

ZONE 1 OPERATIONS CHIEFS RETREAT - MEETING MINUTES

SEPTEMBER 5, 2017 AT 1:30 P.M.

Kirkland Fire Station 26

| MEETING ATTENDANCE | |
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| Richard Burke, EF&R | Jamie Formisano, EF&R |
| Joel Kuhnhenh, KCFD 45 | Tim Day, Kirkland |
| Mike Bailey, Snoqualmie | Josh Baker, NORCOM |
| Greg Tryon, EF&R | Erik Wallgren, Woodinville |
| Andy Adolfson, Bellevue | Rob Van Spanndonk, Bothell |
| Ron Tiedeman, NORCOM | Tim Dahl, Shoreline |
| Drew DeFazio, Redmond | Eric Magnuson, Northshore |
| Kevin Bryson, EF&R | Summer Parkinson, EF&R |
| Les Kenworthy, Mercer Island | Don Horton, Redmond |

| TOPIC | ACTION TAKEN |
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| <p>Introductions: Summer Parkinson, EF&R, will be taking over Secretary responsibilities January 2018.</p> <p>Ron Tiedeman, IT Director with NORCOM was introduced.</p> | |
| <p>Review & Approve Previous Meeting Minutes: Previous meeting minutes were reviewed by the group.</p> | Approved unanimously. |
| <p>Z1 Chiefs briefing: Briefed on; first alarm assignments and Labor Day Status Reports.</p> <ul style="list-style-type: none"> • Status Reports: Discussed intent of the reports and whether it is being duplicated with the existing tracking of resources system in the dispatch system. • DNR Dispatch Process: Discussed current process of requesting resources and the intent of pushing back on 'named requests' to allow for opportunities within the Zone. Tim Dahl will be bringing to the KCFCFA for action. | DNR Dispatch Process: Unanimously agreed to push back on all 'named requests' until further notice. |
| <p>KC Ops: Automatic Aid ILA draft is in process, along with the Zone-wide renumbering proposal. Intent is to approve at the KCFCFA in 2018 with implementation in 2019. Current drafts can be found here.</p> | Review drafts and provide feedback through your chain of command. |
| <p>Operations Technology:</p> <ul style="list-style-type: none"> • Discussed Zone-wide inventory for the potential of shared resources and joint projects/purchases. <i>(handout included)</i> • Discussed CAD implementation with the Automatic Aid project. • MDC Hardware upgrades: Increased department consistency is helpful with the intent to standardize equipment. NORCOM has a recommended equipment list. | Review inventory spreadsheet and submit revisions to Tim Dahl. NORCOM to provide list of recommended equipment for MDC hardware upgrades. |
| <p>Charter/Commitments: Reviewed and discussed the draft</p> | Approved unanimously. |

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| <p>charter. Agreed to finalize.</p> | |
| <p>Submission of Concepts:</p> <ul style="list-style-type: none"> • Reviewed and discussed draft and agreed any Q4 requests, unless crucial to life safety, shall be tabled to 2018. • Discussed Model Procedures Roll Out: All departments used either the PowerPoint, added to quarterly objectives, and included in MCOs. • KC Training Officers: Ensure that group is supported • Command Boards: Discussed streamlining command boards within the Zone and Region. • EMTG Training Chief: Discussed the possibility of EMTG supporting a Training Chief to assist with streamlining a single point of contact. DC Tryon, EF&R, is in que to take on the role. Discussed the benefits of ensuring the job description or submission of concepts draft includes communication with departments who are not members of EMTG as well as attending the KC Ops/Z1 Ops meetings. • Agreed that Z1 Ops should provide direction, including all training proposals, and EMTG is a sub-section of the Z1 Ops group. | <p>Submit Command Board designs to Joel Kuhnenn.</p> <p>Revise draft to include language related to inclusiveness of departments outside of EMTG and review in October for final adoption.</p> |
| <p>NORCOM:</p> <ul style="list-style-type: none"> • CAD Roster Audit: Submit information to Josh • AFA Impairment Offline: Discussed how NORCOM should transmit information. Agreed to a designated department email or bell pager. This is not a billable call. | <p>Submit information to Josh</p> <p>90-day pilot program: Submit designated department email(s) to Josh for implementation. Josh will research best practices and the group will re-address in 90-days.</p> |
| <p>Newsletter: Discussed the value and consistency of implementing. Goal is to highlight the work Z1 Ops is doing. Agreed to not implement this project due to the lack of providing information on a consistent basis. Discussed the use of the website to highlight action items and accomplishments. Also, please read your meeting minutes as they are extremely informative and enlightening.</p> | <p>Project will not be implemented.</p> |
| <p>Bio Project: Agreed to implement this project on the website with the intent to know the players within the Zone. Summer will provide template to fill out.</p> | <p>Summer to provide template, please submit back to Summer/Jamie to be posted on the website.</p> |
| <p>MUM: Status in Phase 2; in production, being used and tested.</p> | <p>Ensure identified units are correct, submit revisions to Josh.</p> |
| <p>Fentanyl Project: No update</p> | |
| <p>Adrenal Insufficient Program: EF&R rolled out a new program (see attached letter)</p> | |
| <p>Board Up/After the Fire Resource: Reviewed resource document and agreed to draft a Zone document.</p> | <p>Tim Dahl to send Rich Burke additional resource. Please review and come prepared to discuss in October.</p> |

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| <p>Civil Unrest Sample SOP: Reviewed resource document and agreed to draft a County-wide document.</p> | <p>Andy Adolfsen to send Rich Burke additional resource. Please review and come prepared to discuss in October.</p> |
| <p>Strike Team/Task Force: Discussed Chiefs direction to increase effectiveness as current system does not work. A draft Model Procedure was submitted to KCFCA but is on hold until the Automatic Aid agreement is finalized.</p> | <p>Jamie to send out draft model procedure for review and discussion in October.</p> |
| <p>First Alarm Assignments: Reviewed and discussed handouts. Discussed the intent to call for alarms opposed to calling for additional units.</p> | <p>Review with your departments, discuss impacts and be prepared to discuss in October.</p> |
| <p>Good of the Order:</p> <ul style="list-style-type: none"> • TriTech on track for 10/3 implementation • Kirkland hired new DC Van Valkenberg • Bellevue Fire hosting Peer Support Training, one week class at \$1k • First Demo at EF&R Wednesday, September 20, 9 a.m. • First Due Size Up – submit final input and send to Kevin Bryson • Bothell Fire is seeing many changes; New Chief Bruce Kroon, DC Roepke Ops Chief and Rob Van Spanndonk going back to the line | |

The group agreed to move the meetings to the first Monday of the month to allow for the briefing to occur in a timely manner to the Z1 Chiefs.

Next meeting October 2, 2017 – Station 22 (6602 108th Ave NE)