

Present: Chief Loftus, Deputy Chief Garnett, VDC Matiak, DC O’Berry, ADC Jenkins, DC Mitchell, DC Parrish, Capt Street, Capt Collison, Capt Doucet,

Chief Loftus’s Report:

1.1 Introduction, Good Evening

Agendas are available for preview on MyCommittee.com. User names and access information has been sent out.

County Administrator’s meeting comments. His philosophy and expectations include the use of the chain-of-command when issues arise. We all work for the Board of Supervisors so despite decisions made, we are accountable to them.

1.2 Review of Minutes:

Minutes reviewed from April meeting for approval. These are unchanged from what were sent out previously. Motion to accept – Lisa Street. Second – O’Berry. None opposed.

1.3 Special Projects / Programs

1.3.1 Fire and EMS data management system (Imagetrend – Rescue Bridge) was pulled off the BOS agenda for last night and has been rescheduled for 5/22/12. This purchase is riding the coat tails of the State contract utilizing the tough book systems. We will present it to the board because it is a sole source vendor. This system will provide better data for fire and EMS reporting, revenue recovery and consolidated system. We will have ownership in the system and be able to better manage our data. When we transition to this system, we will discontinue use of the Fire Programs system. This is a web based program that will be accessible from any web connected computer. This system will also be CAD integrated. Depending on the BOS timeline, we will go live in the July timeframe.

1.3.2 **Chief Garnett:** CCFR Web site will be enhanced to provide better information flow throughout our organization. An RFP copy is included in your packet tonight for review. This website will capture all information needed for our members including policies, training information and ordering forms for supplies. This website should be online by summer 2012. Until those web enhancements are made we have improved the CarolineFireRescue.org website to convey more information. A brief demonstration of information and navigation was provided.

1.3.3 Performance measures are broken down in the monthly EMS Statistics and Fire statistics. Our turnout times have improved and we are working to improve the Dispatching process in order to capture more accurate times. One concern to note in this month’s statistics is our turnaround time at the area hospitals. We will strive to clear the

hospitals quicker than presently system wide. We bring revenue to the hospitals and they should want us to deliver their revenue in a timely manner.

1.3.4 The improved Radio system is one of the first priorities noted by new County Administrator Culley. He is familiar with this process and has been successful in implementing a similar program in Middlesex County.

1.3.5 Multiple SOP Drafts are out tonight for review:

- Cell Phone Usage 101.02. During patient contact interactions or career work hours, cell phones will be placed on vibrate. No phone use during the operation of an emergency vehicle. **O'Berry** commented to clarify the answer/no answer while driving sentence.
- Operation of Emergency Vehicles 104.02.
- Response to Roadway Incidents 104.05. **Chief Matiak** explained that this policy addresses vehicle placement, use of cones, Interstate median turn-arounds will be used during emergency operations only and Roadway PPE usage.
- Uniform Dress Code 102.01. County seal or patch should be approved by Fire Chief prior to use. Existing uniform stocks may be exhausted. Discontinued items specified are no longer going to be purchased by the County, career staff will not be provided.
- PPE 104.04. Lt Russell will be contacting each station to schedule a time to come to each station to inventory and inspect issued gear. Accountability records will be obtained to ensure each member has the protective equipment needed. **O'Berry** noted that the scope on this document is not all encompassing and should be changed.
- EMS Supplies 103.05. This policy along with 103.04 will standardize what supplies are available to the stations to order. The long term goal is to be able to adequately budget for supplies actually used over a period of time, these quantities are a starting point that will be reviewed.
- Station Supplies 103.04. Items that will be added included oils and garage supplies. **Mitchell** will provide station list as example.

All orders should be sent to the Logistics email address provided: (logistics@co.caroline.va.us) or phoned in to Kathy in Fire Administration during business hours. No orders should go directly to Lt Russell, they should be managed by Fire Administration for better oversight for routine supplies. Lt Russell is still the Logistics officer in case of emergency.

1.3.6 ESC has expressed an interest in working on a project to develop a map of the County that depicts response times countywide. This project will require BOS approval, so unknown expected outcome. This project will be able to educate a person on expected response times as they move into or purchase a home in the County and into a rural system. Urban service should not be expected in our system.

1.3.7 SOPs up for adoption this month:

- Host testing 104.01 – Section D conflicts (every year vs every two years in frequency) Odd year odd stations will test, even year even stations will test.
- Standard Operating Policy 101.01
- Volunteer Stipend 103.01

1.3.8 AFG grant issue identified and discussed as it deals with the Washers and Extractors. The budget does not allow for needed site modifications for equipment installation. Site work quotes and equipment specifications are enclosed for review tonight. Input is requested to be able to complete this project to be able to maintain our own gear, however we are unable to fund this project at this time. No new ideas shared, we will probably decide how

Fire Manager is being test piloted for the next thirty days to be able to better schedule career staff. This system username and password will be shared if we decide to purchase this software. This scheduling software will increase efficiency and communication of personnel.

1.4 **Chief Matiak:** Fire EMS Operations:

- RIC pack inventory information shared with capabilities of each pack.
- Hose and Nozzle inventory information shared countywide
The goal of this information is to be able to plan for future standardization of equipment and hose purchases. We will need to agree on a product in the short term so that as hose fails we are able to replace sections as needed moving in the direction of standardization.

1.5 **Chief Matiak:** Communications:

- Ashville Rd has been corrected in the CAD and is now in Station 4's district
- Capt Lambert is working on a training plan for Communications employees to improve Fire Rescue knowledge
- **O'Berry** expressed concerns about Motor Vehicle Accident dispatching policies

1.6 **Capt Doucet** Training:

1.6.1 Annual Training Calendar

1.6.2 Training Standards – **Jenkins** pointed out that PRVFD Captains should be reflected in the EMS officer standards policy, not Fire.

1.6.3 Outside Training Classes / Training Announcements

Event Bright Website previewed

Fall Firefighter and Hazmat classes

Fall EMT class information

PHTLS Training Announcement

ALS CE Training Announcement

Rural Water Supply class “Thank you”, 21 students successful

Spring School “Thank you”, 363 students attended

1.7 Logistics:

- June 4 - Safeware will be out to flow test SCBAs
- June 16 –Hydraulic tool testing beginning at Co 1
- Co 5 completing Hose testing
- Brush 5 has been repaired to safe operating condition
- Better notifications are requested when transferring units between stations

1.8 Chief Garnett: Emergency Management

1.8.1 NAPS Drill date and information shared, assistance needed for all activities. Please contact Lt Southworth for more information or to offer assistance.

1.9 Administration:

1.9.1 SAFER Grant Positions

1.9.2 FY2013 Budget. Budget reductions and line items discussed and provided for review. Career and Volunteer specific cuts to include grass cutting, postage, etc discussed as provided for BOS consideration. The BOS rejected all staff proposed cuts and will adopt their own at the 5/22/12 meeting. Documents shared are essentially drafts that were not approved, just information sharing

1.9.3 Payment and Processing of Invoices and Reimbursements – Directive not open for comment. This deals with the internal business of how expenditures and revenues are coded. We are currently testing how the coding system works at County Finance.

1.9.4 Fireworks Permitting Process: As we have finalized this policy, we have received an application to display. A Chief Officer will complete this inspection and permitting approval or denial. The date was June 16, 1012.

1.9.5 Cost Recovery Out of County Residents. This policy will go to the BOS for approval. This deals with our EMS Revenue Recovery and will change procedure, if accepted, to hire a collection agency and pursue bills for non-county residents.

1.10 Special Events

McKesson Day -May 19, 2012

Ladysmith Day -May 19, 2012

2.0 Open Comments

Jenkins – Career staff and Dispatch should be reminded that Channel 3 is not working in PRVFD and should not be utilized as an alternate channel

Parrish – The Fireworks ordinance copy is enclosed in the package

Matiak – Please remind all members that they are accountable and responsible for knowing and following all adopted and signed SOPs.

Garnett – The Police Unity Tour will be traveling through Caroline County this weekend and stopping at Co 3 and Co 1.

Meeting Adjourned 2145

Next Meeting Date June 13, 2012 1900