



# Leadership Meeting Agenda

February 10, 2026

## I. DISTRICT ITEMS

### • Report Training – Amanda

- Fire reports NFIRS/NERIS cover the whole entire call and every unit that went, regardless of arrival or being cancelled. QRU is responsible for the NFIRS/NERIS report for the calls they are on scene of. If QRU is cancelled but AB2 or E5 goes on the call, the report will be completed by AB2 or E5 personnel. It's each station's personnel's responsibility to contact the full-time personnel to make sure they get added to the calls that AB2 or E5 are completing.
- There should be no question as to who is completing the fire report before personnel clear the scene. If you are waiting for the full-time personnel to complete a report, you can text the Duty Phone asking them to let you know when the PCR is done.
  - Duty Cell Phone 208-915-4977 – **This number is for district personnel only DO NOT give it out to the public.**
- Reports are to be completed within 24 hours of the call completion. The full-time personnel have been instructed that reports are to be done within 24 hours, QRU are no exception and should have their reports done by then also.
- Personnel will not be authorized to complete PCR's or fire reports without training from Jared and/or Amanda. If you have new personnel that need training, it is your responsibility to be scheduling training with them. This can be individually, or as part of station drill training.

### • Report Writing Policy

- NERIS Report Training – **Mandatory Training** between February 18th and March 13<sup>th</sup> get with Amanda to schedule for your stations. If stations would like to combine the training that would be ideal and welcome.

### • Response to calls

- POV – We have a lot of people going POV to calls again, more than we would like to see. It is a liability for the District and personnel are responding with limited or no equipment. For medical calls, if personnel do not have a medical bag signed off by Jared, they are not to be responding POV to calls. Personnel are expected to respond to the station to get the truck needed for the call.
- # of Personnel – The two personnel scheduled on call need to be responding initially, others need to stay available for the next call. We love the enthusiasm of everyone wanting to respond; however, we are ending up with more personnel than needed on some calls. Be mindful of the call and pay attention to who calls in an.
- Radio Vs Zello – At times, we end up with 6 plus people on a call because someone calls in on Zello and it doesn't come over the radio, so we don't



hear it. Per Chief use your issued radio for radio traffic vs Zello. Use Active911 to put yourself enroute if you can't get out. Zello is a good tool but not to be relied on for radio traffic.

- **Gear and Radio Inventory** - We will be sending out the inventory sheets to the station emails, please work on inventory for your personnel. Be sure to check gear for any needed repairs and make sure it gets documented so we can address it. Inventory needs to be completed by the end of March.

## II. STATION REPORTS

### Station 1:

- Radio in Tender has been repaired, thank you for that.
- Hose reel leaks – above the command truck. – Chief will follow-up on this.
- Garage Doors – new opener being ordered for the door that you must push and hold the button on. Coax cable is on order for 163 door to try.
- Fire extinguisher in 163 pin broke and went off in the truck. Tyler will get with administration for a new or recharged extinguisher to replace it.

### Station 2:

South door lock is still having issues. – Chief will work on replacement.

### Station 3:

- Heaters were replaced and are working well, thank you.
- QR50 – Not necessarily for our station, but with EMT class coming to an end, please have them run 3<sup>rd</sup> run for 6 months before you put them out on a shift as a second. Ideally with a seasoned EMT, I understand that may be hard, but they need as much exposure as possible with seasoned personnel. We are not doing our personnel or our stations any favors letting them run before they are ready.
- Can we see about leadership attending an Officer Development Class – Fire ground operations, Incident Command, etc.

### Station 4:

QR40 requests updating and issuing accountability tags.  
Nothing else.

### Full-time:

Extension ladder needs looked at

### SCBA:

Nothing currently.

Training: District is working on a district wide training.