

Huntington Lake Volunteer Fire Department
Conference Call Meeting Minutes
January 25, 2011

Bob Wilson convened the meeting at 5:04 p.m.

Present: Bob Wilson, Brother Chris, John Slater, Ned Fox, Phyllis Thomas, Steve Soares, Lisa Coleman and Karen Kamimoto

Minutes: The November 23, 2010 minutes were approved as circulated.

Budget 2011: How much should the Department have in Reserves? Looking at replacement cost of vehicles and equipment using a 20 year replacement period would probably equate to \$1,000,000 in today's numbers. Brother Chris will investigate further.

There was discussion about replacing Engine 262 and the funding and public relation issues involved. The board also had a lengthily discussion on our response capability during the summer and fall.

Ned Fox moved, Lisa Coleman seconded the motion to approve the budget as presented. The motion passed.

Grants – FEMA 2010: We received two pairs of turn out pants (approximately \$1,740) which should expend the remaining balance of the FEMA grant. These funds will be reimbursed by FEMA and the “close out” procedure will begin.

FEMA 2011: Brother Chris is considering writing more than one grant – one to fund medical training for fire fighters and the community (CPR, textbooks, workbooks and teacher materials for medical training and EMT required continuing education, and a second one for PPE for our new fire fighters.

Bob Leach Memorial Funds: The board previously discussed using these funds for training costs but no action was taken. Brother Chris has spoken with Maggie Leach and she is OK with using the funds for training purposes. The board discussed increasing the amount of the fund and set up an endowment large enough to pay for annual training expenses. More discussion needed.

Chief's Report:

Apparatus Report: Engine 62 had dead batteries again over the weekend. The GFI outlet tripped so the auto charger failed to maintain the batteries. We need to remove the GFI on the circuit that serves the battery charger.

Firehouse -Station 62: The record snow has caused the roof of bay four to bend. Firefighter Heberle reports that it may have deflected as much as 3". We will need to address this issue next summer. An extension of bay three's roof should solve the problem. We may need to pay for labor to make the necessary repairs. It could cost \$3,000 - \$5,000 for the roof extension. **Lisa Coleman moved Phyllis Thomas seconded to spend \$5,000 or less for roof extension repairs. The motion passed.**

Inter-Agency Information: The final documents have been submitted to the Forest Service and an agreement should be in place soon. This will allow us to get paid for “out of agency” district calls.

Radio Report: Software and new programming cables and are in place for all radios. We have successfully re-programmed at least one radio of each type so we are assured that we are ready to reprogram all of our radios to the new standards. This will be completed in the spring. We had two vertex radios repaired and are waiting for parts for a third. Radios need to be ordered for new members. We need to buy at least two more. **Ned Fox moved, Phyllis Thomas seconded the motion to order three Vertex radios with 512 channels at a cost of \$330 + tax per radio. The motion passed.**

Projected PPE needs: In November we ordered wild land PPE for those members who had none. The purchase included helmets, shrouds, coats and pants to outfit 4 firefighters. We need to order an additional set for our newest member: Bill Hall.

Structural PPE for our new member will be ordered once we are able to ascertain what we have in stock that can be re-utilized. If we move ahead with a FEMA grant for PPE we should delay this purchase until the first round of FEMA grants have been assigned

DMV firefighter drivers license endorsement: AB1684 has changed the way that driver’s licenses are issued. This will be a huge liability for the Fire Department.

Commercial (Brother Chris, Mark & David) - DMV written tests, given by the Fire Chief are required. The DMV adds a firefighter endorsement to their current license.

FF class B (Brother Jack) - Endorsements are automatically added to their license

Class C - The following is an outline of the proposed process

PHASE ONE: Individual Study: DMV and Pump opts reading/class/written tests

1. Read the commercial drivers handbook (Timeframe: NOW)
 - a. Take the knowledge test (provided by and corrected by the Chief)
 - b. Take the air brake test (provided by and corrected by the Chief)
 - c. Take the Tank test (provided by and corrected by the Chief)
2. Read the Pump Apparatus Driver/Operator Handbook (Timeframe: As soon as DMV tests are completed)
 - a. take chapter tests (provided by and corrected by the Chief)

PHASE TWO:

3. EVOC class at Huntington (Timeframe: Early June)
Documentation by training officer
4. On-Hands pre-trip and Airbrake checkout training sessions (Timeframe: Early June)
Documentation by training officer
5. Pre-tests for each driver to identify where additional training is needed (Timeframe: ASAP in June or early July)
 - a. Pre-trip Inspection
 - b. Air Brake Check out
 - c. Apparatus knowledge/Use
 - d. Actual driving including
 - i. Defensive driving

- ii. Issues while driving trucks with water tanks
- iii. Off-road driving
- iv. Apparatus scene placement

PHASE THREE: Testing and documentation:

- 6. Actual testing and documentation of the test (Timeframe: July as drivers individually master skills)
 - a. Pre-trip test
 - b. Air Brake check out
 - c. Apparatus knowledge/Use test
 - d. Actual driving test including
 - i. Defensive driving
 - ii. Issues while driving trucks with water tanks
 - iii. Off-road driving
 - iv. Apparatus scene placement

PHASE FOUR: Medical and Endorsement:

- 7. Drivers get a DMV approved physical
- 8. Chief prepares a application package for drivers to take to DMV
- 9. Driver makes an appointment at DMV who actually issues the endorsement to the license

We have ordered 6 Pump operators handbooks and study guides

The Chief has prepared written tests for the following:

- DMV commercial license
- General knowledge tests
- Air Brake Test
- Tank truck test

- Pump driver/operator

Written tests are being prepared for each chapter

For phase two and three Mike Kane of the Selma fire department will be hired to oversee the hands-on training and testing. He is certified as a County Trainer. Brother Jack, Brad Driscoll, and the Chief will assist in training and testing candidates

The Chief will assure that training has been completed that all tests have been passed and that documentation is in place before preparing the DMV package from the department.

The DMV also requires that we participate in the “pull notice system”. The Chief has submitted the required documents. Annual reports for all fire fighters will be required.

We should expect an increase in training expenses for driver trainer stipends.

Clothing: We have been given several firefighter shirts and the chief has ordered lapel brass and badges for firefighters to wear at the pancake breakfast.

Hats and shirts: We can secure our Chief and Captain’s club hats at the same price if we order soon. Vests and sweatshirts need to be ordered.

Thank you letters: End of the year thank you letters will be mailed this week.
Donations: 2010 \$113,000 and for 2009 \$114,000.

Other Business:

Stock: Ned Fox moved, Lisa Coleman seconded the motion to establish a policy to convert stock to cash as soon as we get it. The motion passed (seven in favor, Phyllis Thomas abstained). Karen Kamimoto was directed to sell all stock now.

Auction: Phyllis Thomas asked if the Board was interested in doing it again. Potential donors are already asking about it. The Board agreed to do it again.

Next Meeting: Scheduled for February 22, 2011. Phyllis has a conflict and will get dates of availability to Karen

Karen Kamimoto, Secretary