

# CLVFD Business Meeting Minutes

May 23, 2024

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

**Attendees:** Evan Rau, Mike Clark, Doug Race, Jon Gessert, Sue Gessert, Marilyn David, Milo David, Susan Rau, Marian Kelly, Keenan Boswell, Harold Alexander, Mark Weeks, Karen Smith, Jay Smith, Craig Mawle, Bobby Hill. Via Zoom: Brad Chiodo. Guest: Kathy Dillon-Durica.

**Approval of the Agenda** – Marian Kelly moved to approve the agenda as written, Jay Smith seconded. Motion passed unanimously.

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

## DISCUSSION TOPICS

### Operations

- SDR Response Protocol Changes – No changes since last month.
- Accountability Tags – Use has been discontinued. Department members may keep theirs, if they like.
- Personal Health Information – We're not legally an EMS agency at this time, and the requirement to follow HIPAA only applies to those agencies. That said, we intend to comply as closely as practicable and will be crafting a privacy policy to codify how we'll be managing this. In the meantime, any information written down about patients on a call must be given to the lead EMT on the call, who will be responsible for it.

### Equipment

- Radio Update – All the radios were reprogrammed on Monday. There's a new channel in the lineup – LC FIRE 2 is now in the third slot. All other channels are in the same order moving up the dial. Be aware that until Red Feather's radios are reprogrammed with the same codeplug, they do not have LC FIRE 2, so if Dispatch assigns a call to that channel, the IC will be asking to have it reassigned to LC FIRE 1. Everyone was reminded to verify that their radio settings are correct, as during programming, radios may have been taken off scan and so forth.
- Monthly Apparatus Check Reports
  - Brush 1 – Needs a current inventory sheet, which Craig and Keenan will create. Alex reported that he added a switch for the hose reel rewind, which is in the front compartment on the driver's side.
  - Engine 1 – Doug will do the check tomorrow. Inventory sheet is reasonably accurate.
  - Tender 1 – Air horn doesn't work (may have a leak). Mark suggested that the fitting behind the horn may be loose. It's still leaking out of the bottom of the pump – Doug ordered two cases of packing to address this problem. The tank level indicator is inaccurate – Alex and Mark will empty the tank and recalibrate the indicator.
  - Brush 2 – Needs a current inventory sheet, which Jay and Karen will create. The chainsaw wouldn't start, but Mark has fixed it. Hand tools need to be sharpened and covers put on them.
  - Squad 1 – The tires have been switched out.

- SCBA – The low-battery alarm can go off if the air wasn't fully purged before the pack is started up. If it does, the air needs to be fully shut down and purged and the pack turned off, then back on. It's possible to test the batteries on a pack that's off (tank closed, air purged, alarm turned off) by holding in the reset button on the control unit until the light on the front of the control unit turn green (batteries good) or red (batteries bad). Don't forget to shut off both the purge valve and regulator valve and extend the straps all the way out when taking off a pack.
- Station:
  - The folding mezzanine stairway has been installed. Thank you, Jay and Alex! Railings will be installed on Friday by Alex, Mike, and Evan.
  - Cardboard boxes for recycling should be broken down and stowed properly, not just stacked by the recycling area.
  - Critters want to eat your snacks and die in your boots. Be careful how and where you store snacks.

## Department

- Mill Levy Campaign – Doug – This year, we'll be paying off the 4 mill bond approved by voters in 2016 to remodel the fire station, as that loan has been paid off early. The board has decided to ask the voters to approve retention of the additional mill levy amount, keeping us at 9 mills instead of returning us to our previous 5-mill rate (the lowest allowed by the state for fire districts) and allowing us to improve our services to the community. On the committee working on making this pitch to the community are: Doug Race, Shirla Race, Susan Vance, and Tamla Blunt. They will be mailing out an informational flyer to the voters and holding community meetings to present the proposal and answer questions during the summer. The issue will be included on the ballot in November.
- Goals for 2024
  - Rules & Regulations revision (from 2023) – Evan – The officer review is finished, and Evan is finalizing feedback preparatory to sending the document back to the committee.
  - SOGs revision (from 2023) – Mike – No updates.
  - Strategic Plan update (from 2023) – Evan – This is substantially complete.
  - Establish a system for better managing incident reporting, inventory, maintenance records, and training records – Evan – Demos have been done with several software providers. Evan and Mike are prepared to make a recommendation to the officers regarding which one to go with (Emergency Solutions). If they agree, the provider expects it to take about three weeks to build it out to meet our needs.
  - Establish a peer support program – Karen – Karen and Evan will be taking the class put on by First Responder Trauma Counselors from June 10th to 15th.
  - Incident Reporting – Get 90% of run reports submitted within five days of the call – Marian – All run reports are currently in, but three incident reports are still outstanding.

## Safety

- The flatlanders and snowbirds have returned, which means busier roads with more RVs and construction vehicles, etc. There are also more animals about and many of them have babies, making them more reactive and potentially more dangerous. Drive carefully and keep alert.

## Training

- June's training will be wildland-focused, including ensuring everyone has all necessary gear and practice deploying fire shelters (Thursday). Saturday's joint training will be at Snoopy Pond and

involve practice getting water on the “fire” and setting up a water shuttle to Beaver Pond. If there's enough time and personnel, we'll also practice deploying smokey packs. Mark pointed out that the dry hydrants need to be blown out – he'll organize that effort so it's completed before training.

- CPR certification/recertification – Recertification classes will be held on Tuesday, June 4th at 1600 and Tuesday, June 11th at 1600. A third class will be held on Sunday, June 30th if necessary. Even those who've been certified recently are asked to recertify at this time in order to get all department members on the same recertification schedule. Sign up with Doug.
- Evan talked about discipline and chain of command at training and why it matters. We need to practice chain of command at training so it's a habit on calls, where it's vital to everyone's safety. It's also more difficult for many people to learn when there are more people sharing experiences and opinions during training.

## **CL FIRES**

- Website update – Susan Rau has been working on the CL FIRES website, and while it's still missing a few things (photographs and documents), it's mostly back up and running again. All fundraising links are in place, as well as the grant information, this year's event information, contact form, etc.
- Everyone was reminded to sign-up to volunteer to assist with or act as lead for this season's events. The sign-up sheet is available on the Staff Portal of the website.
- Kathy Dillon-Durica asked for assistance getting the large wooden duck sign to Basecamp, which those working at the station Friday morning offered to help with. She also needed a small table to use for duck adoptions, which Karen offered to bring. Adoptions will be available every Saturday in June from 1000 to 1400, which Susan will be announcing soon.
- Jody will be setting up a meeting for all the activity leads soon.

## **As the Membership Desires**

- Flag-Raising Ceremony – Meet at Basecamp at 0830 on Saturday wearing your dress shirt. The Pancake Breakfast will immediately follow the ceremony and all department attendees are invited to attend. The flag ceremony at the station will follow the breakfast. Doug reported that the station flagpole has been fixed and there are plans in place for a more permanent long-term fix.
- Flag Retirement Ceremony – Doug announced that this will take place after the two flag raisings on Saturday, probably around 1100.
- The next SDR meeting/training is the third Tuesday in June.
- CWPP WUI Day is Sunday, May 26th from 1300 to 1500, featuring mitigation information and providing an opportunity for people to sign up for mitigation assessments. Department members were asked to attend if possible and wear a department shirt.
- Jay's made contact with Jim Beck regarding taking apparatus to him for annual checks and will follow up with him on Friday about available dates. Brush 1 is tentatively schedule to be taken to him for it's annual check on Friday, May 31st.
- Alex noted that he disagreed regarding hearing from multiple people during training and said he thinks it's important to have the opportunity to discuss alternate methods.
- Evan announced that due to changes happening in his personal life, he will be stepping down as chief effective immediately but will be remaining a member of the department. He recommended Mike for the chief's role. He also recommended holding the Special Meeting required by the Rules and Regulations for the election to replace him immediately following the business meeting. Bobby Hill moved to hold a Special Meeting immediately following the May 23, 2024, Business Meeting for the purpose of holding an election to fill vacant officer positions. Doug seconded. Motion passed unanimously.

**Doug Race moved to adjourn, Bobby Hill seconded. Motion passed unanimously.**

**Meeting adjourned at 1957.**

Respectfully submitted,  
Marian Kelly, PIO