



# Caroline County Fire-EMS Command Staff

Meeting date: **Wednesday, December 10, 2014 from 7:00 PM to 9:00 PM**

Location: EOC room 3

Purpose/Notes: Regular scheduled meeting

Invited Guests: (no guests)

## Meeting Documents:

(no documents)

## Agenda:

### 1. Committee business

<b>1.1. Introduction / Guests / Presentations</b>	Chief J.Loftus / 1 min
<b>1.2. Review Minutes of Last Meeting</b>	Chief J.Loftus / 3 min
<b>1.3. Company Comments</b>	
<b>1.3.1. Company 1</b>	Chief J.Loftus
<b>1.3.2. Company 2</b>	Chief J.Loftus
<b>1.3.3. Company 3</b>	Chief J.Loftus
<b>1.3.4. Company 4</b>	Chief J.Loftus
<b>1.3.5. Company 5</b>	Chief J.Loftus
<b>1.3.6. Company 6</b>	Chief J.Loftus
<b>1.3.7. Rescue 1</b>	Chief J.Loftus
<b>1.3.8. Rescue 2</b>	Chief J.Loftus
<b>1.4. Logistics</b>	
<b>1.5. Training</b>	Capt. Doucet
1.) Personnel in Default of Training Standards(handout)	
2. Up coming Classes and Registration information(handout)	
<b>1.5.1. Presentation on new Volunteer Orientation Program by Lt. W. Melson</b>	30 min
Lt. Wesley Melson will provide a presentation to Sr. Staff on the newly revised Volunteer Orientation Program.	
<b>1.5.2. Annual IC Training - Due</b>	Capt. Doucet
<b>1.5.3. Officer Workshop and Leadership Seminar on January 27th at 1830</b>	
~~Officer Workshop and Leadership Seminar for members on January 27th at 1830. It will take place at the EOC.	
<b>1.5.4. UTV - Driver Release Program</b>	Deputy Chief Garnett



## 1.6. Retention and Recruitment

1.) Volunteer Applications in Limbo(handout).

- After 30 days of inactivity at the Company Level, perspective volunteers will be accepted into the CCFR-Volunteer program, for completion of Department Orientation and other basic training opportunities.

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### 1.6.1. Bowling Green Christmas Parade Recruitment Float/Vehicle

#### Report:

~• Ann Griffin (Co 5) is coordinating a Recruitment "float" for the Christmas parade (Dec 13th). If you have personnel that can assist, please reach out to her at anngriffin911@gmail.com or 804-400-2261

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## 1.7. Special Projects / Programs / Targeted areas

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### 1.7.1. Radio System: Narrow Banding

Still looking for pager inventory lists

Chief J.Loftus

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### 1.7.2. SOP's for 30day review

Administrative Changes have been made to the following Policies

1. 102.15 Standards for Volunteer EMS Recruit
2. 102.10 Standards for Firefighter Recruit
3. 102.18 Standards for Emergency Vehicle Operators

New SOP's

102.28 Department Orientation for Volunteers

Chief J.Loftus

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### 1.7.3. Imagetrend Version 3: Changes

Chief J.Loftus

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### 1.7.4. Fire Rescue District and Response Time Mapping

Chief J.Loftus

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### 1.7.5. Logistics Storage Garage

Deputy Chief Matiak

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### 1.7.6. Opticon - GPS preemptive devices

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### 1.7.7. New Ambulance Order

Deputy Chief Garnett

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### 1.7.8. EBOLA Preparations

Deputy Chief Garnett

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### 1.7.9. Volunteer Operational Uniforms

Chief J.Loftus

We will be providing Department issue;

(1) Tee Shirt (1) Polo (1) Pant (1) Baseball hat

to those volunteers who meet the Criteria under policy 103.03 as "Active Fire/EMS" member.

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## 1.8. Communications

Deputy Chief Matiak

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## 1.9. Fire-EMS Operations

Deputy Chief Matiak

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### 1.9.1. New Fire Investigators

Captain Bonham

Capt. Bonham to provide update on new Fire Investigators

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## 1.10. Emergency Management

Chief J.Loftus

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## 1.11. Administration

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**1.11.1. Budget / Financial Items**

Chief J.Loftus

- 1. Capital Improvement Plan (Annual update)
- 2. Fire Rescue Reserve Funds.

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**1.11.2. Career Staffing**

Chief J.Loftus

Mike Hafey, new full time Medic/FF, begins work on Dec 15th.

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**1.11.3. Vehicle Info for County Sticker Benefit Due January 2015**

Chief J.Loftus

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**1.11.4. VOLSAP Open Enrollment ends Dec 31st**

Chief J.Loftus

Reminder that VOLSAP open enrollment ends Dec 31, 2014

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**1.12. Technical Review Committee**

Chief J.Loftus

- 1. Shoppes at Carmel Church Site plan Change.

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**1.13. Special Events**

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**1.14. Chiefs Comments**

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**1.14.1. Chief 3**

Chief J.Loftus

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**1.14.2. Chief 2**

Chief J.Loftus

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**1.14.3. Chief 1**

Chief J.Loftus

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**1.15. Items Needed for Company Follow-up**

- 1. Pager Listing **DUE: Jan 30th**
- 2. VOLSAP Listing **DUE: Dec 31st.**
- 3. Begin Stipend Data collection **DUE: Feb 15th**
- 4. Tax Relief(sticker) information **DUE: Jan 1st**

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**2. Old business**

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**3. New business**

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**4. Committee business**

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**4.1. Next Meeting - Jan 14, 2015**

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Total time scheduled: 34 min