

## Caroline Command Staff Meeting

March 13, 2013

**Present:** Chief Loftus, Deputy Chief Garnett, Deputy Chief Matiak, ADC Podbielski, ADC Jenkins, DC Terry, DC Mitchell, ADC Dubose, Capt. Street, DC Parrish, Capt. Giles, Capt. Bonham, Lt. Calhoun.

### **Chief Loftus Report;**

1.2 Review of meeting minutes for February 13, 2013. No changes Motion made to accept as is, Second, Passed.

1.3 Special Projects/Programs: VT is working on the rescue bridge program to set up day to day activities and in house training modules. This will help tracking training hours for incentive requirements of 20 hrs per month for active volunteers. VT gave an on screen presentation and will be going to all fire/rescue stations to do classes on this module in the rescue bridge. Any questions on actives should be directed to VT. Lt Melson will continue to oversee QA and incident questions related to Rescue Bridge.

1.3.1 Rescue Bridge: Wesley working with the Q/A fixing issues, our Reporting Percentage with OEMS is 95% would like to get to 99%. We hope that with better reporting, we will see better revenue. Will assign Q/A for fire reports. Discussion.

- Tommy Hall is working on entering volunteer training certifications and administrative information into the system. Co2 has been entered. Co 6 will be next
- Entries are limited to CCFR training requirements
- Training records and administrative records are coming together into one file of paper copies and into the rescue bridge system. Rescue bridge info will help with tracking incentive programs in the future.
- Next month will enter lifetime members and VIN #s into the system.

1.3.2 Fiscal incentive programs: Seeking ideas to streamlining the sticker incentive program. Please bring ideas to Fire Admin or next Command Staff meeting.

- Fiscal incentive approved for this year has been turned in. 55 volunteers met the requirements and will each be issued a check for \$272. This was based on \$15,000 approved in the budget. Delay from Co 1, waiting on signature from Chief Thomas.

1.4 Fire-EMS Operations: Captain Street is working on the Ambulance Release Program for EMS providers. She is awaiting additional feedback on the Fire EMS Provider draft.

- Equipment: will be placing out bids for extrication equipment co2, tool at co6, and purchasing 2 TIC's one at co4 & co5. Second fit test machine also.
- Letter from AP. Hill regarding mutual aid to the county will change due to sequester. As of April 1 their mutual aid will stop.

1.5 Communications: **Chief Matiak:** Meeting on the 14<sup>th</sup> with communications will review the May Day policy. Work on burn permits with reference to notification when we receive the permits so they know burn location and any waivers to the burn law. Work

on Fire first-response policy (EMS calls and what type get fire engine). Discuss March 10<sup>th</sup> number of units not listed on calls responded – Image trend issue.

- Chief Mitchell-Citizen complaints-First and second due maps call response from other side of county. Discussion.

1.6 Training **Chief Garnett.** Spring school meeting was held, enrollment is down, to date there are 86 enrolled. Next meeting April 8<sup>th</sup> at 7pm. Enrollment ends on March 29<sup>th</sup>.

Low attendance in some classes.

- ICS review course was cancelled.
- FF II foam class at LFVD on the 19<sup>th</sup> will need a pump operator. Testing on the 26<sup>th</sup>.
- FF student's 21<sup>st</sup> fire control class field trip at LVFD. 23<sup>rd</sup> Live burn at AP Hill, State test May 2 & 3.
- Co2 will have training evolutions starting 2<sup>nd</sup> Friday of each month. Random topics. All are welcome.
- Skills drills on the 18<sup>th</sup> of March. Quarterly after this date. Check training calendar.
- Training Standards – BOS 26<sup>th</sup> meeting motion to grandfather anyone who has been in Caroline for 10 years on the FF standard. EMT taken out of the Captain position. Further discussion with the BOS; Chief will provide additional documentation to who and what will be exempt with regard to boards intent.
- Capt. Doucet back at end of month. Will take over image trend piece and Training.

1.7 Logistics: **Justin Calhoun:** Extrication equipment will be serviced; fire extinguishers will also be serviced beginning next week. Ladder testing at end of March. Zoll equipment has been serviced. Wagon 2 repairs are in progress, Tower2 waiting for hydraulic break to come in. Donation of new American flags requesting sizes from stations. 227 Back in service. Tower 1 has been sold to Hanover.

1.7.1 Ambulance rotation sheet was passed out. Life span of ambulance 10 years. Discussion

1.8 Emergency Management: Chief Loftus and Chief Garnet will be attending the VEMA conference next week. Deputy Chief Matiak will be attending on one day as speaker.

1.8.1 Chief Loftus will be meeting with Emergency Management and the Meadow Event Park about the state managed shelter there.

1.9 Administration:

New hires – PT Jake Marshall ALS  
Curtis Mason BLS

Resignation-Mark Seeterlin going to James City, will stay on PT status.

Recruitment & Retention position is a grant funded position for 4 years; utilize the position not as full time but with several part time positions. Using in house staff.

1.9.1 Radio System. The BOS should sign the contract with Motorola in two weeks. A Tax increase of 2.3 Cents on the general fund tax is needed to fund new radio system. It will take 2 yrs for the system to be operational.

1.9.2 BOS Budget session next week; going over taxes and operating budget.

1.10 Technical Review: Carmel Church at the old Petro they are moving the pumps and another emergency access will be added.

1.10.1 Special Events: Training drill took place at AP Hill with regard to a helicopter crash and a wild land fire.

1.11 Special Events: Linemen's rodeo next month at County Fair Grounds will need EMS.

2. Comments – Up date on Jack Marmaduke he was in a MVA he is at home and doing well. Bob Carlson and Matt Pifer received certificate from American Legion for outstanding public service.

- VT- CCFR recognition awards ceremony –no plans yet
- Lisa-Concern on the door code given out for LVRS. Strange people in and out of station. Please be careful of giving out door code.
- Jenkins-Map Books-Ricky working on it.
- Steve-Tony Parker back in hospital 2 weeks; back in for more tests.
- Doug- State testing for classes need to be done immediately after the class ends. Too much time in between.

3. Reserved – no

4. Date of next meeting: April 10 @ EOC 7pm