

**Welcome**

Chief Loftus, Deputy Chief Garnett, Deputy Chief Matiak, District Chief Chenault, District Chief Melson, Asst District Chief Stout, Asst District Chief Jenkins, Dist Chief Beasley, Asst District Chief James, Captain Giles, Captain Street, Capt Doucet, Lt Calhoun, Captain Bonham.

**Corrections to March 2016 Meeting Minutes: None**

**Company Items**

Rescue 1 – New bay storage area is under construction. New shelves and paint are being installed. New applicants were also read last night for new membership at business meeting.

Rescue 2 – Brick wall should be repaired this month since the weather is warmer.

Company 1 – Wagon 1 and Brush 1 are both still OOS. Spring School steak feast is this weekend so all hands on deck preparing and serving.

Company 2 – Squad 2 oil leak has been repaired and will be returned to the station tomorrow.

Company 3 – Kitchen renovations are still underway, the ladies auxiliary should be able to return to use mid-next week. Also, VDOT stopped by the station and informed us that 1 lane of 301 bridge over the river will be closed for 12-18 months during repairs.

Company 4 – Tappahannock spaghetti dinner was cancelled and instead efforts were partnered with Jerusalem church to raise assistance funds for those affected by the recent severe weather. Additional charitable events are being planned.

Company 5 – Frog Level day is scheduled for next month and will be staffed by FLVFD members.

Company 6 – Not in attendance

**Logistics**

UNITS out of Service:

Tower 2 - Atlantic

Brush 1 – Down Town Garage

Wagon 1 – Western Branch

Squad 2 – Advanced Auto

Ambulance 10 – Radio issues

Tanker 6 – parts ordered

TASK COMPLETED:

Ladder testing has been completed  
UP COMING ISSUES:

Pump testing will begin in April with Atlantic.  
Extrication equipment is also ready to be serviced in April

Annual PPE Inventory data was discussed.

## **Training**

Upcoming Programs:

Spring School – 190 is the final total registration. This year's program will be at the Middle School. Logistically we need 2 engines for BPO and 1 engine for Evoc TtT this year. We are always in need of assistance for set up and take down, so please let Capt. Doucet know if anyone is available to help.

REMS protocol rollout - Multiple session scheduled in the next few weeks. Schedule and Training announcement has been included in the packet. The REMS deadline is May 1-May 14 due to changes in the medication and narcotics boxes. These sessions will be posted and open for registration tomorrow morning. All EMS providers (ALS and BLS) are required to attend this training.

Probationary members and Ticket to Ride lists included in packet.

Print and Post information included in packet.

## **Retention and Recruitment**

Thank you to all who attended the BOS special meeting that focused on Recruitment. Bobby Eaby is working with the committee to present new ideas.

The ride along policy is under review and specific changes include a new limit on the number of times a candidate can ride. Group discussion was requested for input. The group decided that a candidate may ride up to but not to exceed 4 times in 60 day period.

The volunteer orientation program is also under review. No final details are ready to be announced, however the intention is the shorten segments of instruction and offer these more frequently.

Proposed gift card program for recruitment purposes has been initially approved. Additional details will also be released as they are finalized.

Dr. Griffin (Firefighter in Charleston NC) has also be contacted to do a guest speaker presentation about organization change and leadership. He is a professional public speaker who would have much insight to offer to our department as we grow. We are looking for a partnership to afford this presenter to come to Caroline.

## **Operations**

Communications –

Weight limit on the Sparta Bridge has been lowered and Fire Admin has submitted a letter to VDOT to evaluate our ability to take Tanker 5 and 6 over the bridge.

CAD information alternate delivery methods are being investigated and the text notification system will be discontinued.

Caroline Alert system has been bought out and we are looking for a replacement company to deliver this public information to our user group.

Fire Operations –

Turn out gear replacement forms have been delivered to each District Chief.

EMS Operations –

- New BLS and Oxygen bags for all Engines and Wagons will be in service this week. Co 1 and C 2 have already seen the bags and they will improve the consistence of EMS equipment on Fire Apparatus
- New Protocols - discussed during training.

Emergency Management-

Bike Ride – July 23<sup>rd</sup> – More information to come. SportsBackers is the organizing agency.

### **Administration**

Monthly data was not included in the packet, we apologize. This information will be posted with the minutes on the website. Notably, the cross staffing data will show a change in response time to the second calls in Co 1 and Co 2 districts.

BOS approve FY17 budget and set the tax rate for Caroline at their meeting 4/12/2016. This budget included 3 new firefighter positions which will serve as backfill positions in our existing schedule. Additionally funded projects include a Brush truck, and a Fire truck. The equipment committee will further discuss the Brush truck replacement.

Career staffing changes – Lt Melson resigned. We are going to promote a Captain from within and assign them to Co 1 and Co 2 as station based supervisors. This should increase our system wide leadership. The job descriptions and promotional process will both be updated. In the future, when we look for Battalion Chiefs, those will not be internal promotions. In order to develop this new promotional process, we will move to use it to “promote” existing volunteers to serve in this function until a time when the BOS approves funding in the future.

Volunteer uniforms included in the Stipend program have been ordered using a new company, not Galls.

### **Special Projects**

The Equipment Committee will be requested to present an update on their projects in the May Command Staff meetings. Next Equipment Committee meeting is scheduled for May 8<sup>th</sup> at 1900 at the EOC.

Officer Development program is being established and a working committee has been formed to begin and complete this project. This program will use some of the content from the Brunicini Blue Card system. We also need to develop an operational deployment standard that will suit Caroline's need and can be taught to existing and future staffing. We are looking to improve our supervisor, operational and deployment training and capabilities Countywide.

System Status Management –

Fleet status roll out using Google app. Chief Garnett demonstrated the fleet status app as it has been developed thus far.

Staffing scheduling system is also under review. We would like to identify a system that can track career and volunteer staffing hours in one system and be more user friendly than Fire Manager is. Lt Pifer has been tasked with talking to Fire Manager for potential customization options and or identifying another system.

The goal of these system status management improvements is to be able to put status screens in place at each station so that staffing, fleet status, active 911, open burn permits, and other department related information can be easily displayed at each station.

Imagetrend deadline for Version 3 upgrade is June 30<sup>th</sup>. We anticipate delivering training and supporting documentation in the near future to prepare staff for this change in our Fire and EMS reporting system. We are existing users of Imagetrend and have the ability to make some customized changes to the EMS reporting template in the future.

Radio coverage testing will begin once all leaves are back on the trees. Look for that in the near future.

Three newest staff members are nearing the end of their ALS precepting process and will be assigned shifts in the near future. We also have three current staff members in Intermediate class that should test next month and will further increase the number of ALS providers in our system.

### **Comments.**

Chief 3 – John Miller at VDOF has notified us that the dry hydrant in 4's area will be replaced. VDOT considerations will be finalized next.

Chief 2- Happy National telecommunicators week (dispatchers).

We submitted to REC for grant for hemorrhage control equipment for quick clot for all ambulances, CCSO cars and first response vehicles and are hopeful for an award.

Newest ambulance drawings are back and its construction is moving forward. Factory inspection should be expected in June.

Chief 1- There are a lot of ongoing projects that we need assistance with. Please let us know if anyone is interested in participating in committee work or other special projects.

We are also very interested in Dr. Griffin's presentation to be offered here in Caroline County. Please consider partnering with Fire Admin to be able to bring this presenter here.

Congratulations:

Paul Polivka graduates from Hanover Fire Academy today

Shon Daniels graduated from Fairfax County academy this Friday.

Next Meeting scheduled **May 11<sup>th</sup>, 2016.**