

Attendance: Chief Loftus, Chief Garnett, Chief Matiak, ADC Chenault, ADC Podbielski, ADC Jenkins, DC Terry, DC Mitchell, ADC James, Capt Giles, Capt Street, Capt Doucet, Capt Bonham, Lt Calhoun, Mr Culley.

1.1 Introduction and Guests – Good Evening

1.2 Review of Minutes of Last Meeting. No changes made.

1.3 Company Comments

1.3.1 Company 1 –Engineer looking at parking lot issues.

1.3.2 Company 2 –All members who have not complied with IC requirements gear has been pulled. New set of airbags received, in-service completed. Additional training on this new system to come weather permitting.

1.3.3 Company 3 – JP Wilkerson home from hospital and doing well.

1.3.4 Company 4 – Citizen meetings being held to educate community, establish goals and resurrect new building plans. Seeking community fund raising outside of Fire Department around \$750k for new building project. Sparta now has flood insurance under new broker.

1.3.5 Company 5 – Working on final members outstanding training requirements. Parking lot issues also; meeting with contractors for repairs – Concrete is the plan over a period of two pours within 30 days time. Logistical challenges will be worked on to move apparatus. If financing can be finalized, would like to start in April. Also still working on Engine radio issue. Forestry plane and helicopter now stationed in Doswell as a resource if needed.

1.3.6 Company 6 – Chief Parrish suffered a stroke on Feb 27 and has been improving in therapy daily. Progress is made. Thank you for support.

1.3.7 Rescue 1 – have members registered in final Hazmat Awareness class on March 29, 2014 at FLVFD. Charlie Griffin will teach.

1.3.8 Rescue 2 – Large oxygen bottles are no longer being used but owned by LVRS. 226 has been OOS for 30 days and is now at Radley and now Emergency Equipment for re-wiring. This unit has been OOS more than in-service since being purchased, perhaps we could research Lemon Laws.

1.4 Logistics

1.4.1 SCBA cylinder inventory has been completed, thank you for assistance.

1.4.2 Holmatro testing has been completed without fail

1.4.3 Ladder testing scheduled for April 8 & 9

1.4.4 Fire Extinguisher testing date TBA

1.4.5 Cascade system at Co 2 will be serviced early to fix a leak during service.

1.4.6 Pump testing date TBA

1.4.7 Zoll PM testing for remaining 4 units not upgraded March 18.

1.4.8 SCBA Flow testing will be done in house by 4 newly certified Scott pack technicians. Old support 2 box truck will serve as flow testers. Eric Chenault, Trevor Chenault, Shaun Boutchyard, and Lt Calhoun.

1.4.9 2014 means that Co 2, 4, and 6 hose testing is due. 2 machines available, please let Logistics know when to deliver machine. Co 3 will bring all outstanding hose to Co 1 for career staff to test.

1.4.10 Last 3 stair chairs have arrived. Logistics will install these units. This will complete all 11 ambulances consistent standardization. The next step will focus on non-transport units including Engines and ALS/BLS non-transport vehicles. If anyone is interested in assisting, please contact Fire Admin. We will focus on state minimums and functional equipment. We will standardize all like apparatus.

- Fleet Update:
 - Tower 2 going back to Atlantic tomorrow for various repairs relating to hydraulic system.
 - Ambulance 610 will return to service tomorrow.
 - Engine 3 Turbo hose clamps broken with leak will be fixed tomorrow.
 - Engine 2 seatbelt will be fixed by Atlantic.
 - 227 due for PM. Charging plate for Zoll has been ordered for replacement.

1.4.11 EMS Medication Security Project –

A vendor has been selected to purchase all electronic ALS cabinet locks and keys. A few companies will be outfitted with an electronic box that will be located in the station. For each shift, a staff member will use their county ID to electronically sign out a key that is good for a 24 hour period. This key and lock will track an audit trail of all boxes accessed. Most companies will be issued multiple locks in a box located in the station. This will allow for multiple crew members and over lapping shifts to sign out electronic keys that can be accounted for, electronically tracked and expanded upon if desired. There will be a mechanical back up utilizing the Knox system already in place by calling Caroline Communications and requesting a unique code. Web based system that allows for flexibility, accountability and expandability. During installation phase, lock cores will be replaced and the electronic keys will be placed in the existing ALS boxes until all systems are ready to go on-line. The key batteries last for 1 year.

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

Scheduled Training

- HazMat Awareness –March 29
- EVOC March 22& 23 – class is full
- Spring School registration update passed out. 110 total.
- Firefighter 2 Hybrid class and HazMat Ops
- Pilot FF1/2 graduation
- Annual Infection Control updates provided.

1.6 Special Projects

1.6.1 Radio System: Implementation is going well at this point. Chiefs will be traveling to Chicago end of this month to inspect and approve Motorola radio build out after testing. Minitor 6 pagers will be supplied by contract with no upgrade charge.

Neighboring jurisdictions with direct interoperability agreements are in progress. Other jurisdictions with patch interoperability systems are also improving.

Radio charger discussion: New style chargers have a shallow base and do not provide the deep cycle charge that a station based charger has. We will install the best chargers throughout the county at the stations and need to train our members to grab their radios from the station and not rely on being able to charge them in the units.

1.6.2 SOPs for 30 day review:

- Incident Management Procedures SOP draft is posted on line for 30 day comment.

ADC Chenault would like to join Ops Committee – Chief approved.

1.6.3 Image Trend system - VPHIB Grant received for \$48K to buy 15 new toughbooks. Also retro upgrading old toughbooks to be able to print at MWH and SRMC ER. Announcement will be made when complete.

Zoll Upgrades have been completed and meeting will occur on March 19 to configure Rescue Net accounts to transmit 12 leads. This will work with blue tooth in Toughbooks.

1.7 Communications – Chief Matiak is attending each volunteer district business meeting to share specific Communications policy updates. Updates have also been provided to Caroline Communications.

1.8 Fire-EMS Operations. Co 3 and 6 need personnel accountability helmet ID installations.

1.9 Emergency Management – No news to report.

1.10 Administration:

1.10.1 The FY15 Caroline budget has been presented by Mr. Culley to the BOS for approval and adoption. This included a 12 cent increase that includes the funding for our 5 positions. The BOS work-sessions will begin next week. 32M borrowed last year alone mostly covering school Bond and increases. Full funding of all requests would require a 31 cent tax increase. The school board requested a \$2.8 million increase in addition to the \$25 million bond. Many cuts have been made to arrive at this number and more may be expected.

1.10.2 Melissa will be contact each District to file articles of incorporation and other corporate reports for submission. Please also submit 2014 rosters and Officer lists

1.10.3 Volunteer Stipends have been approved and checks will be sent out.

1.10.4 BOS has drafted policy for funding of large capital repairs to volunteer owned stations. This came from LVFC request for building repairs and renovations. If the County is going to provide funding for major repairs, the County should also capture some level of ownership of the asset. Options for Discussion:

Option 1, give the building 100% to Caroline then County is responsible for all future repairs.

Option 2, Caroline gives money to station for repairs in CIP as budget allows.

Option 3, if building is evaluated at \$400K and Caroline funded 100K then the attorney would write 25% of the building ownership to Caroline.

Option 4 – (Chief Loftus endorsed) We need the stations that we have (can not build new) so the County will provide funding through CIP process with a change of charter to say that if station fails to exist then assets would revert back to the county for like use.

CCVEUO will also discuss before this is presented to the BOS. A draft will be developed within the next 30 days.

1.10.3 Career Staffing Changes

New Part Time – Mark Seeterlin

New Part Time – Dr. Patrick Cantwell

1.10.4 VPHIB grant awarded by OEMS for \$48449.70 for 15 new toughbooks to be used for OEMS compliant EMS reporting

1.10.5 Recruitment and Retention Coordinator hired -- Robert Eaby has accepted our offer and will join the team on March 24th as the new PT R&R coordinator. He is a retired firefighter/medic who also has recent active volunteer experience. He has public speaking and social medial skills to be able to reach multiple audiences. We look forward to successful projects.

1.10.6 Open Burn Permit Process to Change. The Department of Fire Rescue will take over the open burn permitting process from the planning department. New forms have been created and implemented.

1.11 – Technical Review Committee- Meadow Event Park special exemption is being reviewed to be able to utilize other events at the location. Tough Mudder and Balloon event both want to come to Caroline.

1.12 Special Events –

- Library Book mobile construction day April 12th looking for assistance.
- March 14 YMCA ribbon cutting
- March 29 Secretariat Celebration
- April 4 & 5 County Fair ground is the Linesman Rodeo
- May 3
- May 10 & 11 Mid Atlantic Balloon Festival
- May 24 Caroline Relay for Life
- June 28 K95 County Fest

1.13 Chiefs Comments

1.13.1 Chief 1 – Good attendance, Thank you for Fire 1 & 2 graduation event. Mount Tabor event was very well done.

Chief 1 and 2 will be in Hampton next week for VEMA conference

New Gas monitors (Drager 5 gas) have been placed on Sq 1 (chlorine) and Sq 2 (ammonia). These will replace all monitors as Qraes fail their sensor tests. Draggers can be maintained and repaired in-house (Podbielski, Dilworth and Storke on committee). Training will roll out soon. 2 testing stations will also be implemented.

We have filed on behalf of Tony Parker under Heart and Lung Act as a line of duty death. Melissa has compiled Clerk of Court rosters for agencies that have submitted 2014 rosters. Please contact Melissa with updated rosters so that all districts can be re-submitted.

1.13.2 Chief 2 – New Regional Hazmat Officer – Craig Buckley has been hired by VDEM.

1.13.3 Chief 3 – Dry Hydrant grant applications are now out, deadline is March 31. Accountability Project: 1. Helmet Accountability project is still in progress, please help organize the completion of this. 2. Reconcile with members who need individual Icons (Velcro names)

Knox box project has been completed.

Thank you for all staffing standbys especially during this winter.

Mapping project is still in progress.

Next Meeting will be held April 9, 2014 at 1900.