



PIERCE COUNTY FIRE COMMISSIONERS' ASSOCIATION

MINUTES January 28, 2021

Via Zoom

CALL TO ORDER – FLAG SALUTE

President Tom Sutich called the meeting to order at 7:00 p.m. no flag salute was held due to meeting virtually. He requested everyone mute their microphone so there's not a lot of background sound.

WELCOME and THANK YOU TO HOST

President Sutich thanked everyone for attending tonight's meeting.

ROLL CALL – SELF-INTRODUCTIONS

There were 26 people in attendance.

PROGRAM – Karl Ristow, CFAI Program Director

Vice President Moffett introduced the Guest Speaker, Karl Ristow, CFO with My Fire CFAI program director. Self Assessment and Accreditation process presentation given. See attached powerpoint presentation.

Contact information:

Phone Number: 703-691-4620

www.cpse.org

CFAI Program Director – Karl Ristow, kristow@cpse.org

CPC Program Manager – Rick Mason, rmason@cpse.org

Technical Advisor Program Manager – Rick Fagan, rfagan@cpse.org

Strategic Planning Manager – Brian Dean, bdean@cpse.org

Open to questions. What kind of time to process information once submitted? Immediate feedback when meet with the Commission. Make determination at that time.

Cost for program? Registered Agency \$583.00 for 3 years, Applicant Status based on population of jurisdiction \$4600 - \$14,000. 18 month period. Have most documents complete and then move to candidate status – no cost, peer team assigned, cover their expenses – roughly \$6-6500.00. One final trip with Commission and agency is responsible. Maintenance annual fee of accreditation – 1/5 of applicant fee. Every 5 years peer team comes in and visit to commission. Spread out over a 4 to 5 year period approximately.

The Association thanked Karl for his presentation. Vice President Moffett stated as a token of appreciation from this association, will be sending an Association Challenge Coin to you.

President Sutich stated with regards to votes, he will ask for anyone opposed to vote.

APPROVAL OF AGENDA and TREASURER'S REPORT

President Sutich asked if there were any changes to the Agenda. He stated he wanted to amend the Agenda to add discussion of awards and year pins under New Business. It was moved by Commissioner Cathey and seconded by Commissioner O'Harra-Buttz to approve the agenda as amended and Treasurer's Report (see copy on the backside of the Agenda) as presented. MOTION CARRIED. Passed unanimously.

MINUTES OF November 19, 2020 MEETING

President Sutich asked if there is any discussion or opposition. Commissioner Eckroth moved and Commissioner Allison seconded to approve the minutes. Any discussion? Hearing none, anyone opposed? Hearing none, the November 19, 2020 minutes as presented were passed unanimously.

SGT. AT ARMS – NAME BADGES

N/A

CORRESPONDENCE

Nothing at this time.

REGULAR REPORTS:

a) Regional Representative Report – Mike Cathey

Reported having some zoom meetings. Moving to Phase 2, not sure how that affects public meetings yet. Not sure if Dale is attending tonight, he has turned in his resignation to WFCA for Legislative as well as to East Pierce as he is in the process of moving out of the District. Thurston County is in the same fix as we are with regards to COVID concerns. In EPFR had number of FF's that have chosen not to be vaccinated. Commissioner Rankin reported WFCA is hoping to have an in person Conference in October in Tulalip. May change though. Elections for all Officers in October. Lost Fire Commissioner Executive Director, lobbyist – Pete Spiller passed away Thursday, January 22nd. 85 years old. No funeral or memorial service. Jan Spiller, 403 Arledge Lane SW #17, Olympia, WA 98502

b) Legal - Joe and/or Eric Quinn

Eric reported on State level request for Attorney General opinion as relates to Native American tribes. Issues going on across Washington state with contentious relationships. Duty to respond if no contract in place with? Sovereign entities. Will see what AG has to say. Comment deadline hasn't passed yet. No set deadline. Asked comments in by January 15th, which he did.

Next thing has to do with day to day operations – Seattle Times did a records request to Department of Retirement Systems. Up to individuals to get injunctions if wanted. Just so on radar. A lot of public employees don't want people to have their name and date of birth information. Not up to the agency to get an injunction, up to the employee's to do so.

c) SouthSound 911 – Debbie Grady

Reported new building move in schedule starts in February and ends in June. All 4 current facilities relocated by June. Planning a ribbon cutting in the summer after moved in July or August. COVID vaccine comment about how many employees wanted? Dispatchers about 40% were interested in getting the vaccine. Management group went up to 85%. Interesting. Learned recently from national group trying to move legislation forward to move 911 call takers and dispatchers under first responder category instead of clerical.

Commissioner McElligott asked about Fire Commissioners being able to get a group together to do a walk through of the building? Debbie stated more than happy to accommodate that, send date and times to her. Discussion followed.

STANDING COMMITTEES:

a) Fire Chiefs Association - Dan Rankin / Tom Sutich

Commissioner Rankin reported they had their meeting January 7th, President Jim Sharp, Sec/Treas Denise, Vice President is Zane Gibson. Guest Speaker was from the Red Cross. Next meeting is February 4th via Zoom.

b) Legislative - Dale Mitchell

Reported not much to report. Job as Chair of Fire Leadership Forum moved to next month. That organization is going to function. Working on replacement for him. Spokane representative on as well. Looking for someone else. Dave Ellingson is looking at.

c) Bates Technical College - Dan Rankin

Called Chuck Kahill and have not heard back. Virtual training going on.

d) Fund Raising Activities - Ed Egan

N/A

e) Annual Picnic/Potluck – DORMANT - Bill Eckroth and Arlene Dannat

Arlene reported hard to say at this point with COVID. Commissioner Eckroth agreed stay dormant. If we get to the point we can have a face to face meeting, he would like to have a picnic.

f) Annual Banquet – Mike Cathey

Commissioner Cathey stated hopefully by December we'll be able to have and in person Banquet.

g) Scholarship & Education - Tom Sutich / Stan Moffett

Commissioner Moffett stated no report at this time.

h) Awards Committee – DORMANT - Sheila Niven

President Sutich reported Margaret has volunteered to take care of this committee for the foreseeable future.

i) Membership – Kevin Gorder

Not present.

j) Programs – Stan Moffett

Reported February 25th Aaron McMichael suicide prevention coordinator for National Guard will be the guest speaker. Please let him know if there's anyone you'd like to hear, etc.

k) Sunshine - Arlene Dannat

Nothing to report.

l) NAEFO – Gerry Gustafson

Reported have some webinars put on and one coming up next couple of weeks. Number of people from other States working on now. Coming along and getting better. Bob Skaggs is Vice Chair.

m) Nominating – DORMANT - Dan Rankin / Sheila Niven

n) Audit – DORMANT - Dan Rankin / Margaret O’Harra Buttz

o) SS911 Committee – Pat McElligott

Reported big thing going on study session coming up in March to discuss radio costs. Debbie touched on the street racing in Tacoma – broken windows. SWAT team into escort employees to safety. Great job protecting employee’s. Commissioner Rankin reported good deal that Sheriff’s got right in and made sure everything was safe and evacuated. Commissioner McElligott stated hard to coordinate a group this size, something to think about for Commissioners to see. Discuss at March meeting to see who is interested, maybe set up a couple of occasions.

OLD BUSINESS:

Nothing at this time.

NEW BUSINESS:

Awards Zoom Meeting in December in place of Banquet.

President Sutich reported Commissioner O’Harra-Buttz received the Bill Jarmon Award. Service Year Awards were announced. Couldn’t present awards, etc. Would like body to consider suspending the Lifetime Achievement Award and Bill Jarmon Award for 2021 and 2022 – reason being hopefully we’ll have a banquet this coming December at which time would like to present Margaret with award along with perpetual award to be displayed in her Department, etc. Thoughts? Commissioner O’Harra Buttz stated that President Sutich had called and talked to her about this and is fine with whatever is decided. Commissioner Cathey stated that he and Commissioner Dannat could coordinate getting the award made. No opposition.

GOOD OF THE ORDER:

Commissioner Mitchell stated how much he is going to miss this organization. Moving into a condo on South Hill the end of February. Contact Roger and other Committees involved with and let them know this will be his last month. 31 years going on 32 and he has enjoyed all of it. Great experience for him. 38 years as former educator, learned an awful lot about the fire service. Thank you to all for bearing with him during his tenure. Hope to be able to come back and visit. President Sutich stated Dale has been a great sounding board, going to miss him very much. Would like to still keep in touch.

Commissioner Simmons asked if appropriate to send a Condolences card to Spiller family? Commissioner Dannat stated it’s on her list to do.

Commissioner Eckroth asked if anyone have any contacted anyone in the Bay area regarding events that are well organized. Might behoove our community to contact someone down there to find out what’s going on. How are California enforcement groups dealing with this?

ADJOURN

There being no further business, the meeting adjourned at 8:20 pm.

Submitted by:

Denise Menge,
Secretary/Treasurer

Website: <http://www.pcfirecommissioners.org/SitePages/Home.aspx>

2021 Meeting Schedule:

January 28, 2021 – Remotely via Zoom

February 25, 2021 – Remotely via Zoom

March 25, 2021

April 22, 2021

May 27, 2021

June 24, 2021

July 22, 2021 – BBQ/Potluck –

August 26, 2021

September 23, 2021

October 28, 2021 – No Meeting – Annual Conference

November 18, 2021

December 2, 2021 – No Meeting – Annual Awards



Center for
Public Safety
Excellence

Fire Service Self Assessment and Accreditation – How Do You Know What You Do Not Know

Karl Ristow, CFO, MIFireE

How Do You Know What You Do Not Know?

To know what you know and what you do not know, that is true knowledge. - Confucius

Lack of knowledge...that is the problem.- W. Edwards Deming



Leading the Fire and Emergency Service to Excellence

CPSE History

- 1986 - Conceptualized by ICMA and IAFC
- 1988 – ICMA/IAFC MOU
- 1996 – Master Trust Agreement
- 2006 - Expanded from Commission on Fire Accreditation International to Center for Public Safety Excellence
- Diverse groups and interest govern CPSE:
 - In addition to ICMA and IAFC
 - IAFF
 - ISO
 - NFPA
 - DOD



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Project or Process?

Project

- Has an objective or outcome to be accomplished and the project ends when that objective is accomplished.
- Has a beginning and an end.
- The sequence of tasks in a “project” is not normally repetitive and may not be known at the outset of the project.

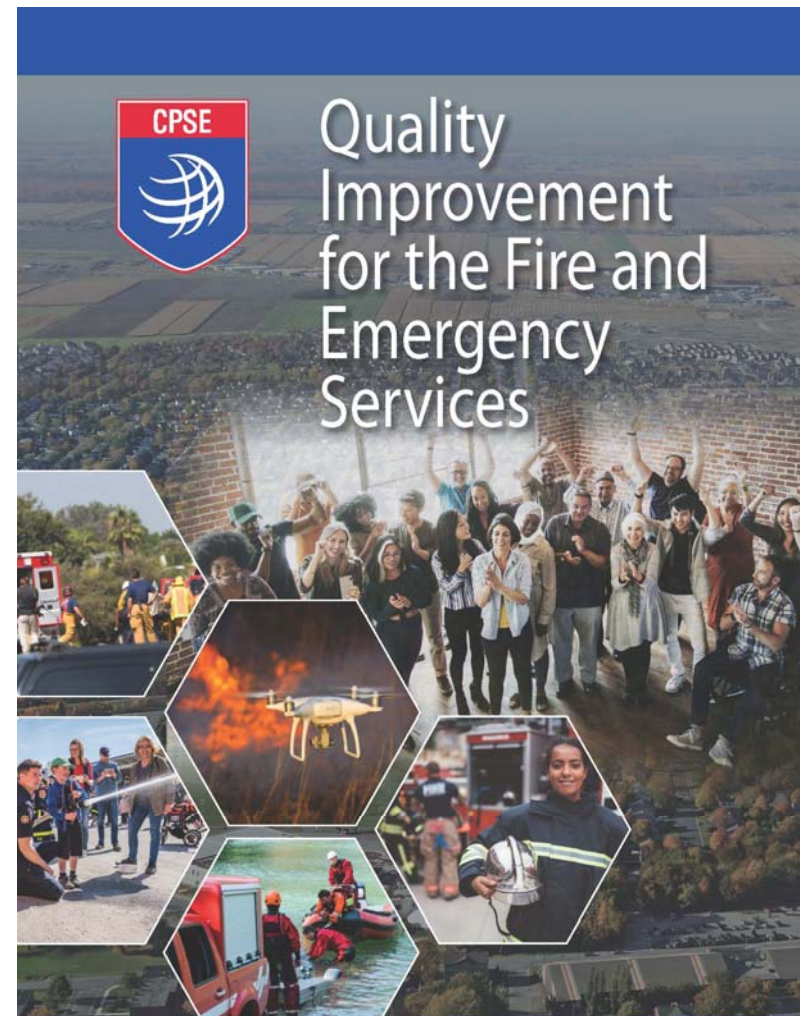
Process

- Has an objective that is typically defined around the ongoing operation of the process. For example, “provide ongoing maintenance for GM vehicles”
- Is generally ongoing and doesn’t normally have an end
- Is a repetitive sequence of tasks and the tasks are known at the outset since it is repetitive.



What is Accreditation?

- 11 Categories
- 46 Criterion
- 250 Performance indicators
 - 94 are core competencies

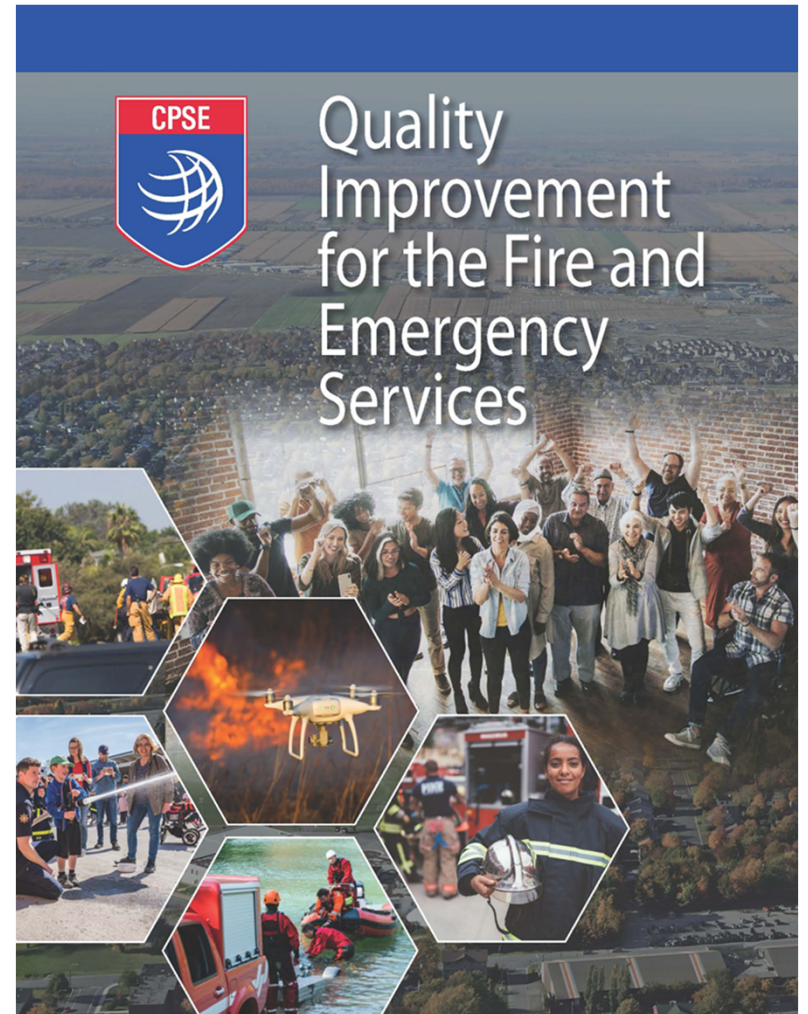


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What is ~~Accreditation~~?

Self Assessment

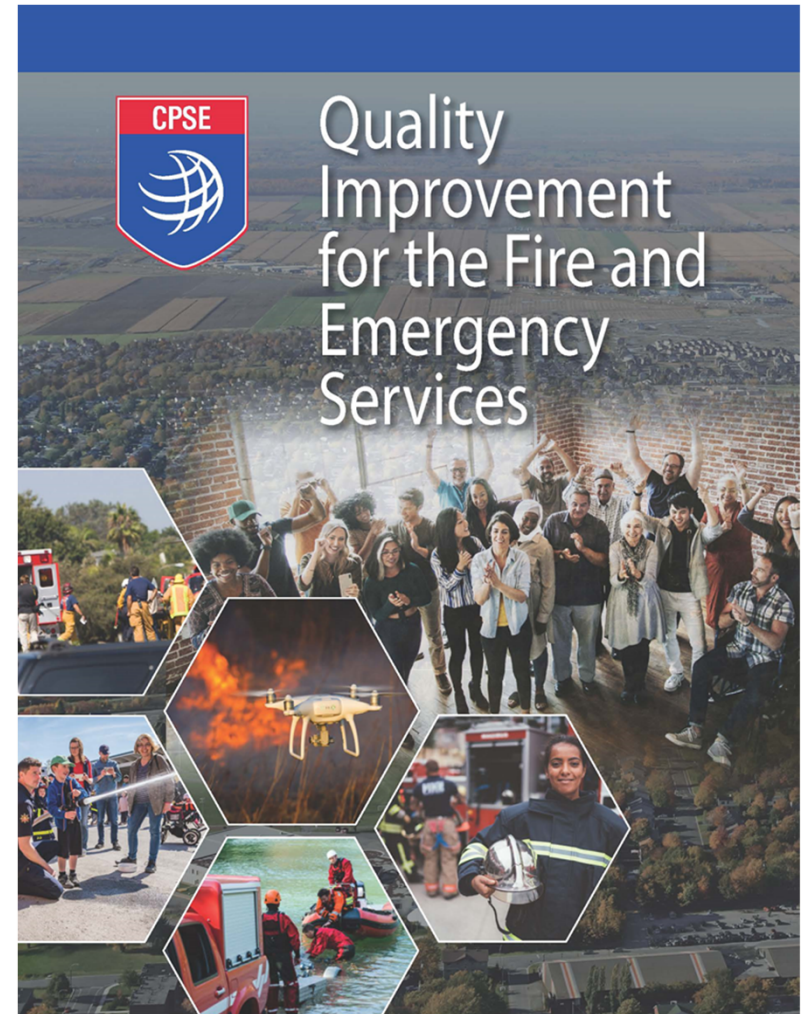
- 11 Categories
- 46 Criterion
- 250 Performance indicators
 - ❖ 94 are core competencies



Leading the Fire and Emergency Service to Excellence

Self Assessment

- What am I doing?
- Why am I doing it?
- How well am I doing it?
- How can I make it better?



Leading the Fire and Emergency Service to Excellence

1. Governance and Admin
2. Assessment and Planning
3. Goals and Objectives
4. Financial Resources
5. Community Risk Reduction Programs
6. Physical Resources
7. Human Resources
8. Training and Competency
9. Essential Resources
10. External System Relationships
11. Health and Safety



Category 5: Community Risk Reduction Programs

5A: Prevention

5B: Public Education

5C: Fire Investigation, Origin and Cause

5D: Domestic Preparedness, Planning and Response

5E: Fire Suppression

5F: Emergency Medical Services (EMS)



Category 5: Programs

5G: Technical Rescue

5H: Hazardous Materials (Hazmat)

5I: Aviation Rescue and Fire Fighting

5J: Marine and Shipboard Rescue and Fire Fighting

5K: Wildland Fire Services

5L: Other



Performance Indicators

CC 1A.1 The agency is legally established.

2A.1 Service area boundaries for the agency are identified, documented, and legally adopted by the authority having jurisdiction.

CC 3B.3 The agency solicits feedback and direct participation from internal and external stakeholders in the development, implementation and evaluation of the agency's goals and objectives.

CC 5A.3 The prevention program has adequate staff with specific expertise to meet the goals, objectives, and identified community risks.



Performance Indicators

CC 5E.1 Given the agency's community risk assessment/standards of cover and emergency performance statements, the agency meets its staffing, response time, station(s), pumping capacity, apparatus and equipment deployment objectives for each type and magnitude of fire suppression incident(s).

6B.1 Each function or program has adequate facilities and storage space. (e.g., operations, community risk reduction, training, support services, and administration).

CC 7A.1 A human resources manager is designated.

CC 8B.3 The agency evaluates individual and crew performance through validated and documented performance based measurements.

9B.5 Adequate numbers of fire or emergency telecommunicators, supervisors and management personnel are on duty to handle the anticipated call volume.



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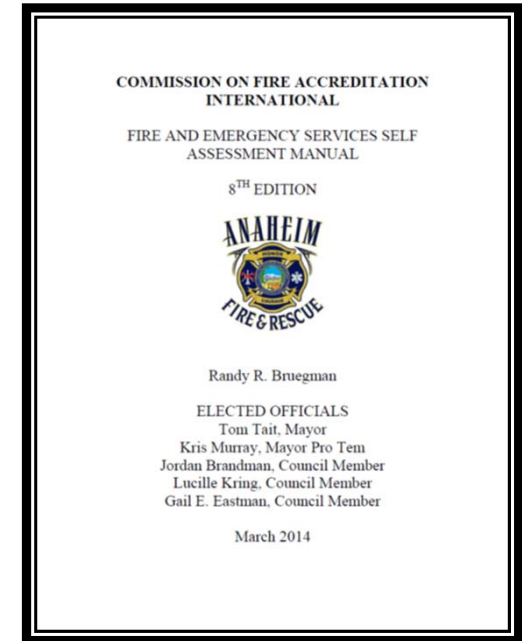
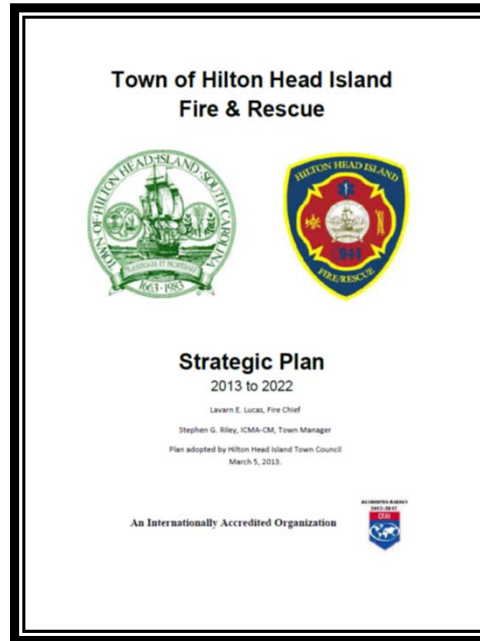
(Moderate Risk) Fire Suppression - 90th Percentile Times - Baseline Performance			2012-2016	2016	2015	2014	2013	2012
Alarm Handling	Pick-up to Dispatch	Urban	2:45	2:35	2:45	2:14	2:53	3:10
Turnout Time	Turnout Time 1st Unit	Urban	2:46	2:14	1:44	1:39	3:03	3:09
Travel Time	Travel Time 1st Unit Distribution	Urban	6:25	6:32	5:58	6:38	6:20	5:51
	Travel Time ERF Concentration	Urban	15:30	16:12	14:01	15:52	15:37	13:18
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	9:58	9:41	8:20	9:39	10:16	9:58
			n=156	n=40	n=31	n=31	n=26	n=28
	Total Response Time ERF Concentration	Urban	18:48	19:18	17:63	18:37	18:18	16:19
			n=156	n=40	n=31	n=31	n=26	n=28



Leading the Fire and Emergency Service to Excellence

Three Core Documents

- Community Risk Analysis/Standard of Cover
- Strategic Plan
- Self Assessment Manual



Leading the Fire and Emergency Service to Excellence

Verification and Validation

- Peer Assessment
 - Team of 3 to 5 peers
 - Team on site for 4-6 days
 - Verify and validate
 - Provide recommendations
- Commission Hearing

Verification:

"Building the system right"



Validation:

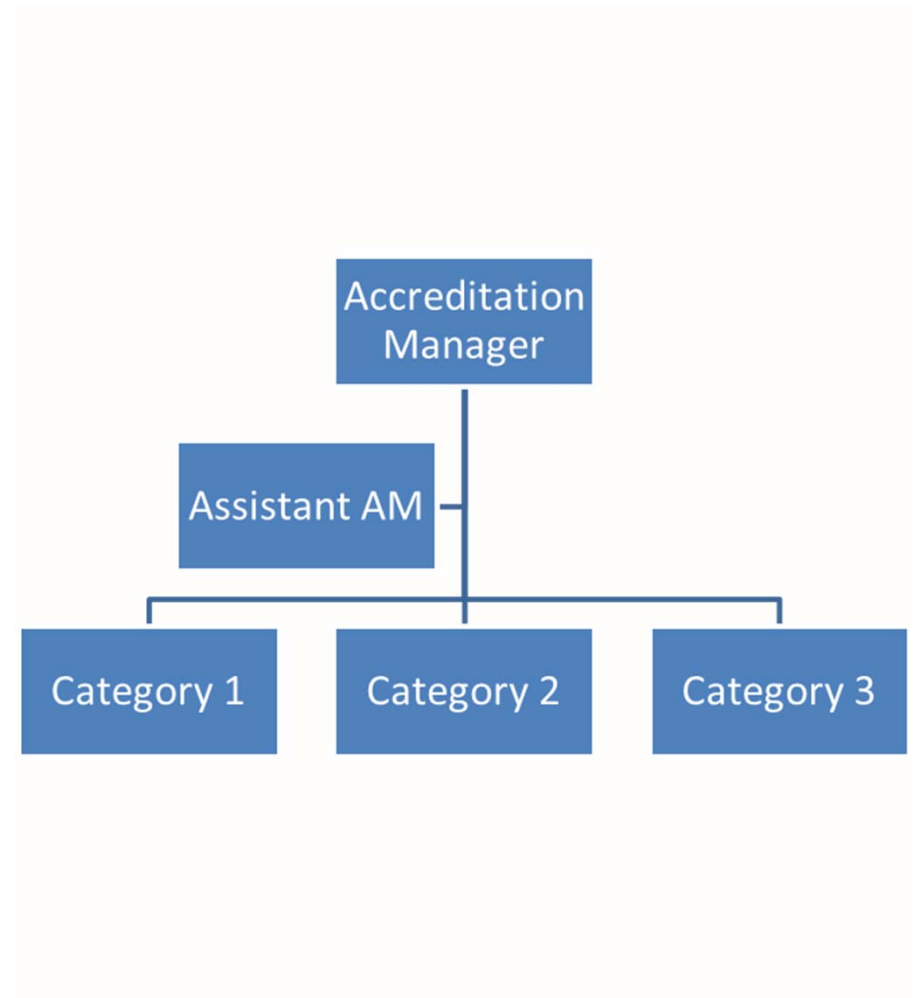
"Building the right system"



Leading the Fire and Emergency Service to Excellence

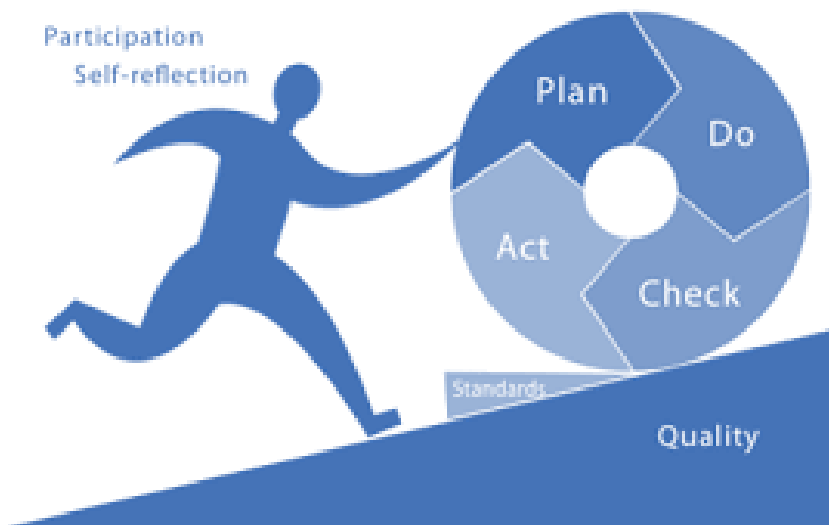
How to get started?

1. Become a Registered agency
2. Build the team
3. Research and Information Collection Guide
 - ✓ CRA/SOC
 - ✓ SP
 - ✓ SA



Estimated Staff Hours

- 2000 writing the documents
- 13000 working on things you find



Misconceptions

- Cost
- Required to meet NFPA Standards
- You are telling us what to do; what makes you right?



Benefits?

- Documented framework for measurement
- It improves communication, productivity, and effectiveness
- Identifies strategic goals and recommendations
- Drives the desire for outcomes
- Third party verification and validation



Technical Advisor Program

They facilitate development of

- Community Risk Analysis/Standard of Cover
- Community based Strategic Plan
- Self Assessment

"Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime."

- Chinese Proverb



Leading the Fire and Emergency Service to Excellence

Accreditation Support

- Workshops and Webinars
- Accreditation Bootcamp at CPSE Excellence Conference
- Mentor
 - Provided during applicant status
- Consortiums
 - Translate international requirements locally



Consortiums

- Currently – Pacific NW Consortium
- Usually meets quarterly
- Provide training, updates about CPSE, CFAI, and CPC
- Mock site visits
- Mentor re-accrediting agencies



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