

Labor/Management Working Group (LMWG)
Meeting Minutes
16 November 2011

Members present:

Union: President Elin, VP Navmag Miller, VP Keyport Giusti
Management: Deputy Fire Chief Waeschle, A/C Wentworth
Carmen Morris
HRO Representative: Dawn Wilkie

EXISTING BUSINESS

1. Station Upgrades

- a. JP. 1391 will help with decision on the remodel or design and table it for another year. Without more information waiting to move forward. Meeting at 1300 with Captain Olson letting him know the options and request endorsement that it will not be dropped.
- b. Station 62 bay expansions - Progressing with scope of work. \$900,000. Made the Americans Recovery Act list and should begin this FY, the design phase. Walls were slated to be done with FY09 money working on getting it completed this FY. Kitchen remodel is wanted to upgrade it.
- c. Station 27 secondary means of egress has been designed. Project should start in May.
- d. Station 28 – Sprinkler system install. Share the scope of work with facilities. It is in the design phase. Nothing id's egress of apparatus, work hours were wrong. Lead paint and asbestos issue questions. Comments requested by the 26th to be submitted by the 29th.
- e. With the egress will lose a room. Will need to monitor to see if it is an impact
- f. Sta 28 Fire alarm system has been funded. Not sure when the start date is.
- g. JP renovation is suppose to start in May with a completion at 120 days from award. They are suppose to come and look at the low water pressure. Pass through is being worked on. Keypad for the sliding doors. Front doors will be given keys for all to lock doors. Minitors are part of the remodel.
- h. Truck bay is not funded. Is still in the design phase.
- i. Sta 62 is in progress. Waiting for heaters.
- j. 1391 received. Funded for \$870K to expand truck bay in length and raise roof. Looking good for FY11 1st Quarter funding. Will add in a female bathroom. Looks as if the training room will be expanded.
- k. 63 has moved to acquisitions. Waiting for money. Doors to be addressed in FY11. PWO asked to id swing money. FY10 4th quarter if not funded in the 1st quarter FY 11.
- l. 27 alarm system keeps activating. Egress to start May/Jun. 28 will be done after 27 is complete. 62, Letter to Capt Olsen and Admin betted to N4 then will go to the Admiral and off to CNIC N4. 660K to raise the roof, push back out and add training room. Should be funded in FY 11. Wall is complete and they are waiting on AC and heat. Seabees were in to measure the kitchen. (5/19)
- m. What are the CO detectors rated at. Why are they at the ceiling levels. Ken Suartz is the lead on them. George Nold will find out what they are done. (8/18)

- n. Waiting for lay down area once alarm system at 28. It is only the fire alarm system. Does it affect Prevention side. It's slated for 503 with NAVFAC. Need to check the SOW and with Inspector Bernhard. Need Prevention Chief to check to make sure that the inspectors are getting all info. (8/18)
- o. Self help project for 62 and 79 for the kitchens. Looking at 62 to be funded in Jan. Looking at same thing for Station 79. Looking at Station 79 being modified. (8/18)
- p. JP Drawing of what they are initiating, only 40%. Needs to be review by Union and the Fire Inspectors. The code issues will be corrected. Propose to shift it 180 Degrees. Assigned Fire Inspector will work with A/C Spaulding on the project. Will have a hard time line Friday. Mid Dec will begin construction 5May11 is the planned completion date. Station 27/28 second means of egress and fire alarm system has been pushed to December. A/C Spaulding and Fire Inspector will review the code violations. Station 62 funding in Jan for kitchen and bathroom remodel. Expansion of bay is number 2 issue at CNIC. Should have status once voting is completed. Keyport working with Sandy Deangre to reworded statement of work for window replacement for FY11. Self help project won't be addressed until FY12. Will go up for a MILCON to combine Bldg 17/Sta 79. 2nd Quarter FY11 for funding for tower and FireBlast pad. Union still working with A/C Steil for the Everett expansion. EJB is purchasing air conditioners for Station 91(9/22)
- q. Station final plan upgrades at JP have been submitted. Station 62 is still priority for the arrival of ladder truck. Looking like funding in 1/2nd quarter. CNIC has visibility on it. Station 27 still status quo. They are funded projects. Station 28 is suppose to add a second form of egress. (10/20)
- r. Status quo to fund this FY not sure when due to CR. Started project at 27. Possible done the end of this week. 28 fire alarm project in progress. Started Friday expect 2-3 weeks till completion. JP delayed of up to 2 weeks due to the Gainwell system. This may push the completion out a few weeks. When it starts they will start on Admin side then move over. 4 hr estimate outage of the Gainwell system, they may have a fire watch during that time. Will decide that tomorrow. Looking into where to cover the engine when it is not in the stall. Peninsula Service has not begun their move out. Floor plan looks like it has been finalized. (11/22)
- s. Concerned about Everett. Want 4 bunkrooms in Everett. Chief Steil wants to convert the TV room to his own bunkroom. Would like to see Captains share a bunk room and have the AC, BC and Inspector share a room. The firefighters want the TV room and not have TV drops in their rooms. This is a self-help project. Management wants to keep the TV room. All other station Captains share rooms. Only place they have individual bunk rooms is at 71. The room at NAVMAG is for management. Fire Chief is in agreement with Union to keep the TV room. (11/22)
- t. Sta 27 is complete. Walk thru needs to be scheduled. Secondary egress completed. Needs exit side. Sta 28 in progress for fire alarms. Scheduled to be completed by end of Jan. Ahead of schedule. Sta 63 was delayed and was pushed to 2nd-3rd week in Jan. Gamewell system is the hold up. Project funded to replace system is going to being upgraded. Finish date will be pushed to end of June from May 5th. MILCON project to consolidate department at Bremerton denied. Will rescope the project to upgrade the stations to accommodate the new fire trucks and upgrade living conditions. Sta 62 UMC project to expand truck bay was not funded in first quarter and was pushed to Jan for a vote. Will move truck to 61 if it is not funded. Capt McCormick has found a temp facility. Need to contact EJB to have the spillways cleaned. Pad is slated to be funded in Feb. Seabees will move the training tower at the pad. MILCON for Keyport to be replaces. Shown that we are lowering the foot print reduction plan for Keyport. Rescope it to expand the bay and living conditions. Everett bunkroom

- project still in discussion with the Union and AC Steil. TV Room stays. NAVFAC is replacing windows at 79. Identified Self Help for Keyport's Kitchen. Interior carpet for future upgrade. Sta 28 sat down with AC Spaulding was told can't do punch through. Roof and floors are different heights. Was told would make it into a bunkroom for B/C since punch through cannot be done. Concern having Bunkroom near TV room and kitchen and noise issues for the B/C's. Union will follow up with AC Spaulding. (12/15)
- u. Everett expansion going out on cost estimates MILCON Bremerton project is being rescope into two separate projects to expand the two truck bays at 27. Meeting in 1st of March to keep the project visible. Bangor 61 waiting to hear about expansion of truck bays this month. N4 voting on it. If not funded rescope separate project to make a temporary facility with discretionary funding. JPARK generator is to become under the EJB contract for fuel and PM. Alarm issue taken care of. New design changes based on NAVFAC. 100% reduced to 45% because phone, station alerting and network connections were dropped from the plans. B/C Wold is engaged in the project to make sure they are not dropped. Cannot give an end date until they give us start date after they are 100%. Monday or Tuesday they may be at 100% planned. Upgrades for 27/28 A/C Spaulding is working on them. Intent is still move the B/C's down. Continue to work with A/C Spaulding on the project that will have the least amount of impact. Self help project as 62 waiting on funding until CRA is over. Had safety go over for RACK 2 need to have them test them for hydrocarbons. (1/19)
 - v. Vote this week to expand truck bay at 62. CRA may impact this and other projects. Management will send out notification when vote is official. Bremerton MILCON project on hold. Will de-scope it. Need to focus on expanding truck bays and living spaces upgrade. JPARK was at 45% last Tuesday. Should start seeing movement on the project. Still waiting on the start date. Keyport self help project is effected by the CRA. Contract from Skookum is that they are supposed to clean carpets once a year. Need to have the building manager make the report to get them done. Want to know what services they are suppose to provide. Nederman system upgrade at station 79 has been pushed to right. Brush truck is not hooked up to it. Management will working on getting the brush truck hooked up. (2/16)
 - w. JPARK at 100% and work should begin in two weeks. 1 project funded/1 alternate but neither are ours. Discussing location for temporary location of ladder truck and shelter. Everett bunk room project most likely for FY12. Keyport POM 14 for window project. Bremerton MILCON project, pipedream. (4/20)
 - x. JPARK there is lead paint issues at Bldg 30 that is delaying the project at least a few more weeks, 20 days or more. We're suppose to start renovations this week. Vented up problems with process and delays. Request to begin working on the Fire Station side. 62 renovation of kitchen (Self-help) is shovel ready, looks like it will be done this year. DC will follow up this week. 79 window project is progressing and looks good to be done this FY. Lower base expansion for ladder which is expected to be delivered in Aug will not be funded this year. Will be moved to 61. Everett is funded for the estimate. Still working on funding the project. CO is behind it. Will not be funded this year. Bremerton needs to put in a work request to fix floors that were self help projects. Still working with Michael Scott on re-scoping the Bremerton projects. Need to get the update from A/C Spaulding. (5/18)
 - y. No status change on any of lower base at Bangor. Not raising the roof will only reduce the price by 80K. Working on getting a tent from the SEABEES. Self help project will not happen. There is no money for it. No guarantee that it will be done next FY. Everett still working the bunkroom issue. NAVFAC admitted to responsibility. Bremerton working on revised statement of work. STA 28 503 waiting for funding on sprinklers, seismic upgrades, A/C and bunkroom remodel. STA 27 FY13 seismic

upgrade is in the design phase in addition to bunkroom remodel. JPARK no change in status. Lead/paint abatement still at environmental, resubmitted on 3Jun. A/C Spaulding will contact them today to check status. NAVFAC/NBK CO's are involved. (16Jun11)

- z. Lead abatement process has been approved and ramp building at Bldg 30 has begun. Facilities gave contractor till 27July to finish the ramp. \$400,000 cost raise wanted by the contractor but NAVFAC does not agree with the requested amount. NAVFAC agrees that there may be a minor increase of \$40,000. Work will continue while negotiations are made. 62 Truck bay expansions for new truck, went back and requested to reduce height. Only decreased by \$30,000. NAVFAC will not buy a temp facility but will install and supply utilities. Everett bunk room projects is progressing but will not be funded this FY. CO will fund with discretionary funding. Bremerton earthquake retrofit and ventilation is a 2013 MILCON project for the Building to meet current UFC standards. Might be more cost effective to demo the building and move occupants to another location. May exceed the 13.2M scoped for the project. Replacement of carpet at 27 with FY12 dollars. 28 unsafe/healthful condition put in and Safety came back that it is not unsafe and to put in a work order. Email will be forwarded to the Fire Chief. Self help kitchen project at 62 has been differed. Keyport windows waiting on start date and prices. (7/20)
- aa. Kitchen project has been started. Will take four weeks. Will inquire with NAVFC to change carpet to linoleum. All new lights in truck bay for 27 and repositioned. Sta 63 contractor for ground maintenance has 4 weeks to move. Issues over funding being worked out. Contractor is suppose to submit the work plans before they can start. Has not been done. Trying to determine where funding will come from. Looking at what to do with the engine if runs into winter. Truck bay is supposed to house apparatus during the winter. Truck bay is the first part of the demolishing. Building 435, seismic upgrade. FY13 MILCON, CNIC has question on it that we are answering. Lower base Bangor. Meeting last week with NAVFAC planners about truck bays. This one is #1 in ranking. Meeting on 8th of September to see if we can rescope project if the UMC vote was not approved. New ladder will fit height by a couple inches. Want it to meet UFC requirements. 62 Kitchen is not funded. Keyport is getting a new Nederman. Project for windows has not been awarded. Should be awarded in the next couple weeks. Start date to be determined. Everett is on the installation priority list for the CO's discretionary fund. Parking is being worked with Everett. Carrying over Keyport kitchen. (8/17)
- bb. Sta 63 project A/C Spaulding said they are suppose to start in 2-3 Weeks. Looking at being completed within 180 days, expected completion by 1 April 12. Bremerton is till undergoing renovation. 79 project for windows has been pushed to FY 12. 62 kitchen upgrade has not been funded. Everett bunkroom is on the installation project list and has CO visibility. Just got the scope of work for 62 truck bay expansion to include a temp shelter. (9/21)
- cc. Jackson park is moving forward. Demolition schedule sent to McCalister via the contractor and A/C Spaulding. There will be only a three week period of time that the apparatus will be impacted and have to remain outside; 3Dec – 27 Dec. Project is slated to be complete in May. Management will work with NBK security to increase patrols during the period of time that the apparatus is parked outside to limit vandalism potential theft of equipment. Lower base, Station 62 Wentworth did a walkthrough with NAVFAC. The temporary structure will be placed in the current FF parking area with the temp parking slated to be behind the fire station outside of the blast arc. All temporary measures will need to limit impact the pond. The project is a design build

and as part of the awarding of the contract when the plans reach a certain percent complete the temp structure will be erected. Management has requested that the temp shelter be in place prior to final design phase. Bldg 76 project has been awarded. Next 60 – 90 day for preconstruction meeting. No deadline set for the windows, construction possibly starting in Feb. Station 29 bunk room is on the CO IPL and is #17. Cost around 89K. Hoping to be awarded this FY. CRA is set through Dec. Training pad is scheduled for concrete pour this week, which is dependent on the weather. Training tower will be rebuilt on site at 61. (11/16)

2. Alternative Work Schedule (AWS) status

- a. 48/72 want to check on status. Concern that everything is going to A/C W and it is going to payroll. A/C pushed out needing all schedule assignment and is meeting with Faye Covington to go over it with her. Issues come back to A/C Waeschle on one list no matter how many issues there are. Vent them through the Chain of Command and not directly to payroll. This will not overwhelm payroll. By this time next month will look at the data to date. Overtime usage will be on the agenda. (2/16)
- b. Reviewed SL and OT. Showing reduction of total OT. Batt I is there a way to get DTS training to help with mileage. DTS training is available through the site and Rene at N3 is also available to assist.
- c. Still having issues bumping two people to cover one. (3/11)
- d. Reviewed LS usage and overtime and give an overview of what will be viewed from FY10 data to FY 11 data. Figures are based on SLACDA report. Need to make sure we are comparing the amount of FTE increases from FY10 to FY11. This is only SL data and no other data. Total monthly hours are an estimate. Looking at calendar month not pay period month. Still working out training issues. ESAMS is what they are working on with access to employees training by multiple supervisors. May need to look at adjusting the workload. First alternate is working at this time. Can leave at 0800 or once all staffing is accounting for. May need to address future problem. SL is down may need to do a time period for the First Alternate list so that someone is not on the list for long periods of time. Need to gain control of the OT and bring it down. (2/16)
- e. Lots of positive responses to AWS. Taska mentioned NASWI doing lots of double drills in Mar/Apr causing lots of weekend O/T. Chief Waeschle said about same issues stand with S/L. Ed had been doing some data collecting on reasons O/T needed. Off job injuries also contributed to O/T. Chief Waeschle says one solution is that might have to drop minimum staffing weekends, holidays. Not a great idea on safety issues. Comparing peaks/valleys and continue working on distributing Pods more evenly. Tweak schedule to reduce O/T. For LAI possibly take and move 1 person off Fri to Mon. Example saves approx 50% in O/T. Will have to do some more figuring. Suggest input/revisit policy for RDO selection. Voluntary O/T list. Chief Waeschle said if you want to work OT on day off, take initiative and call if you want it to be know you would like to be called. (4/20)
- f. Reviewed OT/LS since last year. LS from last year to this year show more hours burned. Having supervisors looking at the driving factors. OT executions WI burns less OT than Bremerton and Bangor. LS is a contributing factor. Union brought up the need to include the other factors to see the whole picture. Need to get the OT down. How much is OT executed on the weekends? Reviewed new Group information that Union constructed against what Management revised. Need to revise Leave policy

- that will address OT and not authorizing OT for vacations. With Group how often are we on max leave, Union will research it. (5/18)
- g. Hours are down but are still up compared to previous year. 90% from Battalion II was from Wildland training. Majority generated from Battalion II and III. Inspectors are not figured into it. Adjust to make it more equal to allow constant coverage as an organization as a whole. Revising Leave policy to reduce OT. (6/16)
 - h. Reviewed OT and LS hours. Management sees the need to obtain feedback on how the members feel and get feedback about the schedule prior to August. Discussed leave policy. Management and Union will meet and revise leave policy to help reduce OT to be effective 01Feb12. Look at POD distribution of reservists to reduce OT. (7/20)
 - i. Reviewed OT data. Numbers are good. Double coverage is occurring. Instruction has gone out that the closest station will cover the shortage. Need to know dates and times to resolve the issues. Reviewed SL, numbers are down. New revision to the leave policy. Poll is online and is going through the 27th within the Union. (8/17)
 - j. Reviewed OT data. Show decrease from FY10. Showing increase in SL from FY10. Polling was completed but numbers have not been sent up to management. Was Union wide not sure if it was broken down by Battalion. Working on significant OT hours trends and if the PODS need to be realigned. Reviewed OT slides to show the trends within the stations on OT. (9/21)
 - k. Reviewing OT/LS data to date. LS has increased over last year. We are fully staffed. Working on a brief that encompasses all type hour codes types. OT is down due to many factors not just the new schedule. (11/16)

3. Library materials out of date

- a. At the stations are out of date. See us as falling behind due to updated editions. Is there an online addition. Capt Dorr is putting standardized lesson plans to G2. Get managers access to upload. No requirement for Firefighters to put the picture up if you don't want to. Training Officer is going through inventory of current library and is developing a procedure to track where the manuals are. What is the inventory for each station for training. Inventory more frequently to keep track of that is at the station. (11/19)
- b. Status quo (2/16)
- c. Should be resolved by the end of the month. Validating the inventory right now. (3/11)
- d. AEMT course materials should arrive by 5 May. (4/20)
- e. Materials have been identified and are ordering them as funding is available. Working on a system to track the books to control without locking them up. (5/18)
- f. 1 set received and 2 sets on order. Working on standardized training and manuals to make it consistent. Working on a committee of personal to work on it. (6/16)
- g. One order pending. Want to have a complete inventory before pushing them out. Provide what is currently required for CDC's. (7/20)
- h. Waiting on 3rd order (8/17)
- i. Partial order has been received still awaiting for the rest of the order to push them out. Inventory of each library will occur and will be pushed out when completed. (9/21)
- j. All items have been distributed to the stations that we have received. List was sent out to the stations for review return to Training Chief items that were deemed missing were replaced. Outdated manuals can be removed. CLOSED (11/16)

4. Breast Cancer Awareness Week

- a. Would like to use the pink t-shirts provided by the Union for the week. Management will support it through union. (3/10)
- b. T-shirt design contest for Breast Cancer Awareness. \$50 prize money to dinner of choice. Union to buy shirts for union members to wear on duty for GS-9 Capt and below for week in Oct. Chiefs want Pink ties. (4/20)
- c. In Oct. Still designing the T-Shirts. Being voted on by Union next week and present the design to management. (5/18)
- d. Presented designs to the Management. Discussed changes and colors. Come up with reflection of the partnership with Union and NRNW. Copy of the changes give to Management. Will take back to the E-Board (6/16)
- e. Final design done. Union is researching T-Shirt vendor. Some members of the union would like to do it for two weeks instead of one. Management wants to stay with one week. Union proposed Sunday 9th-15th of Oct. Management accepted dates.
- f. Went out for sizing and should have T-shirts by Sept. (8/17)
- g. Memo sent out. T-shirts have been ordered and should be in by the next E-Board meeting. N3 backs it. Inspectors are authorized to wear a tie or pin, t-shirts can be worn to work out in as emphasized in the issued memo. (9/21)
- h. Supporting awareness not the charity. Legal was saying that we cannot support using pink shirts and ties. Union will pursue with legal over the next 11 months. At this time the department cannot support. CLOSED (11/16)

5. EMS Proposal

- a. Advance EMT awaiting informational email. Changes have been accepted by the State of WA. Will be in effect by 15May. Will be out 01 Jun. Transition from current levels to 4 levels.
- b. Hold ILS will be considered EMT-B. Have to hold the full credentials or attend an Advanced EMT class to be and ILS. Must attend an Advanced EMT class to meet the current PD.
- c. Once meet state requirements and test will transfer to National once they are aligned.
- d. Practical's can be administered through the class but have to have a state proctor administer the test. Can test three times. Fail third have 6 months and can retest after 40 hr refresher course. Will have three more times and if fail again have to attend the full class again.
- e. One EMS book was issued to each individual to beginning studying months ago.
- f. Classes will begin 16-20 May. 48 hour course at WI first. Administer class for Batt I/II 23-27 May. Keep ambulance in service and will go back over missed class time. Will have to work around calls and schedule and vacation. Another class can be done. Drop dead date is 01Jun. If class in progress we meet the date.
- g. Combitube training by an SEI/Paramedic twice a year on a patient and/or manikin.
- h. EMS Chief will put together a schedule for the Union and will have it out by Monday to allow planning. No one is on LA during that time. 02 Jun will be the scheduled exam date and a second date will be schedule with two test times on the day of the test.
- i. Those who hold the IV-Tech and hold the EMT cert will be allotted to attend the course as well. (3/10)
- j. Classes are scheduled for Oct. Requirements have been realigned. Will have all requirements that state want in place will be addressed in the class. Rolling out new CPR guidance and ordering new training CPR equipment. Current instructors do not have access to required cards or new manuals. Berry and Morse have the training. Will follow up with more information. (6/16)

- k. CPR instructor certs being worked. Waiting to see when the CPR instructor classes will be scheduled and certifications have begun. (7/20)
- l. Funded the CPR cards. Waiting for the vendor to respond to the Credit Card buyer to allow us to send off the forms. Classes are still scheduled in Oct for the EMT-I. Need to push out the reminders and the make up process procedures. (8/17)
- m. Classes start Oct 4th and goes to the end of the month. CPR cards have been finalized. Union was sent the dates. (9/21)
- n. Prior to the class agreements. If anything changes regarding the previously negotiated agreement requires a notification to the union prior to implementing. Requests for course Critiques from the class to improve the process were sent out on 14 November with a suspense of 20 November. No names will be used at all. Currently addressing the availability of the NREMT proctor and will notify all affected as soon as the dates are finalized. Willing to give VTC optional refreshers to whoever needs/wants it. Two practical exam dates will be set up as previously agreed to. If someone cannot make the two scheduled dates management will work to schedule a onetime make up that will not be organic to the NRW. Employees must have a legitimate reason for missing the practical exam dates. If personnel are off duty they will be compensated for their time. Asking to honor times they can take the test. The written retesting process will be honored as stated above in letter d. Will honor the national criteria since it matches the state process. (11/16)

6. OWCP Problems

- a. Sharon said that accepting a position will not waive claim. Carol came back and said that it was not true OWCP office, Francis, said it will cover it but rescinded this when was told Carol was right. Now not sure at this time how it is covered not. Will gross salary be based on previous grade or new grade? HRO will inquire on how personnel will be affected. (5/18)
- b. Miscommunication on what is occurring. Need to set up a meeting with the Union and OWCP and Management. HRO will arrange the meeting. We are using CT/CE as we are suppose to. (6/16)
- c. Meeting with Carol from OWCP on the 27th July from 1330 – 1530, Wednesday. Union will put out notification to find one other member that can attend. Need questions by NLT 25 July. Planning to meet at Station 28 training room. Lisa and Dawn will attend. Lisa will invite AC Spaulding and BC Swope. Discuss FF schedules and how we document our time. (7/20)
- d. Carol has no pass down on the previous issues and is being researched. SLCADA issues are a nationwide problem and are being handled at a higher level. Was a policy that was supposed to be written and was never completed. No solid answer on the 081 schedule solution. (8/17)
- e. No update at this time. (9/21)
- f. Meeting over the issues was delayed. Carol was given questions from the Union and she wanted to get more information that was not passed down to her. Union needs to send the questions to the Deputy so he can send to Carol again. No status on the 081 schedule. Need to get with Ellen Rosen on the schedule that Faye Covington started and see if they can get it resolved. (11/16)

7. Firefighter Health and Safety training

- a. Discussed steps used to reduce mishaps and background of how the Peer Fitness came about. Julia and Bobby from N9 came up with a program to help Firefighters train, improve their fitness and reduce their injuries. Fitness Program discussed. It is a Peer Fitness course that is an 8 hour class for instructors. Want to include nutrition.

Include Hero Training specific to job and duties. Can be modified for each individual. (8/17)

- b. Union wants to sit down and bargain the process. This is tailored for Firefighter duties. (9/21)
- c. Written proposal being written up and revised. Intention to have it completed this week. (11/16)

8. Unmanned Physical Center

- a. Tasker to inspect all unmanned physical fitness facilities. Usage of stalls used to house fitness equipment while parking apparatus outside. Reviewed the CNIC SOP on Unmanned Physical Centers. Will survey spaces with N9. Question on getting access to Hospital Gym on Sunday's and Holidays. (9/21)
- b. Notification received and will be discussed outside of this meeting. CLOSED (11/16)

NEW BUSINESS

1. AEMT Class

- a. Discussed above. (11/16)

2. CDC Training

- a. Request process in G2 in development to allow tracking of the training. Training and a how to guide will be provided. Reviewed the form with the Union to resolve the issues in tracking training. (11/16)

Next meeting 14 December 2011 at 0930 – Management Hosts