

Present: Chief Loftus, Deputy Chief Garnett, Lt Wholey, ADC Jenkins, DC Terry, DC Mitchell, ADC James, Capt Collison, Capt Doucet, Lt Russell

Chief Loftus's Report:

1.1 Introduction, Good Evening

1.2 Review of Minutes:

Minutes reviewed from May meeting for approval. These are unchanged from what were sent out previously. Motion to accept –Lisa Street. Second -Collison . 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. Chief Loftus requested any report data that is important to our companies; please notify Administration so that the report can be built into the system.

1.3.2 Chief Garnett: Web Site Development

We received 6 respondents to our RFP. We have interviewed top candidates and are working with County Administration to approve and develop this site. This site will capture all training, meeting minutes and relevant data for our internal members.

1.3.3 Performance measures

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

1.3.4 Radio System

Meetings with Motorola are moving forward to identify alternate systems that will comply with requirements and still be within budget.

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

- 101.03 Station Conduct
- 102.02 Family Medical Leave Request
- 102.03 Workers Comp
- 102.04 Career Leave Policy
- 102.05 Traded Time
- 102.06 Training or Special Duty
- 104.03 Light Duty
- 204.02 Radio Traffic Standard Terminology
- 204.03 Unit Number Designation

Directives

Provisions of FLSA, OT and Timesheets

1.3.6 SOPs for Adoption:

- 101.02 Cell Phones (comments - “operators driving a vehicle larger than an SUV will not answer the phone while operating emergency or non-emergency”)
- 102.01 Uniforms (comments - will add Assistant District Chief, will give consideration for volunteers responding to a call when coming from home or work (may not have a uniform in-hand))
- 103.05 EMS Supplies (no comment)
- 103.06 Station Supplies (no comment)
- 104.02 Emergency Vehicle Ops (comments – officer will determine to downgrade response, backer shall stand at driver side not passenger side, use a spotter when available)
- 104.05 Response to Roadway Incidents (comments- the use of emergency turn around lanes to require lights, use of cones to shut down roadways on major vs. back roads)
- 103.01 Volunteer Stipend (BOS did approve 15K in FY13 budget)
- 104.04 PPE (changes – add ADC, will consider fit tested SCBA issue)

1.3.7 Web-based scheduling

Demonstration of Fire Manager system being used by Career staff for scheduling.

1.3.8 Hydrant Mapping

Chief Matiak and FF/Medic Trainum have plotted each wet and dry hydrant with GPS coordinates so that Dispatch can better provide information.

1.4 Fire EMS Operations:

1.4.1 Firefighter and Driver Check off

We will develop a sub-committee to write a policy to standardize a check off system for driver and firefighter roles countywide. Subcommittee will be DC O’Berry, Capt Bonham, Lt. Wholey, **L Street**

1.4.2 Standardization of Hose loads

Chief Matiak will have to speak to this subject at the next meeting. In the packet there is some information about standardized hose packing and loads.

1.4.3 Review of policy on Apparatus Assignment

Copy of the existing policy passed out for review. This policy will be edited to change the assignment to add an additional engine company to a large vehicle accident. Another question raised involved the Forest Warden assignment for a Burn Violation. Chief Loftus will check on Local Ordinance with the Sheriffs Office as it relates to Burn Violations.

1.5 Communication

Chief Matiak will cover these topics in the next meeting

1.6 Training

1.6.1 Up coming Classes: All details are posted on the County website:

www.visitcaroline.com/firerescue or **www.carolinefirerescue.org** click on Training

Upcoming Offerings:

- CEUs
- Skills Drills
- EVOC
- Firefighter 1 &2
- Hazmat Ops
- EMT Basic

1.6.2 Training Standards

No major changes to release this month

1.6.3 Firefighter 1 and 2 Challenge Testing

Information provided for this route to satisfy any remaining questions. This route to gain certification is very detailed.

1.7 Logistics

1.7.1 Equipment Checks

Hose Testing – Co 6 will have career staff test. Co 3 is still coordinating. Co 4 has requested career assistance.

SCBA Testing – completed last week. Missing 1 airpack (2-02) – Please check throughout your stations for this pack. Training packs that are currently being held at the stations will be collected for Fall FF and CHS classes.

Pump Testing – will begin June 25 (all 14 trucks in one day)

1.7.2 Apparatus

- Medic 110 – Turbo unit has failed again, is a bad unit on the 6.0 Diesel
- Tower 2 – moved to the Richmond Atlantic facility for further work
- Engine 3 – Atlantic in Richmond for PM.
- 226 – @ Manassas AC recall issue
- 228 – @ Ford
- 512 – @ County Shop
- 115 – @ Winding Brook for front tires
- Brush 1 – Pump parts will be in Friday

Units Back in Service:

- 114

- 510

July will also require our Annual OEMS Agency Inspection. A new Program rep has been assigned to our Area.

Infection Control Plan is currently being updated by Lt Southworth and Lt Chewning at this time. An annual will be announced at a later date.

SOP on Unit Designation reviewed: As we transition to the RescueBridge system we need to standardize the way we report unit designations so that the CAD interface works appropriately. This will force 610 and 310 to be the new rescue designations for those two ambulances.

1.8 Emergency Management

1.8.1 Dates for future events – Radiological dates announced and included. Events and training have gone well so far this exercise cycle.

1.9 Administration

1.9.1 SAFER grant

No word on the new Grant. The BOS did not fund these positions after the current grant runs out in October of 2012.

1.9.2 FY13 Budget Reductions

Station budget sheets passed out in packets for review.

A Subcommittee will be developed to determine discontinuing the use of either Tower 1 or Tower 2 as a cost savings measure. This subcommittee will be DC O’Berry, DC Thomas, and Lt Russell for records and maintenance review.

1.9.3 FireWorks Permitting Process

The Department has developed all applicable forms in accordance with the County Ordinance. Note that even with a Fire Works Permit properly issued, a displayer must comply with the Local Noise Ordinance.

1.9.4 Out of County cost recovery for EMS transports

We are reviewing a policy to end soft billing for non-tax paying EMS transport patients.

1.9.5 Career staff work period change

The official work period for career operational staff will change from a 21 day cycle to a 28 day cycle (212 hr) beginning July 1, 2012.

1.10 Special Events

June 16 Fireworks – Pepmeirer Rd

June 20 ESC meeting 0900

1.11 Technical Review Committee

Next Meeting 6/8/23 0930

Proposed entrance off 207 for Caroline Commerce Center
Proposed cabinet shop in 301 Bowling Green

2. Comments:

AFG Grant (Cannery) update: We requested the monies allocated to the washers and dryers be moved to additional gear. That request was denied. At the same time, the equipment vendor called to notify us that our PO was still open and that they had had a change in personnel. We discussed options and will take delivery of all washers and equipment soon. The Site work will be modified to within our budget by decreasing the number of operational units to one of each for now. One washer and one dryer will be operational before the end of the Performance on the Grant this August 2012.

Directive reference Purchasing will be updated to include the Volunteer Rescue Captains in the chain of authority.

Career directive to respond within 2 minutes will be reviewed to consider when unstaffing ambulances and responding on fire apparatus.

Will also review career staff unstaffing an ambulance to respond on a fire unit that was not on the initial dispatch assignment, provided we are provided additional details of these incidents.

An SOP is requested to cover the unstaffing of ambulances by career staff; when, why, situational details.

Dispatch has been requested to provide lists of who can receive texts when calls for service are dispatched for so that these lists can be updated. Currently, this service is at a maximum and can not take new users.

Meeting Adjourned 2100

Next Meeting Date July 11, 2012 1900

Action Items	Follow-up
<p>Aerial apparatus reduction committee Purpose to provide a recommendation on the FY2013 budget reduction of (1) aerial apparatus, and the best location for the remaining apparatus.</p>	<p>Lt. Brian Russell D/C Louis O-berry D/C Brad Thomas</p>
<p>Training SCBA's All training SCBA's shall be collected and stored at the Administrative office. Packs will be used in the up coming FIREFIGHTER programs in the H.S. and evening class.</p>	<p>Lt. Brian Russell</p>
<p>Policy Changes and Posting See minutes for comments and changes.</p>	<p>Dep Chief Garnett</p>
<p>System wide Firefighter Check-off Purpose to provide a recommendation on a system wide process on standardization of Firefighter check-off. And recommendations on how a Department Volunteer Firefighter could operate between companies.</p>	<p>D/C Louis O'Berry Capt. Bonham A. Wholey</p>
<p>Standardization of Hose and hose loads Purpose to provide a recommendation on a manufacture of 1 3/4" hose and nozzles. And standardization of hose loads on all apparatus.</p>	<p>Dep. Chief Matiak Committee formed</p>
<p>Investigate questions regarding Response policy changes; career response within 2 minutes; un-staffing EMS units for fire response; dispatch center text paging listing.</p>	<p>Chief Loftus Chief Garnett</p>