

## Caroline Fire Rescue Command Staff Meeting Sept 10, 2014

Chief Loftus, Deputy Chief Garnett, Vol. Deputy Chief Matiak, DC Hartle, DC Melson, ADA Jenkins, DC Terry, DC Mitchell, ADC James, Capt. Giles, Capt. Street, Capt. Bonham, Lt. Calhoun, FF/Medic Trainum-minutes

### 1.1 Welcome

### 1.2 Review of minutes. No corrections requested.

Watch recruitment Video

Review new ambulance- showing pictures

### 1.3 Company Comments

#### 1.3.1 Company 1: 4 New Members – Ashby Stroke and Aaron Monroe working on a mentoring program for new members.

- Brian got approached about parking lot.
- Still working on Door repair, no update at this time.

#### 1.3.2 Company 2: station projects moving forward.

- Last 2 months chief Loftus met with 5 Vendors, time frame for bids done by Oct 31. County helping out. Working on CIP (Parking Lot maintenance Project) stuff for this year budget using 2001 prices.
- All Trucks in service.
- Oct. 11, 2014 Open house, invitations sent out to the Chief and Capt. From the other Departments.

#### 1.3.3 Company 3: Working on the building - Soda machine gone, refrigerator gone from bay.

- Oct. 4, 2014 Town Charter day.

#### 1.3.4 Company 4: Station Generator in process of being wired to the building.

- Sparta Day Oct. 11, 2014 10am –4pm. (Car show, stuff for kids, food, police)

#### 1.3.5 Company 5: Parking lot 99% done, striped last Sunday.

- Getting top soil to level everything.
- Hydrant problem taken care of.
- Other building project holding off until spring.
- Working on fair staffing. Put it out system wide help on the two Fridays, maybe doing split shifts. Shawn Divelbliss is keeping the staffing schedule on what is covered for the fair.

#### 1.3.6 Company 6: Building improvements - Starting on egress stair 2<sup>nd</sup> floor project, have permit. Gutters being done on outside of building.

- Hose on the engine done. Hose tanker, holding off for covers to arrive

#### 1.3.7 Rescue 1 – Working on recruitment and retention.

#### 1.3.8 Rescue 2 – Cable modem installed.

- Working on lock for the closet, where separate lockable space for EMS storage.

### 1.4 Logistics - Monthly report attached – no questions

#### 1.4.1 Update on new Ambulance – finishing up at dealer should be here in 2 weeks.

#### 1.5 Training – Monthly Training update attached.

1.6. Retention and Recruitment – report attached. Challenge Coin – meeting training standards.

#### 1.7. Special Projects/Programs/targeted Area

1.7.1. Radio System: Narrow Banding – Have the FCC License for the new system. Still waiting for 3 more tower sites. The new system will be installed this winter and testing will be done in the spring, no confirmed date at this time. Need an updated list for all members who have pagers including the members' name, model of the pager, and the serial number. When the new radio system is implemented, we will program only one pager tone for all calls. Please begin to plan where in your station radio charges can be mounted.

1.7.2 SOP's for 30 day review – no update

1.7.3. Cyber Key Program – System operational. ALS key boxes will be locked on October 1<sup>st</sup>.

1.7.4. Fire Apparatus Inventory – is system wide underway. Working on developing a minimum standard for what is carried on Fire apparatus. Looking for 1 active member form each company to assist.

1.7.5. Ambulance Re-numbering – All Ambulance have been re-numbered and radio designations in the CAD have been update. Went operational system wide Sept. 1, 2014 0600.

1.8 Communications – working through training

1.9. Fire-EMS Operations – Mayday drill at Co 4 – worked through communications.

1.9.1 Office of EMS Inspection - EMS inspection – PASSED

1.10 Emergency Management – nothing to report

#### 1.11 Administration

1.11.1 Budget/Financial items – budget closed for the fiscal year of 2014. Get all the remainder receipts in, they need to be detailed for reimbursements. Start working on station request for new budget year for November.

1.11.2 Career Staffing – resignations – Dilworth and Gerau. New hires – Robert Coggsdale –Medic/FF, Brent Poffenbarger – PT EMT/FF, Sean Seawell PT Medic/FF, Chris Payne – PT Medic/FF, Chris Saykaly – PT Medic/FF. Did a post card mailing for ALS providers. Considering hire ALS without Fire fighter training.

1.12. Technical Review Committee – widening the front of school to make room for emergency apparatus.

#### 1.13. Special Events Report

State Fair – Sept. 26 – Oct. 5. VSP again will be using Co 5 for staging of tactical personnel. Extra staffing needed at Co 5 for – Sept. 26, 27, 28 and Oct. 3, 4, 5

1.13.1 Bowling Green Harvest Festival – Oct 18, 2014. 25 Anniversary. Chief Matiak report on setup, staffing, do the same as last year.

1.14 Chiefs Comments –

Chief 3 – no comments

Chief 2 – no comments

Chief 1 - Thanks to everything who helped with the EMS inspection.

2. Comments- None

Date of next meeting October 8, 2014