

1. Welcome

1.1 Introduction of Guests – Pam Chenault and Carl Olberg

1.2 Corrections to December minutes: Western Branch Diesel is business name that RE is at. Also, Engine 6 hose bed cover needs repair by in house resource, not Tanker 6.

1.2.1 Action items from December 2014:

1. Watkins Court – no parking. Per Chief 20, CCSO says unenforceable because neighborhood has not adopted state roadway laws. Kevin Whitman is reviewing this with plans review

2. No Fuel Theft discovered

3. Business card demos have been ordered – Glossy front and matte back that can be written upon. DC Melson liked card as requested.

2. Division reports:

2.1 Logistics updates

OPEN: Reserve Engine is at Western Branch Diesel for engine and trans issues. Utility 1 fuel gage is broken, parts ordered. Squad 2 at Atlantic, parts have arrived so final repairs should be underway.

COMPLETED: E1 returned to service, W1 light tower fixed, T6 has new hose bed cover, All SCBA flow tests complete. Support ticket print out attached.

UP COMING: Sq 1 light tower OOS, waiting for Sq2. E2 has minor foam leak to fix. Punch list created for W1 for repairs. Ambulance rotation will occur this month.

2.1.1 comments: 228 has breaker that trips intermittently preventing trickle charge in shore line. Also needs new Zoll batteries

2.2 Training:

2.2.1- Volunteer Orientation:

- Remember, new members should not be riding apparatus until all elements of orientation have been completed and a “Ticket to ride” has been earned.
- New members will not be issued turnout gear until Orientation is completed
- Work with new members to complete in-station orientation elements. The ticket to ride is listed as a certification in ImageTrend
- Elements of Ticket to Ride/ Orientation included in packet.
- 2015 Dates for Orientation, HMA tests, CPR classes included
- Whats Next? Guidance included in packet

2.2.2 – Courses Underway: EMT and Fire Instructor 1

2.2.3 – Monthly Orientation

Bi-monthly HMA and CPR

Leadership Seminar 27th. 1830-1930 open to all CCFR Vols for CCFR specific topics such as accident reports and other vital info. 1930-2100 Guest Speaker coming to talk about leadership.

2.2.4 Annual Training

Spring School 2015 April 11 & 12 – Brochure is out and registration will open through VDFP on Jan 26th. Internal CCFR applications due to Fire Admin by COB the 22nd.

2.2.5 Members not meeting training standards list provided – default and probationary lists.

Infection Control compliance lists also included. Corrections made to LVRS list.

2.3 Retention and Recruitment

Update list of activities included in packet.

Next meeting date January 20th.

Need updated 2015 rosters and officer lists with contact info for each station.

Need 1 POC for new applications at each station

New Application status list explained that was included in packet.

2.4 Administration

1. Reporting for volunteer stipend – members must have 1 year of service with 20 hours per month to qualify for Stipend and Incentives.

2. New Voyager Fuel Cards – new fuel cards into each unit for 2015.

3. LODD Tony Parker – Family was awarded some death benefits.

2.4.1 Career Staffing – fully staffed, no changes.

2.4.2 Budget: The BOS approved funding on the following projects at the 1/13/15 meeting:

- Air trailer – new mobile cascade resource, trailer based
- GIS mapping project- District maps will be updated and verified (Boundaries)
- RSAF grant award – cost share for 3 Zoll monitors to replace aging units
- Ladysmith Fire and BGVFD station repairs – Second floor and parking lot issues
- Opticom grant – We will apply for new RSAF grant to install GPS Opticom technology this spring for 10 traffic lights. Once installed, VDOT will take ownership and install onto all new lights constructed. GPS technology is upgraded and is preemptive technology.
- FY16 budget has not yet begun to be analyzed by BOS

2.5 Emergency Management

Tough Mudder is returning this spring and planning has begun.

2.6 Fire-EMS Ops

- Personnel needing Accountability tags – please turn in list of folks needing tags to Fire Administration.
- Map books have 2 new streets that need to be updated (one in Co 4, one is Co 1)
- Co 5 has identified address issue on Eldridge Ln that is being addressed.
- Please remind all members to wear Traffic Vests on all incidents
- Please remind all members to be clean shaven on the fire grounds in order to wear SCBA effectively. Discussion. We will identify a new policy that addresses this issue and remains enforceable at the station level.

2.6.1 Communications – ongoing meetings with CCSO, expect updates at the next meeting.

3. Special Projects

3.1 700 mhz Radio System update: Equipment has been installed at the Essex tower site and FCC has given us a formal extension until fall of 2015. We anticipate going online with the new system in July in 2015.

3.2 Standard Operating Procedures

3.2.1 change out for 30 day review: 102.18 Citizen ride along.

3.2.2 SOPs to be adopted this month:

3.3 Response data included in package. Overall no significant increase in call volume county wide from the past few years. Also breaks down EMS transports

3.4 Special Projects:

3.4.1 Logistics building (metal building) being considered for placement behind Fire Admin for additional equipment storage. RFP for pricing and concrete work.

3.4.2 Volunteer Uniforms to be included in annual stipend this year.

4. Company Comments:

4.1 Co 1- Application process: Application will be read and sit for 30 days before vote. Must be present to vote on new members. Station repairs are underway.

4.2 Co 2- Application is reviewed by membership in progress committee. Process usually take 30 days unless extenuating circumstance (meeting cancellation). ADC Stout should be POC for new applications (email, and CC DC Melson).

RFPs on building repairs are due 1/23/15.

Also has new members complete ITR Module 1 (VDFP) online class as new members during station orientation.

4.3 Co 3-Membership process – applications hang on the board for 30 days and must meet with membership committee before being voted on. 6 months probation before voted on as full members. Manifold has not been installed, ADC Jenkins says he will install it himself. PRVFD has bought an scba compressor for themselves and will be kept in station behind the boat. Eagle compressor, “top of the line”.

4.4 Co 4- applications hang on the board for 30 days and must meet with business meeting before being voted on. At times, can be voted on at Company before County approval. Once county approval gained, then encouraged to complete orientation. Theresa Pitts is POC for applications. Generator will be installed this month. Pager information has been compiled for Chief 2.

Would like “after the fire” brochures once updated.

4.5 Co 5- Once approved application received from Fire Admin, it is read and then sits for 6 months before vote on membership. Travis Long will lead Membership in progress and mentoring program. This process will be updated. Long and DC Davenport should be application POC.

Will host additional CPR class on Jan 19th, open to all County volunteers – Anne Griffin is teaching.

New bay door repair vendor selected and one repair has already been made.

4.6 Co 6- Chief Parrish should be POC for all new applications. Once received, meeting with applicant is scheduled to interview and vote at next business meeting. Action usually within 30 days. New members are on 90 day probation and will be encouraged to complete Orientation during that time.

4.7 R1- Once received, meeting with applicant is scheduled to interview and vote at next business meeting. Has 2 new members who have passed Virginia practical tests from REMS EMT class and will take NREMT Test soon. They are doing a great job. Station staffing has also improved. Ketterman has quotes on station repairs. Roof leak is still in need of repair. Capt. Giles would like to pick up applications from Admin when approved.

4.8 R2- Application is reviewed by membership in progress committee, read and tabled for 30 days before vote. 1st Lt. Anna Harmon is the POC for new members, can be emailed. No additional issues.

Career Staff maintains list of pre-plans. Capt Bonham will update list.

Chiefs Comments:

Chief 3 – Keep up the good work. Organization, discipline and training shows in the work our members do.

Chief 2. – Anticipate Active 911 enrollment list next month to review rosters. Persons who have left our agency will be removed from the list. Thank you BGVRS for hosting tonight's meeting.

Chief 1.- BOS meeting notes:

Landfill proposal was declined.

Calvin Taylor is new chairman for next year.

Next Meeting Scheduled for February 11th 2015.