

Command Staff Meeting

November 13, 2013

Attendance: Chief Loftus, Chief Garnett, Chief Matiak, DC Melson, ADC Jenkins, DC Terry, DC Mitchell, DC Parrish, Capt Giles, Capt Street, Capt Doucet, Capt. Bonham, ESC Nunnally, ESC Frankie Chapman

1.1 Introduction and Guests – Good Evening

1.1.1 Welcome Members of the Emergency Services Commission

1.2 Review of Minutes of Last Meeting. No corrections requested. Minutes will stand.

1.3 Company Comments

1.3.1 Company 1 – Engine 1 will return tomorrow

1.3.2 Company 2 – LVFC building remains open on the ground floor only. Additional repair quotes should be received by month's end.

1.3.3 Company 3 - no issues

1.3.4 Company 4 – a) Two members have passed qualification process and will go on to burn with the Hybrid class. b) The SCBA Fit test machine will be moved to Co 4 and Co 6 next.

1.3.5 Company 5 – Tanker 5 price quote is pending for repair.

1.3.6 Company 6 – a) Engine 6 issues will be passed to Logistics. b) Wounded Warriors are honored on November 23rd with the Mattaponi Hunt Club for activities.

1.3.7 Rescue 1 – Bay floor resurfacing/restripping was requested

1.3.8 Rescue 2 – a) All units are in service at this time. b) Capt. Street raised a question about BLS providers accessing drug boxes for medication within protocol. c) CCFR plans to outfit all ambulances with RFID locks for better med box control. As we phase this in, we will allow access for trained BLS providers. In the meantime, yes, trained providers may access the ALS drug boxes and document as required.

1.4 Logistics

1.4.1 Fleet Update:

- Engine 1 will return tomorrow. Wagon 1 will also be repaired tomorrow (alternator).
- Engine 6 needs alignment – should be accomplished before next meeting.
- Please remember all Logistics requests and orders need to go through LogisticsGroup@co.caroline.va.us or call Fire Admin so Kathy can log the needs.
- Logistics staff are looking for a team of volunteers that would help move equipment and apparatus in and out of Caroline County. Please contact Logistics 1 if you have personnel interested in assisting when they are available.
- Cannery cleanup and organization has been completed. We have approximately six months of janitorial supplies in stock.
- Conex box from LVFC has been moved to Fire Admin. This will house kitty litter and oxygen deliveries for central supply.
- BVM mask deflation problem identified and corrected.

- Engine needed to support Pilot Firefighter 1 burn Saturday – VT’s funded class.

1.5. Training – All training information is available on the website at www.carolinefirerescue.org/training

1.5.1 Scheduled Training

- Annual Infection Control Requirement
- Next New Volunteer Orientation Class – Dec 21st.
- SHRP 2 Traffic Management Class offered by VDOT Dec 4 1300-1700 at EOC.
- BPO will be hosted by LVFC in December

1.6 Special Projects

1.6.1 Radio System: a) Motorola meetings continue for the new system. b) We are also pursuing a grant to help offset some costs of new radio equipment. Thank you for assisting us with obtaining serial numbers on our existing equipment for the grant research.

1.6.2 SOPs for 30 day review: None included this month. Look for Accountability updates next month.

1.7 Communications- As of today we have 90 people signed up for active 911. We will also ask Communications to reinstitute the 0800 and 2000 system announcements.

1.8 Fire-EMS Operations.

- Map book updates are in progress and new books should be delivered to the station.
- The new volunteer application has been updated so that the “auxiliary” position has been removed and “non-operational (cadet, support, administrative, auxiliary)” has been added so that all non-operational members can be included in the application process.
- Thank you to all who assisted with this year’s Harvest Festival.

1.9 Emergency Management – State Fair After Action meeting was held today. The 2013 event was the best yet.

1.10 Administration:

- Driver’s License expiration list distributed to all stations.
- New applicants with poor driving records will not be granted “operational” membership status until their driving records are improved. This is because the County’s insurance takes effect even in a member’s personal vehicle when they are responding to the station for a call for service.
- Remind your members that if they receive a driving ticket/infraction or are accused of a crime they are required to report this to Fire Admin within 24 hours. Questions will be handled on a case by case basis, please contact Fire Admin.
- AP Hill has changed their gate security procedures. Members wishing to obtain access to the post for non-County business must be approved by Fort A P Hill. Forms and a directive will be posted on the Website.

1.10.1 Budget / Financial Items. The FY15 budget year will require us to reapply for our 5 SAFER firefighter positions if the BOS is not willing to locally fund these positions. Non-response CAD reports were passed out for each agency's review. This statistic will be used with others to help justify our day time fire staffing as we move forward with the budget process. A discussion ensued in reference to Fire Statistics – at this time, our data entry and fire report entry compliance is poor resulting in inaccurate statistical data. New NFIRS report educational materials are being developed and a QA process will be implemented shortly.

- Chief Loftus has asked for input on general membership attending the Command Staff meetings. New stipulations would be implemented so that members could not participate but listen only. DC Mitchell suggested this be allowed quarterly only.
- VOLSAP open enrollment begins 11/15/13 and is also posted on the website.

1.10.2 Career Staffing

- Recruitment Process underway for Lt. Position – Interviews will be next week
- Part time R&R position also in progress.

1.11 Technical Review Committee –

1.12 Special Events –

- Mt Tabor Baptist Church 1st Responder Service Nov 17th at 1500. Please RSVP to Melissa Klanecky by Nov 15th.
- Hybrid Firefighter 1 class ongoing, CCFR sponsored. Contact Capt Bonham with any questions.

1.13 Chiefs Comments

1.13.1 Chief 1 – Please share with your membership that if units are going to special events, Fire Administration needs to be notified. Fire Administration will need to approve any out of County events. In County events also need to be communicated.

1.13.2 Chief 2 – Ambulance bids have been received and are being reviewed.

1.13.3 Chief 3 – no comments

Comments:

- Capt Bonham will be out of town from 11/20/13 until 12/9/13. CCSO will assist with any fire investigations needed.
- Co 4 identified a stone pillar at Abundant Life Academy (old Remuda Ranch facility). No Knox box is on site.

Next Meeting will be held December 11, 2013 at 1900.