

SUB-LMPC Meeting Minutes 17 February 2010

Members present:

Union: President Elin, VP JP McCalister, VP Bangor Baze
Management: Deputy Chief Kramer, AC Steil, Morris
HRO Representative: Harris

EXISTING BUSINESS

1. Training Computers

- a. AC Waeschle – N6 was to order the computers then changed their mind and the money was taken from our budget but they have been ordered. IT will control the disbursement of these computers. Also the SCBA program computers will be disbursed to the staff by 27 July 2009.
- b. Have them all in and are in the process of being formatted. Two are completed. Have 8 licenses for the software. Working through Action Training Systems to resolve license issues. Have 11 training laptops. Should have all up by the end of the month. No internet access.
- c. Issued to Bremerton and Bangor. There are problems with software packages. Need to purchase the Office suite to run the needed training system. Other problems that N6 is working on to get the computers up and running. Training Chief is submitting a purchase request for the office suite. Office suite package install by early March.
- d. Computers are at some of the stations. Bangor's is completely installed. Chief Spaulding is in the process of loading the rest of the software. It is in progress.

2. SOG Status

- a. Leave Policy SOG is still waiting for confirmation on the meeting date. 03 August 2009 ay 0930 was suggested.
- b. The SOG for uniform allowances is still in process with draft to be completed by next month.
- c. Missing SOG's were found. Need to get with President to see if they were approved and just need to be resigned.
- d. Management is proposing revising the SOG for the \$1600 and put in a statement for \$800 when policy needs to be revised.
- e. Reviewed Leave Policy. Number of hours of leave entitlement is based on a 40 hour a week not the FF 72 hour work schedule. Should be referred to in the law as 12 weeks. Should be 864 hours. Want to specify work weeks and not actual hours. 13 days are deducted for caring from family members such as Doctor appointments for family members from the 12 work weeks based on the law. More entitlements on care of a returning military member may be added as this is a new law. HRO will review all the changes and get back to DC Kramer.
- f. Minimum Officers on Duty issue is that it dedicates the numbers of Officers required. For Batt I and II requires 1 but Batt III requires 2. The WI need for the 2 in the policy has gone away. Union is in agreement and the DC will bring it up to the FC for a final decision on it.

- g. Minimum Officers on Duty has been revised and signed by Management and Union.
- h. Leave Policy to be researched the Armed forces statement in the leave in the Authorized act. HRO is researching it.
- i. Elin will add in Jury Duty information into the policy.

3. OLF Coupeville Staffing

- a. Chief to meet with the Green Belt liaison at Whidbey on Monday, 28 July 2009.
- b. New charter written.
- c. Will be looked at and a recommendation. Air Ops believes they will be plus up and we get additional billets. Recommendations are that we will get 9 military. Not sure what the real numbers are yet.
- d. Trying to push all arresting gear back onto Air Ops Maintenance.
- e. We agreed to a Lean Sigma Six project with the Air Field Boss to see who can provide the best service. Began this month. Chief Arruda will guide the project. Final determination will be based on the findings. No date set for when project will be completed.
- f. Union concerned with working with unqualified people when outcome is determined.
- g. Process began Jan 6th. Meeting was scheduled Jan 10th. No determination has been made. It is a Lean Sigma Six project.
- h. Union does not want to see them backfill if military is running it and the loss of Firefighter jobs.

4. Wildland Firefighting Program

- a. Chief Arruda indicated that there is a possibility of year end money which will be applied to this program. Due to limited funding PPE will be purchased for Seaplane and Station 79 at this time. BC Merrill has been tasked to coordinate this process.
- b. Had RAM for 200,000. CNI and region supplied money allowing adding of a few items like shelters and generators for the two rigs. Region added another 100,000. All PPE bought. All PPE is thrown over uniform for 12 hour use. Shelters will be assigned to brush rig and tenders.
- c. Management is looking at Southwest coming up to teach.
- d. Looking at volunteers to become Red Card certified. Do not want to make it mandatory for Firefighters but every Battalion Chief will be Red Card Certified.
- e. Fire Chief is working on mutual aid agreements.
- f. Intend to start training mid march. Two online classes employees need to complete. Basic Wildland and Reading Weather conditions.
- g. Previous Wildland cert holders that have lapsed will still have to complete the classes. Training has to be completed annually. The four day class that Zielinski (Lead), BC Merrill, and Sharp will facilitate the classes. The training will be three days in the class room and one day will be practical. Still working on the logistics. Leaning to pay the OT for the training. Will do the Pack test then end with a red card.
- h. Require all complete the online training. The four day class will be volunteer unless it is not sufficient enough to sustain it with volunteers.
- i. Have an SOG draft that will go through committee once the FC looks at it.

- j. SOG has been pushed to the committee members. Drafted by BC Merrill and Spaulding and a third revision.
- k. We have two fully equipped brush trucks but are not active until training is completed. Begins in March. Training plan is going to determine who gives the training and when it will begin. 4 days in the class room and 1 day practical. Will be FF II trained. Training plan will have a primary and secondary date. Back test must be completed for red card and will be an annual requirement. Want to be ready by Mid May.

5. Uniform Allowance Checks

- a. While Chief Arruda was in Washington DC he learned that a problem with the instruction that CNIC wrote was identified and sent back for revision.
- b. Status of the uniform allowance SOG - it is still in process (per Sheline and Kazikiewicz). Definition of how money is to be spent will be outlined in the SOG. Lighthouse uniforms and Kroesen has current uniform policy.
- c. No official guidance for the \$800 sustainment. There is a DoD policy on the \$1600 initial. Management wants to leave it at \$400 and address the \$1600. Pay out the residual balance on those that have received coats and boots. Individuals are entitled and management wants them to receive what is due to them.
- d. Would like to know when the second \$400 will be put in. DC Kramer will contact Sharon Miller to see when a reasonable time line and get back to the Union.
- e. Coat issue after NAVMAG a new issue came up with a use coat issue. Union issue is not the coat is bad its that they are being charged full cost for a used coat. Request for Zambor coat was went to PPE program yesterday. McNamee need a new coat as well.
- f. Chris Simmons was before our cut off date. But implementations guide says different. OPM guidance is a set date and CNIC may have specified a different date. Tabled while the data is looked up by the Union.
- g. FY10 for \$400 is being paid out. FY09 is being process by Morris. The amount is being retroactive based on whether they received a coat and boots.
- h. Union would like a list of members who received boots and coats so they can verify with the members.

6. Leave Policy

- a. Leave policy meeting is still waiting for confirmation on meeting date 03 August 2009 9:30 was suggested. The date was not confirmed.
- b. Policy complete and ready for signature.

7. New Hires

- a. New Hire Sponsor Program is working well in Batt 1 and SOG has not been signed yet. The new employee check-in sheet will be finalized with HRO by AC Waeschle.
- b. One term billet for Simmons and Fire Inspector at WI.

8. Temporary Housing Air Conditioners

- a. After discussion of whether there was a way to get housing to provide air conditioners for the temporary housing for Station 63 it was determined that it was not feasible to require upgrades be made to temporary housing. Further there are no funds available within the department to purchase air conditioners.

9. SOG-Min officer on duty

- a. Larger burden to fill Captain spot due to the loss. Reason for fixed assignments lets individual become more proficient. Issues with Captains roving. If there is not a Captain will hire overtime for the position. Is a regional instruction. Will get with Bruce Kramer to revise.

10. Health/Safety

- a. Back to the basics on safety to reduce accidents.

11. 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 expansion - 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.
- h. Truck bay is not funded. Is still in the design phase.

12. Station 28 Vehicle Exhaust System

- a. 60 repair period is too long for a safety issue. AC sent email off to Tom see why EJB exceeded the 60 day process. EJB id transmitters need to be replaced. Request to look at all of 27. Addressed in December. EJB has the contract. Assign it in ESAM as a safety issue. Will try and get a completion date today. Was not id as a safety issue in the beginning. Union wants to know if there is anyway to id in contract to shorten time frame for safety issues. Emergent is 15 days. It is how you

put the trouble call in to make sure it is listed correctly with EJB for a problem. How do we hold them accountable for a reoccurring issues with tickets. Ref the ticket numbers in the new ticket and route it through the CoC up to AC W and he will act on it to get resolution.

13. Weekend work MOU

- a. Union sat down with DB and FC and were going to go out and obtain data on how often they were doing CDC course on the weekend. The training schedule was being rewritten to complete training on the weekend. Mon – Fri flight ops consistent. During winter months they fly in the evening. During the summer months the flight ops ramp up. Sun 17-1800 start flying. MOU is 10 years old and is place. DC and FC still need to look through the data to see when training is going on. Try and meet with the Union in Feb to go over the data after the data is reviewed.

14. Union time keeping/tracking

- a. HRO has not had an opportune to review. Are entitled to pay. Management meetings are outside the 24 hour schedule. Issues are unique to the FF schedule. Tabled for next month to allow HRO to do more research.
- b. Possibly odd shifting to come up to meeting so that they are not getting overtime. DC talked to Ann and said that it is feasible. Supervisor needs to talk with payroll to see what they need to do. Union will contact Ann to figure out what they need to provide their supervisors.
- c. Question can VTC be used for the Union to use semi-annually. Management will look into it.

15. Generator for Station 63

- c. Generator funding has been pulled. 1st quarter funding FY10 this will be included in a work order for the entire refurbishment.
- d. Still funded with FY09 money. Scope work completed and contractor has been identified. Should be completed September 30th.
- e. Working on refurbishing stations. Seaplane base will have partitions with doors. Public works pushing to complete mid October.
- f. Installed completed. Closed item reopened.
- g. Generator burned up during the testing process day after item closed. It was too low of a voltage. Public Works is in the process of purchasing the generator to handle the voltage.

NEW BUSINESS

1. Access to Government vehicles weekends

- a. There has been issues that when we rotate people from 79 to other locations. The inspector need his on Monday for appointments. Is their any way to get other vehicles for Firefighters to use. Management will place a vehicle key if it is available for the week end on the board and 79 will access the building to obtain the key for the weekend. Deputy Chief is going to send out an email to have

management place keys on the message board on Fridays for use over the weekend.

2. Return to work requirements' (after an injury/illness)

a. If you leave work for injury/illness. Doctor releases you to duty how can the occupational nurse says they can not return and held them for tests and did not send them to the Doctor or PA which caused the person to use LS. Union will need to send the Deputy Chief an email and research what happened and why.

3. Transfer list on the common

a. Posted by the Assistant Chiefs and is password protected. It is time date stamped and changes the date and puts them to the bottom of the list if another location is added. Need to add as a new line item to avoid this. Assistant Chief Steil has for action to fix.

4. Use of government vehicles for supplies

a. Take front line apparatus to obtain supplies. It's against NFPA to take supplies in an ambulance. Try and use transportation or a utility vehicle on hand. Talk to Credit Card buyer to see if she can send purchase requests directly to Bldg 17 and if not why she can not do this. There are difficulties getting vehicle on West Sound. Tabled till next meeting.

5. Station 62 in the blast zone of bldg 6500

a. New building being built, 6500. When the department was doing their inspection during a discussion with the engineers it was brought to light that the fire station is inside the blast zone. Due to regulations the Station would have to be moved to take it out of the blast zone. The Union will proved Assistant Chief Waeschel with the arch map and then management will need to bring up to the attention of the base CO.

Next meeting 24 March 2010 at 0930