

Chief Loftus, Deputy Chief Garnett, Vol Deputy Chief Matiak, DC Hartle, DC Melson, ADC Jenkins, DC Terry, Capt Street, Capt Doucet, Capt Bonham, Lt Calhoun, ESC Chapman

1 - Welcome

1.1 ESC – Frankie Chapman

1.2 Review of minutes. (Will updated September report pager tones)

1.3 Company Comments

1.3.1 Company 1 – Brian is working on door repairs before the winter (may have to seal area if unable). Asphalt project is also pending in conjunction with R1. Adam Woolridge is working on pager list.

1.3.2 Company 2- Building repairs/construction plans are in progress – new floor plans in hand. Victor is updating all training needs. Pager list will be completed October 14<sup>th</sup>. 50<sup>th</sup> anniversary is Saturday night and Open House this weekend the 11<sup>th</sup>.

1.3.3 Company 3 – Building improvements are in progress to better insulate the meeting room. Pager list is being worked on tomorrow at Company meeting. Mounting equipment onto Engine 3 is also in progress however challenges have been met finding adequate size.

1.3.4 Company 4 – Generator is being wired up. Requested an overall budget snapshot of what Sparta costs the County in response to Sparta community meeting discussing budget and tax increase concerns. Chief Loftus will provide what is available but because of our combined F/R budgets, much is impossible.

1.3.5 Company 5 – No leadership present

1.3.6 Rescue 1 – No leadership present

1.3.7 Rescue 2 – After installation of new Internet modem problems were encountered and have since been resolved. Cabinet within EMS Storage closet has been installed for 225's medication boxes. Should have this lock installed by this weekend.

1.4 Logistics – Update of open and closed tickets in SupportSystem provided as attachment.

1.4.1 Updates:

Flow testing in progress

Squad 1 body work is done, waiting on cascade system – should be ready Friday

Squad 2 in Roanoke for body work

Ambulance 12 at Ashland Ford for loss of engine power

Ambulance 27 has arrived and is awaiting OEMS Permit and final equipment

DEF fluid being looked at as an area for improvement

1.4.2 Next projects: Tanker 5 to Atlantic for pump testing issues, Flow testing on small vehicles, Oil leaks on Engine 1 and Wagon 1 will both be repaired.

1.5 Training

- January EMT Class

- New Volunteer Orientation – This program is being renewed and will be rolled out January with additional offerings, modular topics and in-station training. Enforcement of this requirement will also begin in January
- Challenge Coins distributed tonight. A list of those who received was included as an attachment. A list of those not receiving and what is missing will also be provided and letters will be mailed directly. This will capture the annual training standards updates.

#### 1.6 Recruitment and Retention Report provided as attachment.

- Banners at convenience sites are up
- Recruitment Team meetings are being held – thank you to all who participated
- FPW is this week – coloring books to all K-2 students
- Footballs produced for CHS football games

#### 1.7 Special Projects / Programs

##### 1.7.1 Radio System Update

County attorney reviewing another lease document for a tower site at this time. We have taken possession of the Minitor 6 pagers and are working to engrave those.

##### 1.7.2 Records Management System – Please review rosters provided within Training Standards/Coin lists and notify Fire Admin with any personnel changes.

- LVRS has removed Mary Brannan from their roster

#### 1.8 Communications

- Residential structure fire CAD codes being reviewed to try to minimize multiple apparatus assignments to alarms and public service type events.
- Chief Melson inquired if EMS dispatch procedures have changed due to a recent increase in Engine assignments for EMS calls for service – No official changes have occurred but this will be reviewed.

#### 1.9 Fire-EMS Operations

- Please let us know if any members remain who need Helmet magnets
- Please remember to transfer equipment between units when apparatus goes in and out of service
- New ambulance numbering system is now active and with new ambulance delivery (27) the District name is no longer included in the Striping graphic. This is due to complaints to the BOS about fleet rotation and units being in different districts.

#### 1.10 Emergency Management

##### 1.11 Administration

1.11.1 Budget / Finance – Fire-Rescue has requested an extension from County Admin to capture all Capital Improvement Plan items (FY16). Please do not delay submitting any new items to Fire Admin

##### 1.11.2 Career Staffing

- Melissa Klanecky will be out of the office on a family issue for an extended time period, please be patient as we redirect her workload
- Brett Poffenberger has been hired Full Time
- Tim Hahn has been promoted to Lieutenant
- Testing next week for one additional vacancy next week (ALS)
- Trainum is out with the birth of her child on FMLA
- Luke Heller is still in Logistics on light duty

1.12 Technical Review Committee – no new plans reviewed.

1.13 Special Events

- Thank you to all who assisted with the Virginia State Fair. We had more involvement in safety inspections at the Meadow Event Park sight in addition to staffing during high attendance and high hazard events.
- Harvest Festival is October 18<sup>th</sup>
- Frog Level Festival is October 25<sup>th</sup>

1.14 Chiefs Comments

1.14.1 Chief 3 – no comments

1.14.2 Chief 2 – County Infection Control Officers are working on Flu Shot offerings this year. If Caroline providers prefer to get shots at their primary physician's office, we will reimburse up to \$25.00 for any out of pocket costs associated with Flu Vaccinations.

Ebola information was emailed today with regional plans and additional will be shared as it is available. Proper PPE removal reminders were included- please share with all staff. VCU and MWH are already screening patients for out of county travel.

Enterovirus D68 guidance is also available from regional hospital partners for EMS awareness.

1.14.3 Chief 1 – Life insurance for high-risk professionals is available. Armed Forces Benefit association, Tom Keener, will contact each station directly to coordinate meeting/presentations for interested members.

- Trying to locate the original District Division Map, CAD integrated down to the street level. No one is able to provide from historical records. This new project will take some time and will be shared with District leadership as it moves forward.
- Thank you to Bob Carlson for picking up the new 27 from Virginia Beach!

2. Comments - none

Date of next meeting: November 12<sup>th</sup>, 2014