



Leadership Meeting Minutes

April 6, 2026

I. DISTRICT ITEMS

- BlueCard Presentation by Jason Kofed
- **Reports**
 - ***Responsibilities and Expectations*** – Following further discussion, Chief White is rescinding last week’s direction to complete fire reports immediately after each call. Effective immediately, all reports are to be completed within 24 hours of the call. This allows time for the PCR to be finalized and for NERIS reports to be properly associated. Some of the times and unit information will transfer over from the PCR to the NERIS report, reducing some duplicate data entry.
 - Fire Calls - First arriving apparatus is responsible for completing the report. **Period.** It does not matter what Station’s area it is in. Stations are encouraged to work together to complete the report.
 - EMS Calls– The AB crew or QRU will complete the PCR as soon as possible. If the AB crew arrives on scene, the PCR is their responsibility. QRU or Fire are to complete the NERIS.
 - ***Station Leadership for Report Review and Accountability*** – The following leadership personnel will be responsible for helping with reports as needed and reviewing reports prior to them being completed. Station personnel should reach out to their leadership prior to sending issues to Amanda.
 - **Station 1:** Greg Bastien
 - Move report status to “*Station 1 Review Needed*”
 - Close report using “*Close Without Finishing*”
 - **Station 2:** Nik Westfall
 - Move report status to “*Station 2 Review Needed*”
 - Close report using “*Close Without Finishing*”
 - **Station 3:** Whit Albertson
 - Move report status to “*Station 3 Review Needed*”
 - Close report using “*Close Without Finishing*”
 - **Station 4:** John Scafe
 - Move report status to “*Station 4 Review Needed*”
 - Close report using “*Close Without Finishing*”
 - ***NERIS Update*** – System updates are ongoing, including the required sections and Validation rules.
 - Personnel are encouraged to remain patient as changes continue and familiarity improves. Thank you for the patience so far!
 - Amanda contacted ImageTrend and NERIS support:
 - The system is designed to work with a CAD data interface, which is not currently available with ComputerArts
 - Updates are expected to be released soon to reduce duplicate time entry requirements for agencies without the CAD data transfer. However here are the times you must enter in each tab, they DO NOT transfer between modules.



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- **Current Manual Entry Requirements:**
 - Dispatch Tab
 - Timestamps – This is the whole call times.
 - Unit Response – Individual Units and Times
 - Incident Tab
 - Timestamps – This is the whole call times.
 - Unit Response Tab
 - Enter the Unit, enter each units times, **then** add personnel
 - Personnel times will auto-populate based on unit entries
- **Report Times Form** – A standardized form is being finalized to assist with collecting dispatch times and information to help with NERIS report entry.
 - Formats available: *All available for station offices, apparatus and personnel*
 - Laminated version
 - Fillable PDF with Reset Form option.
 - Excel spreadsheet
 - Personnel may request their preferred format by emailing Amanda.

II. STATION REPORTS

Station 1: No report as we ran out of time with the training.

Station 2: No report as we ran out of time with the training.

Station 3: No report as we ran out of time with the training.

Station 4: No report as we ran out of time with the training.

Full-time: No report as we ran out of time with the training.

SCBA: We have purchased a large box of batteries for SCBA's. Please do not purchase any batteries without checking the office first.

Training: Driving Course/EVOC training April 18th 10:00 AM. Meeting at Station 1 before heading to Rigby Middle School.

- This training course is open to all personnel, and you are welcome to bring your trucks to run through the obstacle course with leadership approval.