

Present: Chief Loftus, Deputy Chief Garnett, Deputy Chief Matiak, ADC Jenkins, DC Terry, DC Mitchell, DC Parrish, Capt Street, Capt Collison, W. Collison, Capt Doucet, Lt Russell

Chief Loftus's Report:

1.1 Introduction, Good Evening

1.2 Review of Minutes:

Minutes reviewed from June meeting for approval. Lisa Street will serve on the system-wide firefighter/EMT check off process committee. Motion to accept –Lisa Street. Second –Dave Jenkins . None opposed.

1.3 Special Projects / Programs

1.3.1 Rescue Bridge

Fire and EMS Data management system

Capt Doucet updated system build out process. This system will require system-wide training for all fire and ems providers as well as the hospitals, etc. We are probably 30-60 days from going live.

1.3.2 **Chief Garnett:** Web Site Development

We have selected a vendor and the contracts are with County legal for review. No timeline for live date

1.3.3 Performance measures

These statistics will improve when our Rescue Bridge system comes online. Fire and EMS statistics shared.

1.3.4 Radio System – Narrow Banding

Meetings with Motorola are moving forward to identify options. One potential solution could be to partner with another jurisdiction as a subscriber service. A challenge is to identify if any 800MHz channels are available to Caroline.

1.3.5 SOPs for Review – These policies will sit on the table for 30 days for comment.

- 102.07 Reduction in Force – How the Fire Chief will determine how to reduce force in case of monetary reduction from either the County or a grant. This applies to Career staff and SAFER grants.
- 102.08 Request for Volunteer Training – Any class that any member wants to take while representing the organization needs to be approved. This is required to be covered by our insurance company. This also requires approval for the use of any County funds.

1.3.6 SOPs for Adoption:

- 101.03 Station Conduct
- 102.02 FMLA
- 102.03 Workers Comp
- 102.04 Career Leave Policy
- 102.05 Trade Time Policy
- 102.06 Training or Special Duty
- 104.03 Light Duty

1.3.7 Ariel Reduction Committee – B Russell, O’Berry, Thomas; yet to meet.
Recommendation due Aug 13, 2012.

1.3.8 System wide Firefighter Check-off, no report

1.3.9 Cannery Project – Changes over the last month. After detailed grant review, we identified surplus of money in AFG grant from equip and planning cost savings. The Vendor called (had replaced their previous salesman) and wanted to know when they could deliver. Vendor reduced the bill by \$3k and made delivery. We have begun site work to modify the facility and connect one washer and one dryer in order to meet the grant guidelines. The site work will include most work (foundation/concrete, plumbing) needed to prepare for all equipment (2 washers and 4 dryers) but will only make working one of each. This should be completed by August 1. At a later date we will update the electrical service in the building and connect the remaining pieces of equipment.

1.4 Fire EMS Operations: **Chief Matiak**

Review and Hydrant mapping has been completed and FF Robertson is drafting the new materials and maps.

DC Mitchell notified County of new Forestry Grant for a dry hydrant placement on Frog Level Rd.

1.4.1 Standardization of Hose

Hose standardization committee (Kling, Allen, Johnson, Woolridge, Boutchard) extension until Aug 1. They are reviewing hose loads and hose manufacturers. DC Mitchell expressed concern about his unique Tanker hose load.

1.5 Communication Communications has inquired who and how to call for resources such as technical rescue, dive teams, hazmat responses, etc. We will put together some guidance for dispatch.

Chief Matiak I will request Chief Loftus write a Directive to direct the dispatchers how to prioritize “Priority” calls with Caroline resources. This will hopefully prevent our units from prematurely cancelling themselves from a call when mutual aid is requested.

The Hazmat materials reimbursement form is available on the website on the forms page.

Upper Caroline fax line needs to be updated in Communications. They are sending rip and runs to the phone line, not the fax line. Chief Matiak will notify Communications.

Chief Matiak will follow up with Communications – ref adding additional users to text notifications.

1.6 Training **Capt Doucet**

1.6.1 Up-coming Classes: All details are posted on the County website: visitcaroline.com/firerescue or carolinefirerescue.org click on Training

CEUs – Port Royal August 25, 2012

Skills Drills – July 17, 2012

EVOG – July 21, 2012

Firefighter 1 & 2 – Sept 2012

Hazmat Ops – Sept 2012

EMT Basic – Aug 1, 2012

1.7 Logistics **Lt Russell**

- Fleet status updated
- All airpacks have been serviced and training packs are pulled. DC Mitchell is concerned that air packs were not returned to his station after testing. Co 5 needs 4 bottles.
- The supply order button on the website form is not working with some email systems; please email the logistics group email or fax Fire Administration your orders.
- Please do not double order supplies. For example, if one order leaves off items, do not reorder until you have verified your items are not on backorder.
- OEMS State inspections are coming up August 15 and 16, 2012. EMS orders and readiness is underway for the inspection of the agency.
- DC Terry commented that the Pump testing resulting in some damage to the steamer caps of Co 4s units, dented both sides. Hose testing was also completed.
- DC Parrish has requested assistance with hose testing for Co 6
- ADC Jenkins requested we order a replacement for a hose on his rescue tool that he was told was waiting for the new budget year.

1.8 Emergency Management **Chief Garnett**

VOPEX 12 was completed yesterday and all preliminary reports state that it went well. Official hot wash will be Thursday 7/12/12.

EAC Drill will be conducted at CMS on 7/24/12. Lt Hall is requesting boy scouts for volunteer assistance. Please let us know if you are able to assist with this. We need people to play gathered citizens in assembly center.

Next week Chief Garnett will meet with new State Fair property owners to go over safety plans and activities this year. DC Mitchell advises he believes we will need to change

knox box keys again. All signs indicate VSP will continue to do security. Fire and EMS Services yet unknown.

EOP revisions are still underway. This should go to the BOS in late August for approval.

The BOS approved the Regional Hazardous Mitigation Plan at their 7/10/12 meeting.

1.9 Administration

1.9.1 SAFER grant

The 2011 SAFER grant was awarded to Caroline. This will fund an additional 2 years for 5 fire fighter positions.

1.9.2 Cost Recovery “out of County” residents

The BOS has approved our proposal to bill “out of County” residents via a third party to recover costs insurance will not pay. These funds will go directly to support the fire and EMS reporting software’s annual fees.

2. Comments:

Chief Loftus will be on vacation the weeks of 7/16/12 and 8/6/12.

ADC Jenkins inquired who is dealing with Knox boxes? Hayfield’s Knox padlock is no longer on the gate, the chain was cut. (Gravel plant)

W. Collison updated his agency’s status. R5 is restructuring and working closely with the Fire Chief for guidance in order to move in the right direction. W Collison is serving as President. New applications are being received.

DC Terry – King and Queen mutual aid process, no new progress. Truett Jeter’s wife (founding member in 1962) is on life support, please keep his family in your thoughts.

DC Mitchell – will meet with Training and Logistics off line

Capt Street – County Fair is this weekend. LVRS is covering each night with additional crews, has requested assistance for Saturday night.

DC Parrish – Staffing at Co 6 will fluctuate with part time staff until we are back to full staffing (one out on maternity). UCVFD does not have any ALS members. Chief Parrish is requesting an ALS provider is assigned to his station to do weekly checks of ALS supplies to ensure proper accountability, dates, etc.

DC Parrish – CO 6 upstairs air conditioning unit froze solid (set at 42) and when it thawed, it destroyed the ceiling tiles in downstairs areas. Co 6 is now looking at a different thermostat system. Also please remind all staff to turn off lights and use HVAC appropriately.

DC Parrish – Tony Parker is doing excellent. He is starting to assist with Co 6 again, but has not yet returned to firefighting.

August Meeting has been cancelled

Next Meeting Sept 12, 2012 1900