

CLVFD Business Meeting Minutes February 22, 2024

Meeting Called to Order at 1801 by Chief Rau.

Attendees: Evan Rau, Mike Clark, Brad Chiodo, Jim Kubichek, Jody Sandquist, Jon Gessert, Susan Rau, Karen Smith, Jay Smith, Craig Mawle, Marian Kelly, RFLVFD Chief Brendon Hill. On Zoom: Mark Weeks.

Approval of the Agenda – Jim Kubichek moved to approve the agenda as distributed, Jay Smith seconded. Motion passed unanimously.

Approval of Minutes from Previous Meeting – Jody Sanquist moved to approve the January 25, 2024 Business Meeting minutes, Evan Rau seconded. Motion passed unanimously.

DISCUSSION TOPICS

Department

- **Rules and Regulations Revision:** This document has been completed and submitted to officers for review. It's currently being circulated for their input and will be distributed to the department once that's completed.

- **Strategic Plan**
 - The committee met last night to finalize the Plan for review by members.
 - The draft Plan has been posted on the Staff Portal under Updates > Strategic Plan 2024
 - Any input should be provided via a Google Form that will be posted with the Plan. Please hold any non-urgent questions until after the Plan is finalized, when we'll go over it in depth.

- **Goals for 2024**
 - Rules & Regulations revision (from 2023) – With officers for review (see above).
 - SOGs revision (from 2023) – Jim's heading up this effort. At the meeting, Karen and Mark volunteered to assist.
 - Strategic Plan update (from 2023) – Draft plan posted on Staff Portal for review (see above).
 - Establish a system for better managing incident reporting, inventory, maintenance records, and training records – This is included in the Strategic Plan. In addition, recent steps have been made to improve current methods of handling incident reporting and training records. The FirstDue program options being explored by LETA may help with this.
 - Establish a peer support program – Efforts in this direction include, but will not be limited to, programs offered by First Responder Trauma Counselors (guest speaker to provide more information later in the meeting).
 - Incident Reporting: Get 90% of run reports submitted within five days of the call – For reference, the incident reporting spreadsheet has the submission goal dates at the bottom of each column. There was a discussion about some issues people have had in submitting reports (some of which have simply vanished). Marian will change email field at the end of

the report to a required field to help everyone remember to put their address in. Everyone should make note if they do not get an email confirmation (which would indicate that their report did not go through) and notify Marian if/when it happens.

Safety

- Jim talked about laundering turnout gear and that not doing so is a safety issue due to the toxins that may cling to the material. Instructions are posted on the side of the washing machine, and two sets can be done at the same time. He read and passed around recommendations from the Lavender Ribbon Report: best practices for preventing firefighter cancer — PPE should be worn properly to cover all exposed skin, skin should be cleaned with decontamination wipes before leaving scene, gear should be cleaned with decontamination wipes asap, and all fire or chemical exposures should be documented in incident reports and via other methods. Jim suggests that we consider using the compressed air foam pack and decontamination spray to clean up following an exposure incident.

Personnel

- Guest presentation about peer support: Jarah Grashorn of First Responder Trauma Counselors spoke via Zoom. FRTC serves 29 agencies in Northern Colorado, and the Larimer County grant they've received will allow them to provide training in peer support for these agencies. The grant will cover the cost of two people attending their peer support academy (a one-week, forty-hour training, plus ongoing trainings), which will be held the weeks of June 10th and September 23rd. They recommend one peer supporter for every fifteen people (for us, one to two people would be ideal). Other members who aren't interested in being part of a peer support team will have free access to other trainings they offer (like the 911Aware Class, which is an eight-hour training). Jarah will send an overview of their trainings, which includes the dates for all classes. FRTC also has a list of counseling resources that we can request if/when our members need access.
 - Members interested in the peer support team academy should contact Evan. Karen has already expressed interest.
 - All members are encouraged to attend the 911Aware Class.

Operations

- SDR Response Protocol Changes
 - Information about this change was sent to department members via email on February 20th. The basic outline is that SDRs will no longer provide lead-in for medical calls and will respond to provide traffic control only for MVAs and confirmed fires unless separately paged out by the Incident Commander. RFLVFD has been informed, there will be a trial period of a couple of months to test this out, and the link to a feedback form was included in the agenda.
 - Evan stated that the change was being made to improve accountability (SDRs being a separate group out in the community during a call that need to be tracked by the IC).
 - After a lengthy discussion about the pros and cons when it comes to applying this change to medical calls—including concerns regarding the safety of the SDRs and that of those on scene during an LZ or other times traffic control is needed, uncertainty regarding how often traffic control is necessary on medical calls, and a desire not to automatically respond

resources that are not needed, among other things—the decision was made to alter these plans to the following: SDRs will respond to the station for medical calls and stage there, and to get in the habit of properly requesting resources, the IC will specifically ask SDRs to respond from there to set up traffic control for an LZ or if there are other tasks for which they're needed. This will allow us to gather data on how often SDRs are requested for various tasks in order to make informed decisions moving forward.

INFORMATION ITEMS

Department members were reminded to review the Information Items included in the Agenda.

Jim Kubichek moved to adjourn, Marian Kelly seconded. Motion passed unanimously.

Meeting adjourned at 2044.

Respectfully submitted,
Marian Kelly, PIO