

## **Welcome**

Chief Loftus, Deputy Chief Garnett, Deputy Chief Matiak, Asst District Chief Buchanan, Asst District Chief Jenkins, Dist Chief Davenport, Asst Dist Chief James, President Collison, Captain Street, Lt Rickens, Capt Doucet, Lt Calhoun, Captain Bonham.

**Introduction of Guests:** Melissa Hayden, Liberty Mutual Insurance Firemark Award presentation.

**Corrections to November 2015 Minutes:** Operations “Completion”

## **Company Items**

Rescue 1 – Station repairs ongoing using Pneumesend Creek labor. Wednesday night staffing crews. 2 members in the new EMT class.

Rescue 2 – Dispatch concerns continue. When one ambulance is staffed, active 911 does not alert the station for a potential second unit. This is especially important when the county is NUA and additional staff could assist, but is not notified. Staffing remains the same. Brick wall has not yet been repaired.

Company 1 – Not in attendance

Company 2 – LVFC Renovation project is nearly complete. Tentative re-opening is scheduled for Feb 13<sup>th</sup>. 4 new graduates have unofficially passed Firefighter 1 & 2. Fire Academy Graduation is January 31<sup>st</sup> at 1400. All are invited.

Company 3 – Kitchen renovation has been planned. Garage door has estimated \$400 to realign the tracks and elevate the door opening mechanisms. The motor will also have to be raised. Staffing is sporadic. Cyber Key

Company 4 – Not in attendance. Todd Beasley is the new District Chief and Doug Terry has taken the Asst District Chief position.

Company 5 – Staffing is improving. Saturdays are still from home, most nights have crews assigned.

Company 6 – Staffing Wednesday night, Thursday nights and Sundays. Permits have been requested for upstairs egress door. Engine 6 extrication tool replacement has been ordered. Generator replacement is also being planned. County will take over Generator servicing.

## **Logistics**

UNITS out of Service: Tower 2 Is at Atlantic.

Hurst pump in Squad 2 is being fixed with new motor from MES  
Ambulance 11 and 28 out of service  
Squad 1 spreaders ordered  
TASK COMPLETED: All BGVFD Apparatus have new inspections.  
Ice machine at R1 serviced.  
Engine 1 exhaust fixed  
UP COMING ISSUES:  
Caroline has secured all Generator service contracts for all stations  
LVRS would like to manage their own generator service  
Yearly fire extinguisher inspections are scheduled.  
Brush 6 needs new Inspection  
PPE Inventory updates and replacements of expiring Gear will begin  
Lt Calhoun and his wife are expecting a child on January 22 and he will plan to take leave until Feb 5<sup>th</sup>. Logistics part time staff contact information passed

### **Training**

Upcoming Programs:

- McKesson Walkthrough
- Radiological Field Monitoring
- Va Natural Gas
- JCI Walkthrough
- Spring school Brochure out – Caroline registration forms due Jan 25<sup>th</sup> for priority registration of Caroline members and staff.

EMT Class began last week with 18 students enrolled and CEUs available for all

Probationary members and Ticket to Ride lists included in packet.

### **Retention and Recruitment**

- Monthly report in packet.
- Firemark information

### **Operations**

Communications –

Station Email: Capt Bonham polled the staff present and all preferred email Dispatch information instead of printed out information for each CAD call. The new CAD is able to send call information emails to stations and specific people as requested. Please have each district set up a generic station email with a common login so that members may see call logs. Please send those email addresses to Capt Bonham.

Fire Operations –

Additional Knox boxes being installed at Germanna and Jones Chemical facilities.

- Fit testing – BGVFD members should be done in January
- LVFC is due in February

PRVFD is due in March

SVFC is due in April

FLVFD is due in May

UCVFD is due in June

Please notify Capt Bonham to schedule new TtT sessions. LVFC requested.

#### EMS Operations –

New Traction Splints – Optimum Traction Devices are now on each Ambulance  
Emergency Management-

VOPEX Drill this year for North Anna is February 9<sup>th</sup>. Radiological training is scheduled January 20<sup>th</sup>. Please let Lt Southworth or Chief Garnett know if you are interested and available to help with this year's drill by the end of January.

#### **Administration**

Year End data and statistics will be presented during March meeting. Data is being compiled and so far we see a trend of increasing call volume (600 call increase) and increasing volunteer training standards completion.

2015 Volunteer Stipend Data forms included in packet. Please identify the members at each station who meet this requirement. Active 911 will be paid for members who meet stipend. Please also include uniform sizing information. We will not use Galls for this year's purchase, one bulk order will be placed and delivered to each station. All forms are due back by Feb 20<sup>th</sup>.

DMV information is due for County sticker relief. Please have this information to Melissa by January 27<sup>th</sup>.

New Full time hires – Chris Rigsby EMT/FF, Megan Young Medic/FF, Brian Brantley Medic/FF. This completes our full time staffing compliment.

Grants – RSAF grant awarded 80/20 to replace ambulance 11. We are looking at a truck front end ambulance option due to difficulties in finding repair facilities able to work on van front units.

AFG Grant application is being completed to request a replacement for Engine 5. Some local match will be required. We should hear later in 2016 for awards.

#### **Special Projects**

Radio System – No significant complaints noted. 30 day “burn-in” period has been completed with very few, minor issues. Old VHF radio equipment will be collected and inventoried. Fleetmap programming correction to be scheduled for all radio equipment in January. Higher capacity portable radio batteries have not yet shipped so please continue to use the existing portable batteries but please do not mark on them. Staff with portables will not be issued any additional batteries at this time. The longer life batteries should fix any duration issues being experienced.

#### CAD Upgrade – EMD response standards

The Dispatch center has been using EMD standards to collect information for a long time, and we are now moving towards using that same information to direct how we respond to calls for service.

Priority 1 and 2 calls will get a lights and sirens response (Fire company toned)

Priority 3 calls we will go to in non-emergent fashion. No fire response.

“Emergency Rule” – when Dispatch and the system is busy and complete EMD information cannot be gathered, calls will default to Priority 2\*

Fire Related calls will default to Priority 2 EMS response\*

Law Enforcement generated calls will default to Priority 2 EMS response\*

\*can be upgraded by Command or Dispatch based on additional information. The AIC may also request additional information if the need is known.

CAD response recommendations also explained in draft SOP. Please review full document posted at [www.CarolineFireRescue.org](http://www.CarolineFireRescue.org)

Additional training information will be provided prior to implementation.

The Career Cross staffing will be delayed while the new CAD and EMD changes are implemented.

Equipment Committee Meeting will be reschedule for January 27<sup>th</sup> at 1900. Melissa should invite those members.

ImageTrend Elite deadline is June 30<sup>th</sup>. This process will move forward and training will occur as soon as our system configurations are finalized.

Air Trailer will be out of service February 24-28<sup>th</sup> at Chiefs Conference with ACI

#### **Comments.**

Chief 3 – Much of the institutional knowledge from our history is not being passed down to our younger members and staff. It is important to document as much of this information as possible in the form of pre-plans and procedures to empower our current, running members with the tools to succeed while responding to calls for service. Please review preplans with new members, update existing documents as needed. Call Fire Administration is anyone needs assistance.

Chief 2- Friday the 15<sup>th</sup> and Monday the 18<sup>th</sup> the County Offices are closed.

Chief 1- Anna Harmon will be recognized by BOS on January 26<sup>th</sup> for her Governors' Award for Outstanding Prehospital EMS Provider in 2015.

Next Meeting scheduled **February 10<sup>th</sup>, 2016.**