

Command Staff Agenda

February 10, 2016

Topic	Description	Documents
Introduction / Guests		
Previous meeting minutes	January 2016	attached
Action Items Last meeting		

Company items

Rescue 1	
Rescue 2	
Company 1	
Company 2	
Company 3	
Company 4	
Company 5	
Company 6	

Logistics

1. Overview of Fleet: Out of service
2. Specific upcoming issue(s)
 - a. Wagon 1. Ice damage.

ATTACHMENTS

Monthly Report
Open Work Orders

Training

1. Overview of upcoming training classes
 - a. 22nd Annual Spring School – April 16 & 17
 - b. Deadline to complete annual IC Training – March 30th
 - c. McKesson Walkthrough – Feb 24th at 1900
 - d. REC Electrical safety -Feb 29th at 1300 and 1800

ATTACHMENTS

Probation Members Training
Ticket-to-Ride
Training Announcements
Coffee Cup Training(s)

Retention & Recruitment

1. Board is has requested information on current and past programs

ATTACHMENTS

Monthly Report

Operations

1. Communications
 - a. Start of EMD Priority Based EMS Response
2. Fire Operations
 - a. Drager Four Gas Monitors (Capt Bonham)
 - b. Fit Testing (Capt Bonham)
 - c. Turn-out gear replacement
3. EMS Operations
 - a. Reminder Radio policy changes go into effect March 1.
 - i. "RESCUE" changing to "AMBULANCE"
 - b. BLS Equipment and Oxygen bags for EMS licensed non-transport units to be replaced. Engines only.
 - c. 7th X-series Defib approved.
4. Emergency Management

ATTACHMENTS

Missing & Incomplete NFIRS data
Turn-out replacement
Radio SOP.

Administration

1. Data
 - a. 2015 Stipend Data Collection
 - b. Draft annual report.
2. Finance
 - a. Updated SOP # 103.01 Payment Processing of Invoices and Reimbursements
3. Five Year Staffing plan.
4. Weather Stations at Fire stations

ATTACHMENTS

Monthly Dept. Data Elements
Five Year Staffing Plan.
Annual Department Data (draft)

5. Surplus Ambulance sealed Bid.

Special Projects / Events

- a. 700 MHz Radio system
 - i. Fleetmap (programming) to be scheduled.
 - ii. VHF Radio collection.
- b. Career staff cross staffing
 - i. Scheduled to Begin Feb. 22nd 2016 at 0600hrs
- c. Equipment Committee
 1. Next Meeting February 24th at 1900hrs EOC
- d. Imagetrend Elite
 - i. Implementation
- e. EMD
 - i. Issues/Problems/Discussion
- f. OPITCOM
 - i. Vendor approved for installation.
 - ii. Should have a function system by Fall 2016

ATTACHMENTS

Cross staffing guidance

Comments

1. Chief 3
2. Chief 2
3. Chief 1
 - a. Winter storm actions.
 - b. Use of Battalion Chief Position.

NEXT MEETING

February 10, 2016

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 13th. 4 new graduates have unofficially passed Firefighter 1 & 2. Fire Academy Graduation is January 31st 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 5th. 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 25th 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 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 9th. Radiological training is scheduled January 20th. 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 20th.

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

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.

Second batteries will not be issued for staff with portables. 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

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 27th at 1900. Melissa should invite those members.

ImageTrend Elite deadline is June 30th. 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 24-28th 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 15th and Monday the 18th the County Offices are closed.

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

Next Meeting scheduled **February 10th, 2016.**



Logistics Division

January 2016

Open Issues

- Tower 2 O.O.S. at Atlantic
- Wagon 1 O.O.S. at Atlantic
- Engine 2 O.O.S. at Advanced Truck in Doswell
- Ambulance 31 is O.O.S. at Winding Brook
- See attached Support Systems attachment

Task Completed

- Stations 1, 2, 3 and 4 had station generators serviced last week
- Squad 2 has 4 new rear tires installed
- See attached Support Systems attachment

Up Coming Issues

- Fire extinguisher yearly inspection will be this month
- Zolls will be serviced this month. No set date at this time.

[advanced]

Sort

Open Tickets


Change Status More

Ticket	Last Updated	Subject	From	Priority	Assigned To
<input type="checkbox"/> 989102	2/5/16, 10:58 PM	throttle cable Brush 5	Joseph Davenport	High	
<input type="checkbox"/> 532484	2/5/16, 11:43 AM	Reserve Engine Issues	Erin Southworth	High	Logistics Operations
<input type="checkbox"/> 988948	2/5/16, 10:48 AM	Missing Cyber key	Mark Liverman	High	Fire/EMS issue
<input type="checkbox"/> 882401	1/14/16, 4:16 PM	Oil leak	Paul Ernest	High	Logistics Operations
<input type="checkbox"/> 816203	2/10/16, 12:42 PM	Reserve Engine Jake Brake	Ian Collier	Normal	
<input type="checkbox"/> 852036	2/10/16, 8:25 AM	overdue for PM	Darius Brown	Normal	Logistics Operations
<input type="checkbox"/> 755582	2/10/16, 5:53 AM	Purple Power	Matt Pifer	Normal	logistics Support
<input type="checkbox"/> 627695	2/10/16, 1:23 AM	Car 2 fan motor not working	Stephen Meison	Normal	
<input type="checkbox"/> 316717	2/10/16, 1:18 AM	Headlight switch broken	Stephen Meison	Normal	
<input type="checkbox"/> 861227	2/9/16, 3:13 PM	State Inspection, rear air bags	Robert Hayward	Normal	
<input type="checkbox"/> 484857	2/9/16, 2:12 PM	Capt 1 unit needs oil change	Ed Bonham	Normal	Fire/EMS issue
<input type="checkbox"/> 105114	2/8/16, 4:12 PM	E2 check engine light back on	Erin Southworth	Normal	Logistics Operations
<input type="checkbox"/> 457373	2/8/16, 1:39 PM	Water filter system	Nathan Johnson	Normal	Company Building
<input type="checkbox"/> 928617	2/5/16, 3:45 PM	Diamond Springs leaking, discoloring tiles	Erin Southworth	Normal	Company Building
<input type="checkbox"/> 694267	2/4/16, 5:19 PM	Cyber key issues at company 3	Jason Loftus	Normal	Logistics Operations
<input type="checkbox"/> 841822	2/4/16, 5:08 PM	Remove cyber vault and Key from Co. 2	Jason Loftus	Normal	Logistics Operations
<input type="checkbox"/> 409310	2/4/16, 5:04 PM	Vehicle inspections	Joseph Davenport	Normal	Logistics Operations
<input type="checkbox"/> 922092	2/4/16, 10:47 AM	PAT tag	Michael beasley	Normal	logistics Support
<input type="checkbox"/> 461359	2/2/16, 5:27 PM	squad 2 pedal cutter	Michael beasley	Normal	Logistics Operations
<input type="checkbox"/> 672620	2/2/16, 2:01 PM	Engine 4 mounting	Jason Loftus	Normal	Logistics Operations
<input type="checkbox"/> 539651	2/1/16, 5:33 PM	need PAT tags	William Hall	Normal	logistics Support
<input type="checkbox"/> 984043	2/1/16, 5:03 PM	missing box light	William Hall	Normal	Logistics Operations
<input type="checkbox"/> 262577	1/30/16, 8:27 PM	Drager gas	Anthony McCormick	Normal	logistics Support
<input type="checkbox"/> 425872	1/27/16, 9:16 AM	Officers Headset	Nathan Johnson	Normal	Logistics Operations
<input type="checkbox"/> 437330	1/25/16, 9:05 AM	Roof leaks at station 1	Paul Ernest	Normal	Logistics Operations
<input type="checkbox"/> 727903	1/24/16, 9:40 AM	Response 5 winch	Charles Griffin	Normal	Logistics Operations
<input type="checkbox"/> 433316	1/11/16, 9:13 AM	SQD1 spreader tips	Anthony McCormick	Normal	Logistics Operations
<input type="checkbox"/> 135221	12/2/15, 7:52 PM	R-2 Port 1	Matt Pifer	Normal	Logistics Admin
<input type="checkbox"/> 263313	11/3/15, 11:54 AM	HURST cutters from SQ2 OOS	Erin Southworth	Normal	Logistics Operations
<input type="checkbox"/> 287382	2/10/16, 10:17 AM	Board splints	Mark Liverman	Low	
<input type="checkbox"/> 496292	2/10/16, 7:48 AM	Medic 14 stairchair	Mark Liverman	Low	
<input type="checkbox"/> 300262	2/9/16, 11:04 AM	Damage to M12	Christopher Saykaly	Low	Logistics Admin
<input type="checkbox"/> 884965	2/5/16, 11:01 PM	Broken Box Light	Joseph Davenport	Low	
<input type="checkbox"/> 734574	2/5/16, 11:00 PM	Missing Equipment	Joseph Davenport	Low	
<input type="checkbox"/> 931745	2/4/16, 2:32 PM	(2) 55 gallons of foam	Jason Loftus	Low	Logistics Operations
<input type="checkbox"/> 781618	2/1/16, 2:10 PM	AMB 12 & AMB 15	Jason Loftus	Low	Logistics Operations
<input type="checkbox"/> 581675	1/25/16, 9:03 AM	2 hand lights missing from Engine 6	Robert Hayward	Low	Logistics Operations
<input type="checkbox"/> 760827	1/13/16, 6:33 PM	SCBA sent for repair	Erin Southworth	Low	Logistics Operations
<input type="checkbox"/> 817150	1/10/16, 10:59 PM	Flood lights	Robert Stout	Low	Logistics Operations
<input type="checkbox"/> 685424	1/10/16, 6:44 PM	Hose Testing Machines	Jason Loftus	Low	Logistics Operations
<input type="checkbox"/> 160334	12/15/15, 2:38 PM	Bring Engine 2 to RCV	Jason Loftus	Low	Logistics Operations
<input type="checkbox"/> 623660	12/2/15, 12:49 PM	SCBA cylinder 96 leak	Paul Ernest	Low	Logistics Operations

Select: All None Toggle

<input type="checkbox"/>	Ticket	Last Updated	Subject	From	Priority	Assigned To
<input type="checkbox"/>	175415	11/24/15, 4:58 PM	need new gear	Joseph Davenport	Low	logistics Support
<input type="checkbox"/>	190606	9/26/15, 9:15 AM	SCBA bottle 79 not shutting off all th...	JP Calhoun	Low	Logistics Operations
<input type="checkbox"/>	197646	9/24/15, 7:28 PM	generator	Doug Terry	Low	Logistics Operations

Select: All None Toggle

Page: [1] Export 

Showing 1 - 45 of 45

Probationary Members - Training Missing to meet Standards SOP					
Kelly	Taylor	8/20/2014	Bowling Green Fire	Probationary-Firefighter	Firefighter 1, Hazmat Operations, CPR, County HIPPA/ePCR training,
Colleen	Crabtree	4/8/2014	Bowling Green Rescue	Probationary-EMS Provider	EMT
Forrest	Schmitt	4/10/2014	Port Royal Fire	Probationary-Firefighter	Firefighter 1
James	Jones	4/11/2014	CCFR	Probationary- EMS Driver	CPR, Hazardous Materials Awareness
Kenny	Spoon	4/15/2014	Port Royal Fire	Probationary-Firefighter	Firefighter 1, Hazmat Operations, CPR, County HIPPA/ePCR training, Infection Control, SCBA fit testing, IS 100, IS 700
Clayton	Farmer	5/7/2014	Ladysmith Fire	Probationary-Firefighter	CPR
Gregory	Harmon	7/3/2014	Ladysmith Fire	Probationary-Firefighter	Firefighter 1, Hazmat Operations, SCBA fit testing
Charles	Hatton	7/3/2014	Ladysmith Fire	Probationary-Firefighter	CPR
Loren	Kuske	7/14/2014	Frog Level Fire	Probationary-Firefighter	IS 100, IS 700
Harrison	Simpson	9/5/2014	Ladysmith Fire	NonOperational	Firefighter 1, Hazmat Operations, CPR, County HIPPA/ePCR training, Infection Control, SCBA fit testing, IS 100, IS 700
Douglas	Butler	9/19/2014	Bowling Green Fire	Probationary-Firefighter	Firefighter 1, Hazmat, County HIPPA/ePCR training, Infection Control, SCBA fit testing, IS 100, IS 700
Ronald	Newton	11/7/2014	Ladysmith Fire	Probationary-Firefighter	CPR, County HIPPA/ePCR training, Infection Control, SCBA fit testing, IS 100, IS 700
Sean	Denise	12/4/2014	Ladysmith Rescue	Probationary-EMS Provider	EMT, Hazmat, CPR, County HIPPA/ePCR training, Infection Control, SCBA fit testing, IS 100, IS 700
Chandler	Donovan	12/4/2014	Sparta Fire	Probationary-Firefighter	Firefighter 1, Hazmat Operations, CPR, SCBA fit testing, IS 100, IS 700
Anas	Huggi	12/16/2014	Ladysmith Rescue	Probationary-EMS Provider	EMT, Hazmat, CPR, IS 100, IS 700
Alexis	Lambert	12/16/2014	Port Royal Fire	Probationary-Firefighter	Firefighter 1, Hazmat Operations
Dorothy (Clay)	Mann	12/16/2014	Ladysmith Rescue	Probationary-EMS Provider	EMT, Hazmat, CPR, IS 100, IS 700
Devin	Schools	12/16/2014	Bowling Green Fire	Probationary - Firefighter	Firefighter 1, Hazmat Operations, CPR, County HIPPA/ePCR training, Infection Control, SCBA fit testing, IS 100, IS 700
Zeta	Walker	12/16/2014	Ladysmith Rescue	Probationary-EMS Provider	EMT, Hazmat, CPR, IS 100, IS 700
Daniel	Scarlett	1/6/2015	Bowling Green Fire	Probationary-Firefighter	Firefighter 1

Blake	Steele	2/10/2015	Ladysmith Fire	Probationary - Firefighter	Firefighter 1, Hazmat Operations, CPR, IS 100, IS 700
Mark	Franich	2/18/2015	CCFR Vol	Probationary-Firefighter	EMT or Firefighter 1
Timothy	Robey	2/18/2015	Port Royal Fire	Probationary-Firefighter	EMT or Firefighter 1, CPR, IS 100, IS 700
Lauren	Garner	2/25/2015	CCFR	Probationary - EMS	Hazmat Awareness
Sean	McGuigan	2/27/2015	CCFR	Probationary - Firefighter	Firefighter 1, Hazmat Operations, CPR, SCBA fit testing, IS 100, IS 700
Latosha	Ross	3/2/2015	Ladysmith Rescue	Probationary-EMS Provider	EMT, Hazmat, CPR, Orientation, County HIPPA/ePCR training, Infection Control, SCBA fit testing, IS 100, IS 700
Jarlene	Salgado	3/13/2015	Ladysmith Rescue	Probationary - EMS	EMT, HMA, CPR, IS 100, IS 700
Brianna	Queen	5/13/2015	Bowling Green Rescue	Probationary - EMS	EMT, Hazmat, CPR, IS 100, IS 700
Chris	Tingen	5/14/2015	CCFR	Probationary - EMS	EMT, Hazmat, CPR, IS 100, IS 700
Sierra	Cruz	6/11/2015	Bowling Green Rescue	Probationary - Firefighter	Firefighter 1
Jermaine	Dabney	6/11/2015	Bowling Green Rescue	Probationary - EMS	Orientation, Firefighter 1, HMO, CPR, County HIPPA/ePCR training, Infection Control, SCBA fit testing, IS 100, IS 700
Daniel	Gonzales	6/16/2015	Ladysmith Fire	Probationary - Firefighter	Orientation, Firefighter 1, HMO, CPR, County HIPPA/ePCR training, Infection Control, SCBA fit testing, IS 100, IS 700
Mark	Romagna	6/16/2015	Ladysmith Fire	Probationary - Firefighter	Firefighter 1, HMO, CPR, IS 100, IS 700
Logan	Wheeler	6/16/2015	Ladysmith Fire	Probationary - Firefighter	Firefighter 1
Amber	Call	7/1/2015	Frog Level Fire	Probationary - Firefighter	Firefighter 1, HMO, IS 100, IS 700
Justin	Pitts	7/8/2015	Ladysmith Fire	Probationary Firefighter	Orientation, Firefighter 1, CPR, IS 100, IS 700, HMO
Robert	Caruthers	7/16/2015	Sparta Fire	Probationary Firefighter	Firefighter 1, CPR, SCBA fit testing, IS 100, IS 700, HMO
Deann	Andrews	7/22/2015	Frog Level Fire	Probationary-Firefighter	Firefighter 1, CPR, SCBA fit testing, IS 100, IS 700, HMO
Wesley	May	7/22/2015	Frog Level Fire	Probationary-Firefighter	Firefighter 1, HMO
Kristen	Whittaker	8/18/2015	Frog Level Fire	Probationary-Firefighter	Firefighter 1, CPR, SCBA fit testing, IS 100, IS 700, HMO
Tiffany	Nicholls	9/14/2015	CCFR	Probationary-EMS Provider	EMT, Hazmat
Kenneth	Gerbert	10/9/2015	Ladysmith Fire	Probationary-Firefighter	Firefighter 1, Hazmat Operations, CPR, SCBA fit testing
Francisco	Perez	10/9/2015	Ladysmith Fire	Probationary-Firefighter	Firefighter 1, Hazmat Operations, CPR, County HIPPA/ePCR training, Infection Control, SCBA fit testing, IS 100, IS 700, Orientation
Devin	Skinner	10/13/2015	Sparta Fire	Probationary-Firefighter	Firefighter 1, Hazmat Operations, CPR,

Gabriel	Perez	10/15/2015	Bowling Green Rescue	Probationary-EMS Provider	EMT, Hazmat, CPR, IS 100, IS 700
Jacquilynne	Perez	10/15/2015	Bowling Green Rescue	Probationary-EMS Provider	EMT, Hazmat, CPR, IS 100, IS 700
Casey	Treon	11/17/2015	Bowling Green Rescue	Probationary-EMS Provider	EMT, HMA
Allie	Parrish	11/23/2015	Bowling Green Fire	Probationary-Firefighter	Firefighter 1, Hazmat, CPR, SCBA fit testing, IS 100, IS 700
Kimberely	Brooks	12/2/2015	CCFR	Probationary-EMS Provider	EMT, Hazmat, CPR, Orientation, County HIPPA/ePCR training, Infection Control, SCBA fit testing, IS 100, IS 700
David	Mundie	12/10/2015	Frog Level Fire	Probationary-Firefighter	Firefighter 1, Hazmat, CPR, SCBA fit testing, IS 100, IS 700
Mark	Norris	12/18/2015	Ladysmith Rescue	Probationary-EMS Provider	SOP, Radio, EMT, HMA, CPR, IS 100, IS 700
Gareth	Coleman	1/8/2016	Sparta Fire	Probationary - Firefighter	Firefighter 1, HMO, CPR, SCBA fit testing, IS 100, IS 700
Christopher	Bruce	1/11/2016	Ladysmith Fire	Probationary-Firefighter	Orientation, Hazmat, County HIPPA/ePCR training, Infection Control, SCBA fit testing
Jeromie	Garland	1/12/2016	Ladysmith Fire	Probationary-Firefighter	Orientation, Firefighter 1, Hazmat, CPR, County HIPPA/ePCR training, Infection Control, SCBA fit testing
Gannon	Sullivan	1/12/2016	Ladysmith Fire	Probationary-Firefighter	Firefighter 1, Hazmat, SCBA fit testing

ORIENTATION TRACKING

Class Date	Student First Name	Student Last Name	Company	Ticket to Ride	Shot Record	HazMat	CPR	ICS 100	ICS 700	SOP
1/10/2015	Gregory Clinton	Harmon	LVFC	HMA	YES	awaiting VDFP results	12/18/2014	YES	YES	Yes
1/10/2015	Jacob Lauren	Zadeh Invette	BGVFD	Missing SOP	YES	ON FILE	YES	YES	Yes	
2/12/2015	Blake	Garnier	CCFR	Shot and SOP	YES	ON FILE	ON FILE	ON FILE	ON FILE	
3/14/2015	Tim	Steele	LVFC	HMA	YES	awaiting VDFP results	YES	YES	YES	Yes
6/11/2015	Christopher	Robey	PRVFD	HMA, CPR, 100, 700	YES		Complete			Yes
6/11/2015	Kristen	Whitaker	CCFR	Shot, HMA, CPR, 100, 700			CLASSROOM			
6/11/2015	Amber	Call	FLVFD				CLASS	Yes		
7/11/2015	Mark	Romanga	LVFC	SOP	YES	Yes	YES	YES	YES	
7/11/2015	Justin	Pitts	LVFC	Shot, HMA, CPR, 100, 700, SOP			CLASSROOM			
7/11/2015	Brianna	Queen	BGVRS				CLASSROOM			
8/13/2015	Robert	Caruthers	SVFD				CLASSROOM			
8/13/2015	Deann	Andrews	FLVFD				CLASSROOM			
8/13/2015	Richard	Collawn	SVFD				CLASSROOM			
9/12/2015	Sean (Michael)	McGuigan	FLVFD		submitted for eval	Needs to test	YES	YES	YES	YES
10/8/2015	Devin	Skinner	SVFD		Yes		CLASS	Yes	Yes	Yes
10/8/2015	Bernard	Craft	SVFD				CLASS	Yes	Yes	Yes
10/8/2015	Chandler	Donovan	SVFD				CLASSROOM			
10/8/2015	Zeta	Harris	LVRS		Confirming	Yes	Yes	Yes	Yes	Yes
10/8/2015	Andas	Walker	LVRS				ROOM			
11/14/2015	Kenneth	Huggi	LVFC				ROOM			
11/14/2015	Claire	Gerberl	LVRS				ROOM			
11/14/2015	Jacquelyn	Mann	BGVRS				CLASS	Yes	Yes	Yes
11/14/2015	Gabriel	Perez	BGVRS				CLASSROOM			
12/10/2015	Allie	Parrish	BGVFD		submitted		CLASSROOM			
12/10/2015	David	Mundie	FLVFD				Yes	Yes	Yes	Yes
1/9/2016	Casey	Treon	BGVRS				ROOM			
1/9/2016	Kenneth	Cox			submitted for eval		ROOM			
1/9/2016	Gannon	Sullivan					CLASSROOM			
1/9/2016	Janelene	Salgado					Yes	Yes	Yes	Yes
1/9/2016	Dan	Meyers					CLASSROOM			
1/9/2016	Mark	Norris					CLASSROOM			
1/9/2016	Gareth	Coleman					CLASSROOM			

Name	Membership Date	District	Role	Missing Certifications
Default of Training Standards 02/10/2016				
Eric	1/1/1999	Bowling Green Fire	Assistant District Chief	ICS 300
Donald	11/1/2012	Bowling Green Fire	Firefighter	CPR, County HIPPA/ePCR training, Infection Control, SCBA fit testing, IS 100,
Jake	10/24/2012	Bowling Green Fire	Probationary-Firefighter	CPR, SCBA fit testing
Brian	8/18/1987	Bowling Green Fire	Firefighter	CPR, IS 100
Shannon	1/1/2012	Bowling Green Rescue	EMS-BLS	CPR, IS 100, IS 700, Hazardous Materials Awareness
Tammie	1/1/2000	Bowling Green Rescue	EMS Captain	Hazardous Materials Awareness
Sharon	3/1/2010	Bowling Green Rescue	EMS - BLS	Hazardous Materials Awareness
Bobby	1/1/1971	Bowling Green Rescue	EMS - Driver	Hazmat Awareness
Nancy	1/1/1971	Bowling Green Rescue	EMS - BLS	Hazardous Materials Awareness
Keith	9/10/1987	Frog Level Fire	Firefighter	CPR, Hazardous Materials Awareness
Jamie	8/28/2006	Ladysmith Rescue	EMS- ALS	CPR, ACLS, PALS, PHTLS or ITLS, IS 100, IS 700
William	3/1/1980	Ladysmith Rescue	NON OPERATIONAL	Hazmat Awareness
Richard	4/1/2007	Ladysmith Rescue	EMS - BLS	IS 100, IS 700, Infection Control
James	9/1/2004	Ladysmith Rescue	EMS - BLS	Hazmat Awareness
Kermit	11/26/2007	Ladysmith Rescue	Driver - EMS Apparatus	Hazmat Awareness
Art	7/11/2009	Port Royal Fire	Firefighter	CPR, IS 100, IS 700
Henry	2/13/1977	Port Royal Fire	District Chief	ICS 200
Susan	8/15/1985	Port Royal Fire	EMS Captain	ICS 300
Chris	5/15/2002	Port Royal Fire	Firefighter	IS 100, IS 700
Charles	8/15/1999	Port Royal Fire	Firefighter	CPR, IS 100, IS 700, Hazardous Materials Awareness
Joseph	2/15/1980	Port Royal Fire	Firefighter	CPR, IS 100, IS 700
Kenny	1/1/1973	Upper Caroline Fire	Assistant District Chief	Hazardous Materials Awareness, IS 200, ICS 300
Corey	3/1/2012	Upper Caroline Fire	Firefighter	IS 100
Timothy	6/1/2013	Sparta Fire	Probationary-Firefighter	Firefighter 1, Hazmat Operations



CAROLINE COUNTY DEPARTMENT OF FIRE & RESCUE

TRAINING ANNOUNCEMENT

Rappahannock Electric Coop – Electrical Safety Training

DATE February 29, 2016 1300 AND 1800

WHERE Rappahannock Electric Cooperative Classroom
14380 Fredericksburg Tpk
Bowling Green VA 22427

SPONSORED BY CAROLINE COUNTY FIRE & RESCUE AND REC

Registration is required by visiting:
<http://rec2016.eventbrite.com>

REC Staff will review electrical safety considerations for first responders.
Sessions will repeat information at 1300 and 1800.



CAROLINE COUNTY DEPARTMENT OF FIRE & RESCUE

TRAINING ANNOUNCEMENT

McKesson Distribution "Walk - Thru"

*****NEW DATE!!**

DATE February 24, 2016 1900

WHERE McKesson Distribution Center
10504 McKesson Dr.
Ruther Glen, VA 22546

SPONSORED BY CAROLINE COUNTY FIRE & RESCUE

Registration is required by visiting:

<https://2016mckessonccfr.eventbrite.com>

McKesson's Virginia Distribution Center is a high hazard building located in Ruther Glen. The walk thru will allow first responders to:

- Familiarize themselves with the building
- Fire Alarm System
- Fire Suppression System
- Knox Box Locations
- FDC/Standpipe System
- High Hazard areas within the building including hazardous materials, etc.

Hitting the Hydrant

Approximately 7% of Caroline County is within a network of wet barrel fire hydrants. In order to access this water, firefighters must be familiar with how to connect and turn on hydrants.

1. Select a hydrant for use

2. Secure hydrant tools and soft sleeve hose

3. Deploy hose to hydrant

4. Open Cap

5. Flush hydrant



6. Turn off hydrant

7. Apply Adapters as needed.



8. Hook up soft sleeve line



****Leave the hydrant wrench at the hydrant*

9. Ask Engine operator if he or she is ready to receive water.

10. Open hydrant all the way, then back a 1/4 turn

11. Remove kinks from line

Missing Calls

Company	Date	Incident #	Unit
Company 1			
	1/25/2016	201600002350	Sq1
			E1
			Chf11
	1/23/2016	201600002112	B1
	1/20/2016	201600001717	Sq1
	1/12/2016	201600001088	Sq1
			E1
	1/12/2016	201600001087	E1
	1/11/2016	201600000897	Sq1
			E1
	1/10/2016	201600000841	Co1
	1/5/2016	201600000346	E1

Company 2

	1/30/2016	201600002868	Co2
	1/29/2016	201600002701	Sq2
	1/25/2016	201600002350	E2
	1/23/2016	201600002127	B2
			E2
	1/20/2016	201600001717	E2
			Chf21
	1/11/2016	20160000968	Sq2
	1/11/2016	201600000897	Sq2
	1/10/2016	201600000890	Sq2
	1/10/2016	201600000854	Co2
	1/8/2016	201600000742	Sq2
	1/5/2016	201600000435	Sq2

Company 3

	1/25/2016	201600002350	Ch31
	1/15/2016	201600001381	Co3

Company 4

	1/22/2016	201600002028	E4
	1/22/2016	201600001928	Co4
	1/12/2016	201600001088	U4
	1/10/2016	201600000886	E4
	1/10/2016	201600000825	B4
	1/6/2016	201600000463	Co4

Company 5


	1/22/2016	201600002042	Resp5
	1/20/2016	201600001717	Resp5
			T5
	1/12/2016	201600001088	E5
	1/11/2016	201600000897	T5

Company 6

--	--	--	--

Incomplete Calls

Company	Date	Incident #	Unit	Personel	Issue
Company 1	1/23/2016	201600002047	S1	Unknown	Unit Missing
	1/9/2016	201600000788	Chf11	Hartle,K	Unit Missing
			Sq1	Unknown	Unit Missing
	1/7/2016	20150000537	W1	Unknown	Unit Missing
	1/4/2016	201600000251	Sq1	Unknown	Unit Missing
	1/4/2016	201600000238	Sq1	Unknown	Unit Missing
Company 2	1/19/2016	201600001633	Sq2	Unknown	Unit Missing
	1/10/2016	201600000841	E2	Moon,R	OIC/District
	1/5/2016	201600000422	Sq2	Stroop,A	Primary Station/District
Company 3	1/26/2016	201600002466	Sq3	Wilkerson,J	Basic Page
	1/23/2016	201600002047	Chf31	Jenkins Jr,D	Unit Missing
	1/17/2016	201600001484	Sq3	Jenkins Jr,D	District/Narrative
	1/13/2016	201600001168	T3	Dobson,M	District/Narrative/OIC/Roles
	1/4/2016	201600000301	B3	Wilkerson,J	Narrative
Company 4	1/23/2016	201600002047	E4	Unknown	Unit Missing
Company 5					
Company 6					
Rescue 1					
Rescue 2					

	CAROLINE COUNTY DEPARTMENT OF FIRE-RESCUE, AND EMERGENCY MANAGEMENT STANDARD OPERATING POLICY		
	Policy:	Unit Number Designation	SOP # 204.03
	Scope:	Operational and Administrative Personnel	Career/Volunteer
	Authority:	Jason R. Loftus Fire-EMS Chief	Effective Date: Oct. 11, 2012 Revised XXXXX

A. PURPOSE

To establish Department policies and procedures for uniform numbering system for emergency vehicles.

B. STANDARD

- All fire and EMS emergency vehicles shall follow a standardized numbering system.
- All county fire and rescue apparatus will be referenced by a one-word designation that most appropriately reflects the unit's primary function.
- When possible, the Department will attempt to follow established regional terminology when identifying apparatus.

C. EMS TRANSPORT APPARATUS

- EMS Transport Apparatus shall be identified by the EMS training level of the assigned crew. These unit designations may upgrade based on the attending personnel certification. Designations shall be defined as:
 - Ambulance – A basic/advanced life support transport vehicle that meets all the standards set forth by the Virginia Department of Health and is staffed by a basic life support (EMT Basic or Enhanced) crew.
 - Medic – A basic/advanced life support transport vehicle that meets all the standards set forth by the Virginia Department of Health and is staffed by an advanced life support (EMT-Intermediate or EMT-Paramedic) crew.

D. NON-TRANSPORT APPARATUS

- Non-Transport Apparatus shall be identified by the primary role of the unit. Designations shall be defined as:
 - Boat – Water-craft used for dive/rescue emergency incidents.

- Brush – Unit designed for the expressed purpose of suppressing forest/field and brush fires.
 - Car – An automobile that is used for incident response as well as administrative functions.
 - Crash – Unit (generally rescue squad based) that is equipped to handle multifunctional tasks at emergency incidents. These include extrication, mass casualty and scene lighting.
 - Engine – A unit that meets National Fire Protection Association Standard 1901 for a Class “A” Pumper.
 - Foam – Unit capable of applying foam concentrate via hose line and/or vehicle mounted appliances.
 - MCI – Unit that is equipped to handle mass casualty / multi patient care events.
 - Reserve – A Fire/Rescue unit that is brought to active service to serve as a replacement while the primary unit is out for maintenance or repair.
 - Response – A basic/advanced life support non-transport vehicle that meets all the standards set forth by the Virginia Department of Health.
 - Utility – Unit that is used for transporting additional general purpose equipment and personnel to an emergency incident.
 - Squad – Unit that is equipped to handle multiple emergency functions. These include extrication, hazardous materials, mass casualty, and breathing air re-supply.
 - Support – Unit used for the express purpose of establishing a mobile command post and supporting special technical rescue operations at emergency incidents.
 - Tanker – Unit that is used for the express purpose of transporting water for fire suppression and other related functions at an emergency incident and shall carry a minimum of 1,500 gallons of water.
 - Truck/Tower – Unit that meets Fire Protection Standard 1904 as an aerial device and has a minimum ladder/boom length of 75 feet.
 - Wagon – A unit that meets National Fire Protection Association Standard 1901 for a Class A Pumper in stations that have two pumpers.
- Future Apparatus - In the event apparatus is purchased in the future that does not fall into any of the above categories, unit designation must be sought from the Fire – EMS Chief.

E. COMPANY DESIGNATIONS / DISPATCH

- Fire Company Dispatch – All fire companies will be dispatched by “COMPANY” followed by the company’s numerical designation. While this is already being done, with the expansion of county services and potential addition of fire companies in the future, this ensures standardized protocol for all

fire companies throughout the county.

- **Standard Fire and Non-Transport EMS Apparatus Designations and Reference** – Each fire company’s fire apparatus will be assigned a unique one word designation followed by the fire company number. Agencies with more than one unit with the same function shall assign a sequential numerical suffix following the agency number to additional vehicles. An example would be: Brush 5 and Brush 5-1.
- **Rescue Squad Dispatch** – All rescue stations will be dispatched by “RESCUE” followed by the rescue company numerical designation. Rescue 1 (Bowling Green), Rescue 2 (Ladysmith), Rescue 3 (Port Royal), Rescue 5 (Frog Level) and Rescue 6 (Upper Caroline). This provides standardized protocol for all fire and rescue companies throughout the county.
- **Standard EMS Non-Transport Apparatus Designations and Reference** – Each ambulance / rescue squad apparatus will be assigned a one word designation and three digit number. This standard applies to EMS transport vehicles that run out of Fire and Rescue Squad Companies. Number sequence to begin with rescue station number followed by a unique two digit number assigned by apparatus type as follows:
 - Ambulance {Ambulance/Medic – depending on staffing} (x10, x14, x15); Response (x11). *For example, an ALS Crew on Ambulance 16 would use the call sign of Medic 116 if running from Bowling Green or Medic 316 if running from Port Royal.*
- **Administrative and Career Unit Dispatch** – Administrative and Career units that are primarily issued to staff will utilize the call sign of the primary vehicle operator. For Example: Chief 1, Training 1, Logistics 2, etc.

F. CURRENT UNIT DESIGNATIONS

The following table lists the current unit designation for the current fire and rescue fleet:

Company 1	Company 2	Company 3	Company 4	Company 5	Company 6	Rescue 2
Engine 1	Engine 2	Engine 3	Engine 4	Engine 5	Engine 6	Response 225
Squad 1	Squad 2	Tanker 3	Tanker 4	Tanker 5	Tanker 6	
Wagon 1	Tower 2	Brush 3	Brush 4	Brush 5	Brush 6	
Brush 1	Brush 2	Boat 3	Utility 4	Brush 5-1	Utility 6	
Utility 1	Response 2 Car 2	Squad 3	Response 4	Response 5 Utility 5		

Ambulance Fleet

Ambulance 10	Ambulance 24
Ambulance 11	Ambulance 26
Ambulance 12	Ambulance 27
Ambulance 14	Ambulance 28
Ambulance 15	Ambulance 31
Ambulance 16	

Administrative

Chief 1	MCI 1
Chief 2	MCI 2
Chief 3	MCI 3
Captain 1	Support 9 Resv.
Logistics 1	Engine
Logistics 2	Training 1
Logistics 3	Training 2
Logistics 4	Air 1
Logistics 5	

G. RESPONSIBILITY

All personnel are responsible for utilizing this established number system for all apparatus and vehicles.

These guidelines apply equally to all apparatus and vehicles, both department and volunteer owned.

DRAFT

Fire - Rescue Monthly Data

System wide Indicators

Operations	CCFR
Total EMS Incidents	355
Total FIRE Incidents	239
Total Fire & EMS incidents	594
Volunteer Applications	
Total County Approved	0
Total Pending Company Action	4
Total Elected to Membership	5
Logistics	
Work orders/Completed	135/122
Training	
Training Hours delivered	68
Emergency Response	
FIRE Incident Types	
100-200-Fires	9
300 Rescue & EMS	138
400-Hazardous Conditions(no fire)	7
500-700 Good Intent	28
800-900 Weather/Disaster/Special	0
Fire Investigations	2
Fire Reports Missing/incomplete	32/14
Vol. Staffed FIRE units (1 hr blocks)	835
FIRE Incident: Efficiency	
<i>Response time (all staffing)</i>	
0 - 5minutes	63
6- 10minutes	83
11 - 15minutes	58
16-20minutes	33
over 20 minutes	17
Response Time 90% Percentile	19min
(avg)Response time:	10:00
Emergency Response	
Volunteer Runs	30
Career Runs	298
Combination Runs	19
Vol. Staffed EMS units (1 hr blocks)	297
# of NUA	8
EMS Rpts. QA issues	44
Total transported	220
Incidents: Efficiency	
<i>Response time (allstalling)</i>	
0 - 5minutes	82
6- 10minutes	102
11 - 15minutes	75
greater than 15minutes	74
Response Time 90% Percentile	22:00
(avg)Response Time:	12:49

Company level Indicators

Operations	R1	R2	R3	R5	R6	CCFR
Total EMS Call for service	151	159	29	76	21	
Percent non-response	6%	8%		16%		
EMS Rpts. QA issues	0	0	1	0	0	43
Volunteer Runs	3	16	10	0	1	
Career Runs	109	129	0	53	7	
Combination Runs	9	4	0	6	0	
Hours Vol. staffing	145	152	nr	NA	nr	nr
Volunteer Applications						
Total County Approved	----	----	----	----	----	----
Total Pending Company Action	1	----	----	reported		----
Total Elected to Membership	----	1	----	under Fire		----

* Some career staffing

Operations	C1	C2	C3	C4	C5	C6
Total FIRE Calls for service	95	110	26	31	40	15
avg Response Time 6a-6p	No longer able to product reports					
avg Response Time 6p-6a						
Percent non-response	17%	7%	23%	45%	20%	80%
Fire Reports Incomplete	5	3	5	1	0	0
Fire reports missing	8	11	2	7	4	0
Hours Vol. staffing	nr	432	108	120	nr	175
Volunteer Applications						
Total County Approved	----	----	----	----	----	----
Total Pending Company Action	2	----	----	1	----	----
Total Elected to Membership	----	3	----	----	1	----

Notes:

2016 January

EMS QA Unresolved Issues

Incident Number	Crew Member Full Name
	20162021 Michael Dobson
	20161484 Amy Meyer
	20161283 Ashley Lowe
	20161195 Elizabeth Sheppard
	2016225 Gregory Heath
	20151744 John Wilkerson
	20162232 Justin Howard
	20162132 Justin Howard
	20162153 Justin Howard
	20162025 Justin Howard
	20162047 Justin Howard
	20162001 Justin Howard
	20162069 Justin Howard
	20161608 Kevin Rickens
	201698 Lisa Street
	20162015 Lisa Street
	20161372 Lisa Street
	20161387 Lisa Street
	2016726 Lisa Street
	2016742 Lisa Street
	2016520 Mark Callahan
	20162191 Megan Young
2016-2212	Megan Young
2016-2224	Megan Young
2016-2186	Megan Young
	201631 Michael Southworth
	20161810 Nancy Swain
	2.016E+11 Rachel Martin
	2.016E+11 Shon Daniels
	2015771 Susan Dietrich
	20161284 Susan Dietrich
	20161511 Susan Dietrich
	20162489 Susan Dietrich

5 YEAR STAFFING PLAN

Mission: Ensure adequate Fire and EMS resources are available to handle incident demands, within establish response time goals.

Problems:

- No 24/7 command presence or consistent leadership for all personnel (career or volunteer)
- Volunteer staffing levels are decreasing system wide, causing a staffing reliability concern.
- (1) working incident requires 70% of system activation for resources.
- Over reliance on part-time career staffing for backfill and staffing shifts.
- Career staff pay below competitive market, no advancement opportunities.

Goals

- Maintain a ratio of 1:5 (backfill to staffed slots) essential to provide 24/7 coverage.
- Ensure (1) 24/7 engine company with 3 people countywide
- Ensure (1) 24/7 heavy squad with 3 people countywide
- Ensure (4) 24/7 ALS ambulance staffed
- Ensure command resources are available 24/7 for system decision, emergency response and support
- Meet the staffing requirements of NFPA 1720 for rural areas.
- Decrease reliance on part-time for minimum staffing and fill-in coverage.
- Decrease overtime costs by 50% (associated with fill-in coverage)

Fiscal Year 2016 (Year 1) 6 personnel needed

Position	Cost	Reason
(3) Back-fill employees	186,000	Provide (1) full-time backfill position for each shift (ABC) to assist in overtime and part-time hours. Ratio with these positions 1 to 9
(3) Shift Battalion Chiefs	280,000	Provide consistent leadership for the system, and emergency response. Lack of this position currently, creates communication problems, scene management problems, policy issues, etc. that need to be solved before this newly combined Fire/EMS system can move forward into a truly unified system. This position would directly supervise all of the shift career staff, be a single point of contact for Infection Control issues, Fire Investigation issues, code enforcement, assist in the movement of logistical supplies (weekends/nights), provide shift in-service training, provide command guidance and assistance to all staff. This position would also provide a presence at each of the monthly fire department meetings, in an effort to improve communications.

Fiscal Year 2017 (Year 2) 9 personnel needed

Position	Cost	Reason
(3) Back-fill employees	186,000	Provide (1) full-time backfill position for each shift (ABC) to assist in overtime and part-time hours. Ratio with these positions 1 to 5.5
(6) Fire/EMS personnel	380,000	A 4 th dedicated ambulance crew would be added at Ladysmith Rescue to reduce the number of times the county is without EMS coverage. Help reduce the reliance on mutual aid EMS. Make-up for declining numbers of volunteer EMS. Current data supports the need for a 4 th staffed ambulance 24hrs. This ambulance crew would be moved in the future to the Carmel Church station once completed.

5 YEAR STAFFING PLAN

Fiscal Year 2018 (Year 3) 7 personnel needed

Position	Cost	Reason
(1) Civilian Logistics Technician	58,000	A full-time position to assist with meeting system wide logistical needs. Logistics manages maintenance, repairs on all 52 vehicles, support for all equipment needs (fire and EMS), all purchasing of official, janitorial and emergency supplies, special projects, SCBA flow testing, etc.
(6) Fire/EMS personnel	380,000	Provide for a 24/7 Engine or Squad response from Bowling Green Fire. With staffing levels a (3) man engine/squad from 6a-6p and (2) man unit after 6pm. This requires volunteer participation to make the 3 rd person on the unit. Step toward NFPA 1720 compliance.

Fiscal Year 2019 (Year 4) 7 Personnel needed

Position	Cost	Reason
(1) Fire/EMS personnel	58,000	Hire to make Bowling Green Engine/Squad a (3) man crew 24/7 if volunteer participation over the past year is less than 60% coverage.
(6) Fire/EMS personnel	380,000	Provide for a 24/7 Engine or Squad response from Ladysmith Fire. With staffing levels a (3) man engine/squad from 6a-6p and (2) man unit after 6pm. This requires volunteer participation to make the 3 rd person on the unit. Step toward NFPA 1720 compliance.

Fiscal Year 2020 (Year 5) 9 Personnel needed

Position	Cost	Reason
(1) Fire/EMS personnel	58,000	Hire to make Ladysmith Engine/Squad a (3) man crew 24/7 if volunteer participation over the past year is less than 60% coverage.
(6) Fire/EMS personnel(optional)	380,000	Provide (2) personnel 24/7 to cross staff Engine/Ambulance at Upper Caroline. Depending on call volume, and volunteer participation.
(2) Backfill employees	124,000	Provide (1) full-time backfill position for each shift (ABC) to assist in overtime and part-time hours. Ratio with these positions 1 to 5.8

Milestones

- One Battalion Chief on duty 24/7
- Three ALS ambulances 24/7
- Two fire apparatus staffed with (3) people 24/7
- One cross staffed ambulance / tanker 24/7 with 2 people
- OPTIONAL Upper Caroline cross staffed ambulance / tanker 24/7 with 2 people.

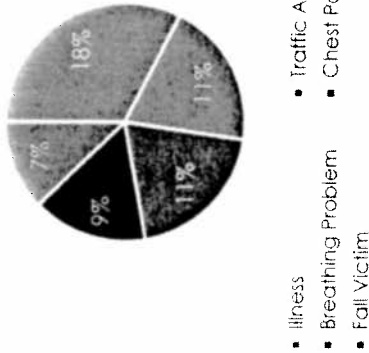
*None of these levels supplant volunteers in Caroline. The proposed staffing is meant to ensure some level of dedicated emergency response and staffing level for incidents. Per NFPA a working fire requires 14-16 people to safely handle, this plan only puts 7 firefighters on the scene. We have seen the stations with career staff or any staff in the building tends to have the highest number of available volunteers. Nobody wants to volunteer or work by themselves.

Caroline County Dept. of Fire - Rescue and Emergency Management 2015 Yearly Report

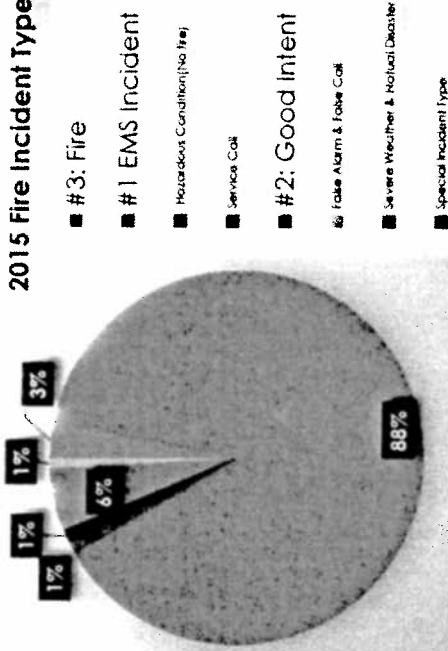
2015 Incidents



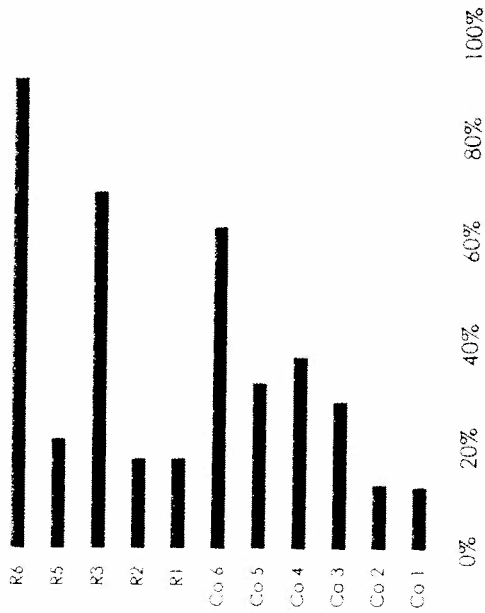
Top 5 EMS Call Types for 2015



2015 Fire Incident Types



2015 % of Non-Responses



Caroline Fire - Rescue 2015

EMS Response Times

Average response time all calls:	11:31sec
90% percentage response time:	20:00sec
55 cardiac arrests 10 ROSC	
22 STEMI-Heart attacks (Amb. to Cath Lab)	

Top Three Hospital Destinations

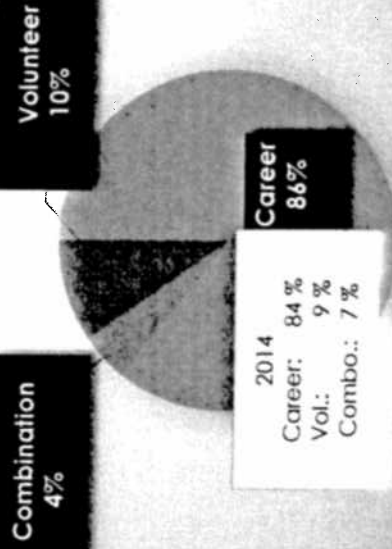
Spotsylvania Regional	28%, 1282
Mary Washington	12%, 553
Memorial Regional	10%, 470

Fire Response Times

Average response time all calls:	11:07sec
90% percentage response time:	22:00sec
Loss from structure related fires:	\$8,559,800
Zero civilian fire deaths	

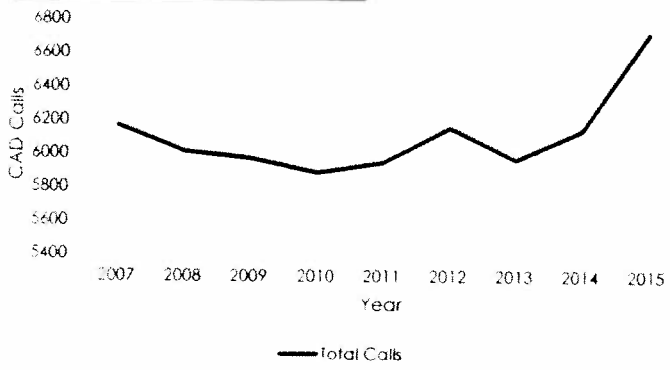
DRAFT Annual Report

Caroline Fire - Rescue 2015 EMS Calls by Crew Staffing

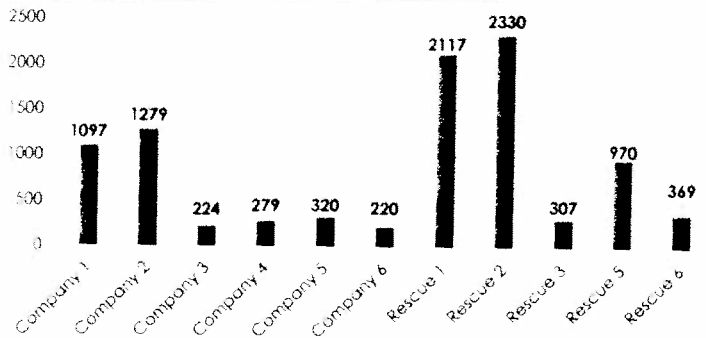


2014
Career: 84 %
Vol.: 9 %
Combo.: 7 %

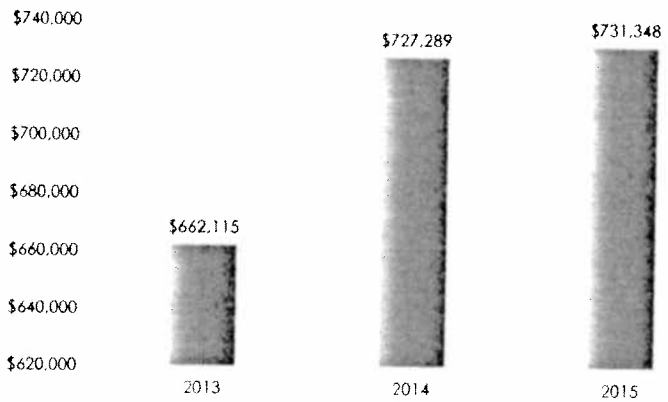
Total Fire and Rescue Calls



Caroline Fire and Rescue 2015 Number of Calls Dispatched



EMS Revenue Recovery Program



Volunteer Membership / Training Standard Compliance										2015	2014
Status	Company 1	Company 2	Company 3	Company 4	Company 5	Company 6	Rescue 1	Rescue 2	CCFR	TOTAL	TOTAL
NEW members	6	12	0	5	9	2	6	5	9	54	31
Operational Volunteers	44	40	22	24	25	14	18	38	11	236	213
(ACTIVE) Vols 24hr/month										0	55
NOT Meeting Training Standard	4	0	6	1	1	5	5	6	0	28	36
Still in 2 year Window	5	16	4	5	7	1	8	8	7	61	63
Meeting Training Standard	35	24	12	18	17	8	5	24	11	154	114
Percent Meeting Training Standard	80%	60%	55%	75%	68%	57%	28%	63%	100%	65%	54%



County of Caroline

Department of Fire-Rescue & Emergency Management

Caroline County Fire Rescue Cross-Staffing Guidance Document

On the morning of February 22, 2016, CCFR staff will begin a new response deployment model by cross staffing Fire and EMS apparatus by qualified crews. This change is intended to bring the most efficient resources to the citizens of Caroline County who request our services. No longer will we have staff assigned to Fire or EMS apparatus, but instead will assign staff to stations, allowing crews to determine based on guidance, which apparatus type would best mitigate the incident.

This cross staffing will take place during our existing career fire company staffing hours. That means Ladysmith will cross staff all apparatus Monday through Friday from 0600-1800. The Bowling Green District will cross staff all apparatus Monday through Friday from 0600-1800 and Saturday for 24 hours. Frog Level will continue to cross staff 24 hours per day for fire and EMS response.

Along with this change in deployment, there will come a modification in daily operations and routines at each station. Calls for service will continue to take priority over any other daily activity or assignment. At the start of each shift, staff will be expected to co-locate as early as possible in order to unify the crew and decide on the day's response flow.

Company 2 / Rescue 2

Specifically in Ladysmith's District, the following work flow is expected:

- Crews report to R2 and Co 2 as normal
- R2 will pick up an EMS unit and co-locate at Company 2 by 0615
 - Both perform their daily unit checks and station house keeping duties together at Co 2
 - The remaining two ambulances at Rescue 2 will be checked weekly as per a schedule developed and posted by Operations (Saturday/Sunday).
- The R2 crew will return to the Rescue 2 station at 1800 hours each weekday shift.
 - Rescue 2 Station duties will be completed in the evening - Modified for weeknights.
 - Full station duties will be completed on Saturday and Sunday.
- All other fire apparatus located at Company 2 will be checked Monday/Wednesday/Friday.

Company 1 / Rescue 1

Specifically in Bowling Green, the following work flow is expected:

- Crews will check out the two primary EMS units to be run by staff Monday – Friday.
- Crews will do station house keeping duties on both the fire and EMS side of the house together
- Crews will check ALL EMS and units on Saturday and Sunday.
- All other fire apparatus located at Company 1 will be checked Monday/Wednesday/Friday.

Company 5 / Rescue 5 and Company 6 / Rescue 6

Specifically in the Frog Level and Upper Caroline areas, the following work flow is expected:

- Crews will check out the primary EMS and fire unit to be run by staff Monday – Friday.
- Crews staffing on Saturday/Sunday will complete checks on all additional apparatus.

Crew Response Determination (All Stations)

- Crew makeup for responses will be determined by the Senior Career Officer or Staff member assigned to either station for that shift. Seniority will be determined by:
 - ALS Lieutenant – with most time in grade
 - BLS Lieutenant – with most time in grade
 - Medic / Firefighter – with most time in grade
 - EMT / Firefighter – with most time in grade
 - ALS Only – with most time in grade
 - BLS Only – with most time in grade

Volunteer Officers, at any level, **will not** be utilized to determine career crew makeup.

Crew Communication (All Stations)

- Once the CCFR personnel are together each morning, crews will communicate face-to-face.
- Two portables from R2 will be reassigned to Co 2 for daytime use by cross staffed personnel. These will be placed in a separate, labeled charging area.

Radio Alerting (All Stations)

- Crews will be responsible for monitoring their radios at all times.
 - NOTE – at this time, there are no R1 and R2 station alerting tones available at either Co 1 or Co 2.
- Dispatch will continue to tone Rescue Stations for EMS calls and Fire Stations for Fire calls.

Fire v/s EMS Responses (All Stations)

When call volume prohibits staff from responding with both Fire and EMS units to an incident, staff shall use following response matrix to determine which unit to respond to which incidents:

- MVAs with or without entrapment will receive an EMS response first
- Plane Down / Train Crash will receive an EMS response first
- Medical and Trauma calls will receive an EMS response first
- Hazardous Material Calls, Bomb Threats, Gas Leaks, etc. will receive a fire response first
- Fires and Alarms will receive a fire response first

Apparatus minimum staffing for response shall be two qualified staff members. An Engine and an Ambulance may co-respond with crews of two (or more) to an incident. At no time should staff reduce apparatus staffing below the minimum of two in order to respond in both an Engine and Ambulance.

Other Special Considerations (All Stations)

As with any new initiative, changes to the work flow may occur at any time as areas for improvement are identified. Please consider these other special considerations as expectations within the system based on the best information available at this time:

- If a Volunteer EMS crew staffs during day time hours, they will take the first EMS call and the career crews will handle subsequent calls for service based on incident type.
- Call Swapping will become necessary as multiple units of the same type and status are staffed simultaneously within one station. The unit with the lowest numerical designation will automatically be dispatched and a call swap will need to occur in order for the staff to determine the best resource to respond.

- When EMS-ONLY staff are working (based on certification or release status), that crew must remain an EMS only capable crew and not commit themselves to a fire apparatus with less than 2 certified and released staff. Should a volunteer firefighter be available to fulfill the minimum staffing of 2 requirement, the EMS only staff member may ride fire apparatus as a “Ride Along” only.
- When calling Communications in the morning to mark staffed and relay portable radio assignments, please specify which apparatus will be cross-staffed. (Example: Lt Southworth and Mike Beasley are at Company 2 today, we have portable Co2-1 and Co2-2 and are cross staffing M214, and Squad 2.)
- The level of EMS supplies kept in the Company 2 inventory will be increased and adjusted to accommodate this change in the coming weeks.

REF