# SOUTH WHIDBEY FIRE/EMS REGULAR MEETING

**5579 Bayview Road, Langley, WA 98260**

**November 11, 2023 – 10:00 AM**

**Minutes**

Join Zoom Meeting

<https://us06web.zoom.us/j/82081114717?pwd>=

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Meeting ID: 820 8111 4717

Passcode: 312973

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**In Attendance:** Commissioner Noblet, Commissioner Towers, Commissioner Erickson and Chief Walsh

**Audience:** Lt. Kalahiki, FF/EMT Gideon

1. **Call to Order**

Commissioner Towers called the meeting to order at 10:13 am

1. **Approval of Agenda**

Commissioner Erickson moved, Commissioner Noblet second **The motion carried unanimously.**

1. **New Business**

 Strategic planning

 Chairman’s comments

 Review updated strategic plan to set priorities

 Review standard of cover document

 Break for lunch

 Review Capital plan

 Discuss potential station changes

 Discuss apparatus and staffing needs for 5-10 year timeline

Chief Walsh presented the Strategic Initiative’s

 Strategic Initiative 1.1 – Improve Survivability for Victims of Fire, Hazardous Materials Release, Entrapment or other Crisis Incidents.

Objective 1.1.1 – Provide a minimum daily staffing level of at least five fire responders and one chief officer (six total) throughout the District

Chief Walsh explained that the initiative is being achieved.

**Objective 1.1.3** – Zero civilian fire fatalities or significant injuries measured annually.

Achieving

**Objective 1.1.4** – Arrive on scene of structure fires within 14 minutes, 80% of the time.

Close to achieving. The number is affected due to the crew preparing for the call before it is dispatched. If respond when a call is dispatched, the response time would increase.

Commissioner Noblet asked if a response times in rural areas are factored in.

**Strategic Initiative 1.2 – Improve Survivability of Patients Experiencing Acute Medical Emergencies.**

**Objective 1.2.4** – Participate in activities that improve bystander “hands only CPR” participation.

Doing great with providing services.

**Objective 1.2.5** – Explore ways we can add value to our EMS service and supplement our existing ALS service in times of overwhelming demand.

The previous suggestion was to put a non-transport vehicle on the scene. Some members are testing at other departments because they want to be paramedics.

Commissioner Erickson asked what the training and cost would be.

Chief Walsh said it would not take much training or cost. Currently supporting staff by buying books for class.

Commissioner Towers stated the training takes around one year to complete.

**Objective 1.2.6** – Arrive on scene of medical emergencies within 10 minutes, 80% of the time.

Times are the same as EMS calls.

**Objective 1.2.7** – Provide a minimum staffing level of at least two EMS responders for all emergency medical responses.

Some times arrive with one member.

**Strategic Initiative 1.3 – Improve Firefighter/EMT Safety and Survival.**

**Objective 1.3.1** – Implement policies, strategies and training that limit firefighter exposure to high-risk operations.

Ongoing

**Objective 1.3.2** – Provide at least one qualified Safety Officer at all “working” incidents.

Complete

**Objective 1.3.3** – Develop a leadership training program for all field and command level positions.

Chief Dilley is working towards achieving this.

**Objective 1.3.4** – Improve radio communications.

Ongoing. Purchased radios in 2023 and additional radios will be purchased in 2024.

**Objective 1.3.5** – Explore expanding employee health and wellness program to better protect employees over time.

Ongoing.

**Strategic Initiative 1.4 – Improve Agency Resiliency During Crisis-Level Events.**

**Objective 1.4.1** – Improve coordination strategies with local, state and federal partners.

Ongoing.

**Objective 1.4.4** – Develop an “emergency supply cache” program.

Commissioner Erickson stated that during the 2024 budget process, have tried to address this. Requested to address the objective in future year's budgets.

Commissioner Towers agreed to incorporate in future budgets.

**Strategic Initiative 2.1 – Reduce Financial and Legal Risk/Liability to SWFE.**

**Objective 2.1.1** – Address fire station safety/seismic safety in current and future capital improvement plans.

Ongoing.

**Objective 2.1.2** – Conduct a Standards of Cover study

Complete except for table of content.

Commissioner Erickson offered her assistance with the table of content.

**Objective 2.1.3** – Enhance fire station accommodations to better meet changing staffing patterns and programs.

Ongoing.

**Objective 2.1.4** – Improve the health of the apparatus fleet to ensure reliability for response and on scene capabilities.

In progress.

**Objective 2.1.6** – Continue the practice of reviewing all SWFE policies and procedures continuously for accuracy and provide training to all members as updates occur.

Ongoing.

**Strategic Initiative 2.2 – Improve Efficiency Within the Current Budget System.**

**Objective 2.2.1** – Maintain Workers' Compensation costs below 3% of annual budget.

Achieved.

**Objective 2.2.2** – Pursue grant opportunities with a positive return on investment.

In progress.

**Objective 2.2.3** – Develop a succession plan for all levels in the organization.

Needs improvement.

**Objective 2.2.4** – Develop a community risk reduction plan to reduce/mitigate demand for service (fall prevention, fire prevention, etc.).

In process.

**Objective 2.2.6** – Explore strategies to improve recruitment and retention of personnel/percentage of turnover.

Ongoing. Continue to improve.

**Objective 2.2.8** – Develop a method of providing/communicating rapid organizational updates to all members.

Needs improvement.

**Strategic Initiative 2.3 – Prepare the Agency for the Next Economic Downturn.**

**Objective 2.3.1** – Invest in station improvement projects that provide economic savings measured in lower ongoing maintenance or utility costs.

In progress.

**Strategic Initiative 3.1 – Promote a Positive Agency Reputation Within the Community.**

**Objective 3.1.1** – Provide rapid and accurate information on important SWFE services and activities.

Needs improvement.

**Objective 3.1.3** – Improve community recognition of the performance, successes and challenges of SWFE.

Needs improvement.

**Strategic Initiative 3.2 – Provide Downward Pressure on Fire Insurance Premium Costs Within the Community.**

**Objective 3.2.1** – Maintain a Washington Surveying and Rating Bureau (WSRB) - Class 6 Rating or better.

Current survey in progress.

FF Tom Gidion asked what documents are required for survey.

Chief Walsh said maintenance records.

**Objective 3.2.2** – Prioritize salvage operations on emergency incidents to lower post-fire damage due to salvage and overhaul activities.

Ongoing.

**Objective 3.2.3** – Provide fire prevention education and its impact on insurance rates to target audiences within the community (homeowners, business owners, homeowners associations). Ensure a robust fire prevention program.

In progress.

**Strategic Initiative 3.3 – Provide Value Beyond the 911 Call.**

**Objective 3.3.2** – Provide a workplace where people of all backgrounds and associations feel welcomed. Ensure a recruiting process that attracts a diverse candidate pool.

Unchanged.

**Objective 3.3.3** – Continue to recruit members from the local community and off island for better service to the community.

Ongoing.

Commissioner Erickson requested to present the monthly and annual budget in a visual form.

Commissioner Towers called meeting to a break for one hour at 12:30 pn

Commissioner Towers called the meeting back to session at 1:30 pm.

Chief Walsh continued to present the Standard of Cover.

1. **Executive Session**

***RCW 42.30.110(1)(f)*** *To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;*

***RCW 42.30.110(1)(g)*** *To evaluate the qualifications of an applicant for public employment*

*or to review the performance of a public employee. However, subject to RCW 42.30.140(4),*

*discussion by a governing body of salaries, wages, and other conditions of employment to*

*be generally applied within the agency shall occur in a meeting open to the public, and*

*when a governing body elects to take final action hiring, setting the salary of an individual*

*employee or class of employees, or discharging or disciplining an employee, that action*

*shall be taken in a meeting open to the public;*

1. **Action taken as a result of the Executive Session**

No Executive Session taken.

1. **Conclude**

Commissioner Noblet motioned to adjourn at 15:38. Commissioner Erickson second. **The motion carried unanimously.**

Kathryn Nguyen,

District Secretary