

Attendance: Chief Loftus, Chief Garnett, Chief Matiak, DC Chenault, DC Melson, ADC Jenkins, DC Terry, DC Mitchell, DC Parrish, Capt Street, ESC P. Chenault, Capt Doucet, Capt Bonham, Lt Calhoun

1.1 Introduction and Guests – Good Evening

1.1.1 Welcome Members of the Emergency Services Commission (Mrs. Chenault)

1.2 Review of Minutes of Last Meeting. One correction requested. Minutes will stand with correction.

1.2.1 Action:

1.8 Chief 3 comments correction: The Poker Run is not an Incident management event; the Harvest Festival in Bowling Green is an IM event.

1.3 Company Comments

1.3.1 Company 1 – Eric Chenault is now Bowling Green VFD District Chief 10

1.3.2 Company 2 – Upstairs of Ladysmith Fire building is uninhabitable due to structural issues. All living quarters and office materials have been moved to the downstairs. All showers and training needs have been moved to LVRS's building. The first quote for repairs has been obtained and 2 more have been requested. The end goal is to repair what is broken to meet minimum safety standards. If assistance is needed from Caroline Fire Admin, it will be requested when quotes are in-hand. The next monthly CCEUO meeting will also be moved to Co 3. Squad 2 should return to service in the next week and the Tower 2 remains in service and operational. Aerial operations training will be coordinated with the assistance of Hanover Fire Rescue in order to increase the number of proficient operators in Caroline.

1.3.3 Company 3 - Noticed that Frog Level Rescue still has a star of life on the door that may confuse the public. Secondly, request that all new ambulances be lettered without station identification for rotation purposes.

1.3.4 Company 4 – Thank you for logistics needs met. Two members passed written Qualification test; will schedule skills assessments at Sparta station on a scheduled Saturday.

1.3.5 Company 5 – Charter member passed away this morning, Mr. William Tuck. Mr Tuck saw FLVFD to fruition in 1969. Services will be held Friday at Concord Baptist Church at 1100am, visitation tomorrow from 1700-2000. Any fire department involvement requested will be provided. Because of weather and the fall festival events, we will postpone our parking lot work. The State Fair has concluded, no incidents reported that we were involved in. Staffing was provided as needed. VSP staged in quarters for the duration.

1.3.5.1 Chief Loftus – thank you for cleaning the station and noticeably improving the grounds.

1.3.6 Company 6 – Do we have a Power Saw Chaps specific SOP? No, in the absence of this policy, full turn out gear and boots should be worn under chaps. New tires

on Engine 6; will be aligned ASAP. Tony Parker went back to the hospital with some transplant complications; his condition will be monitored.

1.3.7 Rescue 1 – No leadership present

1.3.8 Rescue 2 – 224 is returned to quarters, 227 is being fixed. Requested list of CCFR Volunteers so that if they arrive at Rescue 2 for any reason, affiliation is known or not.

1.4 Logistics

1.4.1 Fleet Update:

- 226 is back in service
- 227 is out for A/C work again
- 224 is back. Carlson noted issue with headlights
- Tower 2 is back
- Squad 2 is out
- Engine 3 should be back in service soon
- 512 struck a deer last week and is at the body shop
- Tic will be installed at Co 4 by Parkinson
- Tic battery for Company 5 has been ordered
- LVRS helmets delivered
- Gear that needed to be cleaned at Co 2 will be completed tonight and returned tomorrow
- Tanker 5 will go to Atlantic to rebuild primer – target Monday of next week.
- 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.

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

1.5.1

- Fire 1 Hybrid Class
- Rural Water Supply
- BLS Skills
- Volunteer Fire Qualifications
- 2014 Spring School Planning meeting next scheduled Oct 24, 2013@1900
- Volunteer Orientation Class (October date cancelled; next offering November 16, 2013). This class will be pushed out quarterly once up and running.
- Annual Infection Control Update dates announced will be on the website in the am.
- Volunteer training letters: Letters will go out outlining the standard as well as the missing training elements to each volunteer. Each roster will be reviewed again and letters sent this Friday target.

1.6 Special Projects

1.6.1 Radio System – tower site negotiations in progress

1.6.2 SOPs for 30 day review:

Final element of accountability policy in the Helmet Icon piece is under review and demo magnetic identifiers have been ordered. “K” will be used to designate tanker and “T” for Tower.

1.6.3 Records Management System (ImageTrend)

1.6.4 JPRs. Caroline Career staff and limited volunteers have completed the JRP training package and have provided positive feedback. Please send us any comments on this process so that we can improve overall.

Chief 50 questioned who could release operators on specific apparatus such as Tanker 5. In practice, FLVFD leadership has released all Tanker 5 operators, however we would like to move toward making one release policy adequate for countywide use. The FLVFD leadership would like to still have the final say to release operators.

1.7 Communications- Work in progress to update overall communications practices using accepted terminology.

1.7.1 Active 911. This system has gone live. Chief Garnett passed around a form to sign up. Chief Loftus has agreed to pay for membership for Captains and above. All other users will be charged a \$1 per month service charge to cover the fees (\$12 per year). Additional guidance and associated SOPs will be published ASAP. Before allowing districts to pay for full memberships, lets all use the system for a period of time to identify issues.

1.8 Fire-EMS Operations

1.8.1 Football Standby Meals – CHS has agreed to provide dinner from the boosters for all EMS standby members during high school football games. Please be cognizant not to abuse this incentive.

1.9 Emergency Management

Radiological equipment has been moved from LVFC to the EOC for storage during station repairs.

1.10 Administration

1.10.1 Budget / Financial Items. The FY15 Budget packet was released yesterday and has been included in the package. November 15th is the development deadline. Please complete all budget forms included (operational and capital (>\$50k) items included). Please prioritize top 3 items for the district. Discussion about CIPs and budget details had. All budget forms are due October 30, 2013. Chief will send emails of last year’s submissions to all districts.

1.10.2 Career Staffing

- Curtis Mason, Jr. has left the department – recruitment process is underway
- Recruitment Process underway for LT Position – tests will begin next week
- Part time R&R position also underway – interviews will begin next week.

1.10.3 Fall Flu Shots

Lt Southworth reports flu vaccinations are available:

- Caroline Health Department for Fire/Rescue Staff every Wednesday morning 0800-1200.
- October 22 from 1630-1900 Countyline Baptist Church will also provide a shot clinic and bill Caroline for members. Bring your ID.
- Rite Aid in Bowling Green is being negotiated with for additional dates.

1.11 Technical Review Committee – no report

1.12 Special Events –

- BG Harvest Festival on 10/19th – Melissa is coordinating assistance for recruitment booth with no response as of yet. Please send her any available members.
- FLVFD Festival 10/26th
- Football games that require staffing: Oct 11, 16, 19, 25, 30 and Nov 7

1.13 Chief's Comments

1.13.1 Chief 1 – Thank you for all extra staffing during the State Fair.

1.13.2 Chief 2 – FYI - Next Monday is a County holiday. The RSAF grant extension for the ambulance was approved.

1.13.3 Chief 3 – MSAG file received back for map books and is being reviewed for updates and corrections.

-- Harvest festival IAPs are in development. Please communicate staffing available to Chief Chenault.

Comments:

- Capt Bonham will be out of town from 10/10/13 until 10/15/13. CCSO will assist with any fire investigations needed.
- ADC Jenkins announced the Port Royal Charter Day will be hosted 10/26/13 from 1100-1500.
- Don't forget to Vote November 5th!

Next Meeting will be held November 13, 2013 at 1900.