the firefighter physical before accepted into the program. Management will draw up a proposal and provide it to the Union. Training division and the supervisor of the installation will be responsible for them managing the CDC enrollments. No intent to use to increase work load for BU members or do managements work. Will wear their military uniforms. (10/16)

2. Training Laptops

a. Bought 14 to deploy around the region. Three will be utilized by the SCBA program for their flow testing. Remaining eleven will be for the fire stations and prevention to use for public education. Action training system is not being loaded on the new laptops because it is not being utilized. \$13K to get the Action Training Series for the organization, \$5K for the instructor portion. This would be a digital download. These courses are not counted towards the CDC's. (10/16) CLOSED

3. Sick Leave

a. Talked about why people are having a discussion when they have used 100 hours even when they have a large amount of hours of sick leave on the books. It is how it is being told to the employee. Some employees being asked to provide why. Not supposed to be punitive. It's supposed to make them aware of their balance. If the

employee feels that they need representation they can request it. There needs to be a clarification of what needs to be said. Management create a check list for management personnel to use when discussing 100 hours. (10/16)

4. Personnel Moves/Station – Station
 - a. Discussed earlier with SOG's on Pille bumping at Everett/WI. (10/16) CLOSED
5. Airfield Sailors
 - a. Discussed earlier (10/16) CLOSED
6. Training evolutions at Whidbey
 - a. Discussed earlier (10/16) CLOSED
7. VTC at Bangor/NAVMAG/Everett
 - a. Issue when there is a Chiefs meeting the crew is removed and can't use the kitchen/day room. Many places where it is on a cart and they can move it around. Our current VTC system does not utilize all our ports. With the addition of the new training lap tops looking at utilizing them as a hub. Either a laptop will be the solution or go to station 62. Change NAVMAG to a dial in voice and not utilize the VTC. (10/16)
8. Union Logo
 - a. Have people not in the Union who wear union logo. Is a trade mark and are not authorized wearing it if not in the Union. Want to add to the uniform policy. Want to add soft shell coat and clarify dress uniform wear. (10/16)

Next meeting scheduled for 20 November 2013 at 0930 – Management Hosts