

Present: Chief Loftus, Deputy Chief Garnett, Deputy Chief Matiak, DC O'Berry, Capt Stout, ADC Jenkins, DC Terry, DC Mitchell, Capt Street, Capt Doucet

Chief Loftus's Report:

1.1 Introduction: Good Evening

1.3 Special Projects / Programs

1.3.1 Fire and EMS response statistics are included in package. Expect a change in December to the format of these statistics. The BOS has requested monthly statistics from each department, hence the change. If any additional statistics are desired, please let Fire Admin know for future inclusion.

1.3.2 CHS Fire Science memo review. All students in day time CHS Fire program will be aligned with Caroline Fire Administration in order to ensure complete accountability and tracking. Students were identified with incomplete membership packages. These students will be eligible for membership after they have successfully completed firefighter certification.

1.3.3 Rescue Bridge Train the Trainer will be held Nov 29, 2012 at Fire Admin at 1830. Please try to send an agency representative.

1.3.4 The BOS was presented final radio project recommendations last week. The stand alone 700 mhz system proved to have the lowest cost of ownership over a 15 year time span and proved to be the best option for Caroline. This system will serve Fire Rescue, Law enforcement, Schools and all Caroline departments affected. The BOS will make a decision 11/15/12. This system will demand a 2 to 3 cent tax increase.

1.3.3 **Chief Garnett:** Web Site Development

Presentation of the new Caroline Fire Rescue website given.

ACTION – Still need photos for the site, please submit any and all to Chief Garnett so that this new website can go live. This should be on-line Mid-December.

1.3.4 EMS Check off Committee has not met. New date has been set.

1.3.5 Lake Caroline spill way repairs have been completed and the spillway reopened. The water level is still down a bit but is refilling currently. Expect that not all dry hydrants will work until the water level is restored.

1.3.6 SOPs for Adoption:

- 204.09 Notification for Fire and EMS
- 203.01 EMS Dedicated and NON-Dedicated Standbys Fire and EMS Staffing

1.3.7 Thank you for everyone's contribution to the FY14 budget process. We submitted a 1.2 million dollar improvement plan to the BOS for their review. This did not include the Capitol Project plan. The Capitol plan was submitted separately and identifies not only fleet in need of replacement currently but also into the future.

1.5 Communications **Chief Matiak**

Meetings have resumed ensuring open and timely communication between Communications staff and CCFR.

- Updated resource lists were provided.
- Be aware of some Communications renovations that will be occurring next week.
- Chief Officer notifications and CAD reports are accessible by request. There may be variations in data entry methods due to Communications officer inconsistencies.
- No outstanding complaints known of presently
- Two new Communications dispatchers have been hired, Chief Matiak will go through their orientation next week
- Fire Reports are not being sent to the station presently. Fire Programs CAD data is not consistently functioning so leniency will be given for report completion at this time.
- Any Communications related concerns or complaints should be forwarded to Chief Matiak for timely investigation with Communications leadership.

1.6 Training **Capt Doucet**

1.6.1 2013 Spring School – planning has begun. April 13 & 14, 2013. Expect the brochure out Mid-December. List of tentative classes discussed.

1.6.2 REMS Protocol roll out follow up training being developed to be delivered in-station (12-leads, CPAP, etc).

1.7 Logistics – Logistics 2 and 3 will continue to cover the Logistics division for the next 2 weeks approximately.

1.8 Emergency Management **Chief Garnett**

1.8.1 Thank you to everyone for Hurricane Sandy efforts. Thankfully this storm did not prove disastrous to Caroline or the Commonwealth.

1.9 Administration **Chief Garnett**

1.9.1 Press Release – Wesley Melson has been promoted to Lieutenant effective Sunday 11/18/12

1.9.2 Personnel status changes -

- Spencer Ayers has resigned and will become a part time employee 11/16/12

- Chip Hartle new Part time employee
- Michael Peck new part time employee
- Jay Bradley new part time employee
- Nick Landman new part time employee will begin shortly

Another round of part time / full time testing will be announced soon. Please let interested persons know.

1.10 Technical Review Committee

1.10.1 A 7-11 store will be coming to Carmel Church

1.10.2 Assisted Living building going next to Frog Level Library

1.11 Special Events

1.11.1 Thank you for the Mitt Romney event resource participation

1.11.2 Dec 8 2012 Town of Bowling Green Christmas Parade starting at 1700. No Fire Rescue request at this time. This will affect road closures.

2. Comments:

Chief Matiak –

1. All GPS units have been updated with new hydrant locations
2. Planning Department issues identified and submitted for street naming
3. New Carmel Church Loop street signs have been fixed
4. Thank you for cooperation during Bowling Green Harvest Festival
5. Any time you have missing or damaged equipment, please make sure proper policies are followed and notification has occurred

4.1 Good of the Order –

4.1.1 Possibility of CCFR Fire Administration moving some offices to Planning building after Jan 1, 2014. EOC and training center will remain at Community Services Center

4.1.2 Thank you to all for Frog Level Festival participation

4.2 December meeting will be cancelled.

Next Command Staff meeting will be January 9, 2013 at 1900