

	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Memorandum	M2018-002
		Effective: 7/10/2018
	Staff Meeting Notes – July 2018	Expires: 10/9/2018
		From: C. Poole

Manchaca Fire Rescue held its quarterly staff meeting on July 10th, 2018 with the following in attendance:

Chris Barron	Carlos Braumuller	LJ Padalecki	John Barlow
Calvin Poole	Randy Salinas	Richard El Richani	Alex Slivinske
Jennifer Seidel		Matt Luna	Sam Porter
		Romeo Navarro	

1. There was a discussion on a continued attention to job tasks and making corrections to items noticed during the course of the shift (fix/correct small things so they do not become big things or bad habits)
2. Training notes:
 - a. Take a look at the Directive that went out on the Training Coordinator's position and the need to have regular, ongoing, training at the company level – organized by the department and/or by the Company Officer. Every day should be a training day
 - b. Task books are on the training section of the web site for Engine, Tender, and Brush Truck. All members that are currently operating/driving apparatus need to have a completed task book on file. These should be worked on asap. For current apparatus operators, these activities can be done in a group setting with the crew and serve mainly as a review and to ensure that personnel are familiar with all of the listed tasks. Sign offs for individual tasks can be from anyone approved on that apparatus. Activation and completion sign-off should be from the company officer. Persons newly certified as DO and working on initial clearance will be evaluated individually on the tasks. See below for special note on BT task book.
3. Tender-Pumper update: We are waiting in the queue to start construction on the apparatus with Sutphen. We expect to have a pre-construction meeting in Ohio sometime in October. The apparatus will most likely deliver in late Spring 2019.
4. Brush Truck update: The apparatus is near completion. It will be on display in College Station on July 22 at the beginning of municipal fire school week. We will conduct an inspection of the apparatus while it is there and depending on results, the rig will then deliver to us or go back for corrections and reinspection.
 - a. Once delivered, there will be a hands-on training session with each shift before that shift is cleared to operate the apparatus. Also, only member with a TCFP DO certification will be authorized to operate the BT. Members currently cleared to operate the BT and have a DO cert will have 1 month (5 shifts) to complete the BT task book. Any member that does not have the task book completed in time will be deauthorized until the task book is completed.
5. Budget: The ESD approved the FY19 budget, which will be in effect on Oct. 1, 2018. Some funding items include the two new apparatus (BT and TEN-ENG) and a new BAT501 vehicle. Funding was also approved for additional gym equipment improvements, 4 attendees to FDIC, and a revamped pay scale structure. The base pay for each rank has been raised and longevity increases have been built in to the pay structure. Seniority will be based on the join date of the member to the Department in any of its previous forms, not just since the ESD assumed direct management of the department. Chief Poole and Jennifer are working on confirming those dates. The plan will be to award longevity pay starting on the 1st of the month of the member's anniversary date. The new pay scale will be available on the Documents page of the web site under Forms and it will also be posted in the "HR" page (currently labeled "Staffing").
6. July 17th we will have mandatory training for the roll-out of our new ePCR and NFIRS reporting software (ESO). Class starts at 1 and is expected to take all afternoon. Go live is anticipated to be in August. We will also be bringing on another software product called PS Trax. This is an inventory tracking and accountability software that will allow us to

better track items such as issued equipment, inspection dates, and check lists such as SCBA checks, rig checks, med bag checks, etc. PS Trax will be available via the department ePCR tablet or via smartphone app.

7. We had a discussion on what rackline load to move forward with and the consensus was that we will move forward with the use of the minuteman load as our rackline load on all apparatus. B shift is converting the engines to minuteman load today and C shift will need to convert the tender racklines when they come on.
8. Air Conditioner settings: Turn up the thermostat in unused portions of the building. The cover over the thermostat in the watch office was found pulled off the wall the other day. Officers have been issued keys to access the thermostat to make adjustments. If personnel cannot make adjustments to the thermostat without damaging department facilities, all control over adjustments can be taken away.
9. We will be making a couple of edits to the chores list to include the gym area for cleanup and to clean the classroom area on Mondays to account for rentals over the weekend.
10. FF Luna will be the point of contact moving forward on potential CPR saves. Let him know if you have a resuscitation and he will do the needed follow-up to determine if crews qualify for a Phoenix award.
11. SCBA cylinders – just to clarify expectations – if you use SCBA cylinders on your shift for training, incidents, or just a change of cylinder during inspection, the cylinder should be refilled during that shift. Refills should not be left to other shifts unless the event is right before shift change and the need is communicated in the pass-on. If you or your crew needs a refresher on the refill station/compressor, contact DO Richani.

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End of notes