**Date**: November 21, 2019 **Location**: Station 46, Puget Sound Fire Department

1. **Meeting called to order at about 1905 hours.**
2. **INTRODUCTIONS**
	1. 7 Advisors (Seattle, Vashon Island, and Zone 3), and 2 Explorers (Zone 3) attended in person
	2. 2 Explorers (Bald Hills) attended on the phone.
3. **REVIEW OF THE MINUTES**
	1. Minutes from September 19, 2019 meeting were reviewed and approved.
4. **TREASURY REPORT**
	1. The Treasurer’s Report was not available for review.
5. **EXPLORING**
	1. **New Fire Explorer/Fire Cadet Programs:**
	2. no one reported any new info.
	3. **ACTION: Becky Cole,** the new Director #1, needs to contact former Board Members Skip Simmons and George Gendron to find out who they were communicating with, and learn more about how to proceed.
	4. **Exploring Counsel Update**
	5. Becky Cole and Austin Hause reported that Zone 3 Explorers will be separating from BSA/Exploring, effective January 1, 2020.
6. **OLD BUSINESS**
	1. **2020 FIRE MUSTER: May 30, 2020, at the Seattle Joint Training Facility (“JTF”)**
	2. Becky Cole has requested a site visit, since she has only ever been there to attend WAFF meetings and is unfamiliar with it.
	3. **ACTION: Keith Wyatt** will set up a site visit for all who are interested.
	4. **LENGTH**
	5. Will be just one day
	6. **REGISTRATION**
	7. Will be in Classroom #5, next to the App Bay
	8. Meal tickets will be distributed to all participants and advisors as part of their registration fee
	9. **ACTION: Bobbie Duffy** should prepare the Registration Form(s) and related documentation so that Tim Dungan to post it on the WAFF website in January 2020.
	10. **ACTION: Bobbie Duffy,** please include a statement that “No Dogs Allowed at the JTF.”
	11. **ACTION: Tim Dungan,** please post the Reg documents on the website (and the FB page?) when Bobbie sends them to you.
	12. **LODGING**
	13. **ACTION: Rick Brown** will contact hotels in the area near the JTF to find a suitable hotel that is willing to offer a discount.
	14. **ACTION: Rick Brown** will also contact and/or visit BSA’s Camp Long, which is nearby. (Or is Keith doing this?)
	15. “Back-up” ideas:
	* Red Cross shelter program
	* Local churches
	* Lodging visiting cadets in the homes of local cadets (as a last resort)
	1. **COMPETITIVE EVENTS**
	* Search and Rescue: TBD
	* Bunking and SCBA: Vashon Island
	* Timed Hydrant: TBD
	* Make and Break: Bald Hills
	* Combat Challenge: Zone 3
	* EMS – MVI Backboard: TBD (Seattle can provide the actual backboards)
	* Hose Targets: Seattle
	1. Score Sheets were distributed for EMS and Hose Targets
	* Discussion about the EMS event: safety measures will already be in place prior to the commencement of the event.
	* Small typographical error needs correcting on the back of the EMS score sheet.
	* More discussion about the Hose Targets event, as people clarified their understanding of how it will work.
	1. **NON-COMPETITIVE EVENTS**
	2. **KNOTS**
	* mobile team of one or two people
	* to help fill down time, and also to educate
	1. **BUCKET BRIGADE**
	* Not sure if we will have it this year
	* Keith is looking for some cheaep plastic tubing; Rick suggested Boeing Surplus
	1. **SKITS**
	* all programs (per program, not per team)
	* 2-3 minutes long
	1. **NEW EVENT: DEMO**
	* Rick Brown suggested a new event: Stripping gear from a downed firefighter.
	* Could be done as a demo this year, after competition and before awards. **ACTION: Vashon Island** will prepare and perform the demo.
	* Could incorporate it as a competitive event in 2021.
	1. **OPENING AND CLOSING CEREMONIES**
	* Honor Guard from Zone 3 (**Becky Cole** arranging)
	* Nat’l anthem Cathy Browning to be invited again (**Becky Cole** will invite)
	* Invite SFD Pipes and Drums (**Keith Wyatt** will contact)
	* Invite Last Resort Fire Department to bring an antique apparatus (**Keith Wyatt** will contact)
	1. **WHAT’S NEXT EXPO**
	2. Will be held in conjunction with the Muster on May 30th at the JTF
	3. **Tim Dungan** taking the lead in organizing it and communicating with the recruiters
	4. Will be in Classrooms 1 and 2 in the Admin Bldg.
	5. Cadets and Explorers – and their parents – will be encouraged to visit the EXPO during their lunch break, since it will be right there in the same building.
	6. We want to invite FITE, and Jim Greaves, the FITE Director, has been contacted several times, but so far has not responded to anyone.
	7. **WAFF STORE**
	8. The JTF has WIFI, so the communications van will not be needed this year
	9. Food tickets will be sold to visitors and non-VIP guests
	10. **ACTION: Bobbie Duffy** will need to purchase more Challenge Coins this year.
	* Cameron shared a coin he got from The Soup Ladies, which was produced by [www.DeltaChallengeCoins.com](http://www.DeltaChallengeCoins.com), 1 (866) 52-COINS.
	1. Do we want to purchase adjustable “baseball caps” this year, for sale? **ACTION: Bobbie Duffy**, please find out about pricing for caps.
	2. **AWARDS**
	3. **Keith** will ask Bobbie to take care of the ordering of the awards, in conjunction with the ordering of the Challenge Coins.
	4. TEAM: All events get plaques for 1st, 2nd and 3rd place:
	* Search and Rescue
	* Bunking and SCBA
	* Timed Hydrant
	* Make and Break
	* Combat Challenge
	* EMS
	* Hose Targets
	1. INDIVIDUAL: The following events will get the following Challenge Coins: Gold for 1st, Silver for 2nd, and Bronze for 3rd for the following events:
	* Bunking and SCBA
	* Timed Hydrant
	* Make and Break
	1. OVERALL TEAM: All of the 1st, 2nd, and 3rd place positions get plaques
	2. Overall 1st place team also gets 1st place traveling trophy.
	* **Keith** will remind Seattle to bring it to the Muster
	1. Mike McCoy award (Bull Dog award)
	* 2019 winner was Mutual Aid Team C, which had 3 members from North County and 1 member from Bellevue. **Keith** will determine where that trophy is currently living (probably with North County?) and remind them to bring it with them to the 2020 Muster, or somehow get it to SFD.
	1. **FOOD**
	2. Food Committee: Becky Cole, Cameron Greenfield, and Rick Brown
	3. Plan for about 250 meals
	4. Food prep team will use the JTF’s Beanery
	5. Participants, Advisors and Staff will eat in the Multipurpose Room in the Admin Bldg.
	6. Senior Cadets will monitor the time and make sure participants know that they need to get back to the staging area. Can also remind them that they need to visit EXPO.
	7. **ACTION: Becky Cole** will contact Ginger “Mama” Passarelli of The Soup Ladies with the parameters of our needs, and hopefully Ginger will be available and willing to work with us. If so, we will suggest:
	* Cold sandwiches, with condiments and add-ons on the side (some meatless and/or vegan, some gluten-free options)
	* Hot soup(s)
	* Salad
	* WAFF could take care of breakfast pastries, chips, cookies, beverages, etc ourselves via Costco etc,
	1. If The Soup Ladies can’t do it, other options to consider are:
	* Church groups
	* WAFF food committee
	1. **SCORING**
	2. In Classroom #5, across from the App bay
	3. Becky Cole will decide if she wants to take one of the lead roles in scorekeeping, in preparation for Terri’s possible absence in 2021.
	4. **LOGISTICS, TIMING, SCHEDULE**
	5. Will follow the same schedule as 2019.
	6. **ACTION: Keith** will find out if the JFT requires a waiver/release form, and whether it will need to be notarized for minor participants.
	7. Command Post will be in Classroom #5, across from the App bay
	8. SFD Senior Cadets will direct people where to park
	9. **ACTION: TBD** -- Make signs to post at each event, stating the name of the event.
	* **ACTION: Rick Brown** has a laminator, and will check to see how large it is; we would like 11x17 if possible.
	* Also think about creating a large “You Are Here” type map of the JTF and the event locales, to be posted in the App Bay staging area.
	1. **OTHER FEATURES**
	2. We will have a “Family Fun Kid Zone”
	3. Tim Dungan has a Kid’s Challenge Course that we can use.
	4. “Virtual Fire” video game???
	5. Rick Brown’s daughter works with children, and would like to staff this area.
	* We should have at least one more person, too.
	* Both/all of them should complete the BSA’s Youth Protection Training.
	1. **ACTION: Becky Cole** will check to see if PSFD’s mini-engine and kiddie bunker gear will be available on that date.
	2. **REHAB**
	3. 1 in the App Bay
	4. 1 in the Pavillion
	5. **PIOs AND VIPs**
	6. **ACTION: Keith** will ask Kyle if he would be the PIO again (even though Kyle is retired). He will need to reach Kyle through John Madsen, though.
	7. Keith has already spoken to the SFD PIOs about getting local news coverage of the event, since it will be taking place in the city of Seattle.
	8. Media/Communications Committee: Keith Wyatt, Terri Wyatt, Tim Dungan
	* **ACTION: Committee** will prepare a press release, brochure, and other materials that posts can give to their own local newspapers
	* **ACTION: Committee** will also develop a Program to be given to guests, visitors and family who attend the Muster
7. **NEW BUSINESS**
	1. **WAFF WEBSITE**
	2. **ACTION: Tim Dungan and Keith Wyatt** will meet in the next couple of weeks to resolve the password issue.
	3. Meanwhile, we will use the WAFF Facebook pages as our means of communicating generally to WAFF members and advisors, as well as email when appropriate.
	4. **INSURANCE**
	5. Terri requested a quote from John Meikle of Farmer’s Insurance. John evaluated the current quote from Derek Cowart (The Chubb Group) and informed us that Farmers would not be able to beat that quote or even come close. He feels that the Chubb quote is extremely competitive. He advised us to get Derek to provide an updated quote and (assuming it is similar to the original), go with that.
	6. **ACTION: Keith Wyatt** will contact Derek Cowart in the next week to request an updated quote, which we will vote on at the next regular meeting in January, or at a special Exec Board meeting in the interim.
	7. **501 (c) 3 STATUS**
	8. Bobbie is still working on this by calling/contacting the agency periodically to keep our application in the pipeline.
	9. **ELECTIONS AT LAST MEETING**
8. Departures:
* George Gendron and Skip Simmons (Director #1 and Director #2) have resigned.
1. New Appointments:
* Rick Brown, Vice President
* Terri Wyatt, Secretary
* Cameron Greenfield, Director #2
* Deb Brown, Director #4
	1. **SPECIAL ELECTION AT LAST MEETING**
	2. Becky Cole, Director #1
	3. **ANNUAL PARTY**
	4. Tentatively scheduled for January 18, 2020
	5. Tentatively planned for Virtual Sports in Tukwila
	6. **ACTION: Rick Brown** will contact Virtual Sports about reserving, cost, hours, etc.
	7. **HIRING**
	8. SFD is hiring, and the open enrollment deadline is in just a few days – Tuesday Nov 26th!! Log in for a test site; local sites are full. Over 8000 applicants for 120 openings over the next two years.
	9. **2020 NAT’L FIRE & EMS HIGH SCHOOL CADET SYMPOSIUM**
	10. Tim has tried to get further info about this, but has gotten no responses thus far.
	11. **WAFF NEW OFFICER DEVELOPMENT PROGRAM**
	12. To start training young people or new officers how to work in WAFF and represent WAFF in a professional manner. This is being tabled until 2020. **ACTION: Keith** will meet with Becky and Cameron on January 25, 2020.
1. **GOOD OF THE ORDER**
	1. **Vashon Island**: Started in the fall with 2 cadets, now have 6-8. They began by training on fire-related topics, then moved to medical in November. In preparation for the holiday season, they’ve been working on CPR recently.
	2. **Zone 3**: They have about 25 cadets at this time. They are in the process of separating from BSA/Exploring. They are now insured by another agency (the same one that provides insurance to the Skill Center.) One of their former cadets got hired by SFD. Fires are increasing now that winter weather is here, so lots of activity for cadets to go out on calls and observe/assist.
	3. **Seattle**: They have lost a couple of fire cadets to internships and maybe one more soon to hiring. Currently have 8 fire cadets. They are working on a project to collect the patches of all fire departments that have ever hired one of SFD’s cadets. They’ve had a number of visitors come to observe drilling. Cadets are helping out in the SFD more and more all the time, such as taking on the responsibility of cleaning the Firefighter Memorial in Occidental Park. The program is currently in their open enrollment period so busy with recruiting activities. They are trying out new recruiting channels. They are doing more outreach, and it’s interesting to notice that they are getting more applicants who have something of an “entitlement” attitude. They are encouraging current cadets to reach out to their own circle, for recruitment. Keith announced that he will be stepping down as WAFF President effective Dec 31st of next year (2020).
	4. **Rick Brown**: VIFR has just purchased a new engine which has lots of cool new features.
	5. **Bald Hills**: They currently have about 20 cadets.