

Command Staff Meeting

July 20, 2013

Attendance: Chief Loftus, Chief Garnett, Chief Matiak, Capt Chenault, ADC Podbielski, ADC Jenkins, DC Terry, DC Mitchell, ADC James, Capt Giles, Capt Carlson, ESC Chenault, ESC Wick, ESC Chapman, Caroline County Administrator Culley, SRMC Mr. Marshall, Capt Doucet, Capt Bonham, Lt Calhoun

1.1 Introduction and Guests – Good Evening

- Welcome Members of the Emergency Services Commission
- Introduced Jake Marshall, EMS Coordinator/EM Liaison from SRMC. Jake described projects such as after hours drug testing, paperless patient care reporting and 12 lead ekg transmission that are in progress in partnership between SRMC and CCFR.

1.1.1

1.2 Review of Minutes of Last Meeting. No corrections requested. Minutes will stand.

1.2.1 Action Items

- Co 5 code enforcement ref grass issue, enforcement action
- Confirmed, SOP 104-08 Roadway Operations does not conflict with VDOT
- Make changes to FIT Test policy
- Presented changes to the BOS training standards that have been adopted
 - Company Driving Records outstanding
 - Company original start dates outstanding
- Investigate 911 center paging capabilities

1.3 Company Comments

1.3.1 Company 1 – none

1.3.2 Company 2 – Tower 2 is back

1.3.3 Company 3 – soda machine is being worked on, as are the hose racks

1.3.4 Company 4 – no one in attendance

1.3.5 Company 5 – Pavilion in progress, concrete will be poured Friday

1.3.6 Company 6 – no comments

1.3.7 Rescue 1 – only concern is availability of ambulances recently

1.3.8 Rescue 2 – Thank you to Capt Giles for lending multiple ambulances recently. Capt Carlson also offered availability to assist Logistics with fleet movements for service.

1.4 Logistics

1.4.1 Shed Relocation – all sheds have been moved to new Fire Administration location. Logistics will come back on line end of this week as we restock all sheds.

1.4.2 Host Test Machine Repairs

1.4.3 Fleet Update:

- 110 returned yesterday
- 226 should be returned tomorrow (deer accident)
- 227 & 288 issues noted from Capt Carlson

- 510 at Ford Dealership
- 224 AC issue
- 114 Check engine light until something returns to service to have this addressed.
- Utility 1 and Wagon 1 state inspections are done – other issues addressed
- Engine 1 foam pump is being replaced.
- Squad 2 parts ordered for roll up doors, driver and officer seats are being replaced.
- Tower 2 back at LVFC, pump and ladder tests were completed when at Atlantic
- 1.4.4 Pump Testing – has been rescheduled and will resume July 16 and 17 at 0800 at Ladysmith Commons (Eng 2, S2, Reserve Engine, Tanker 3, Eng 5)
- 1.4.5 Ladder Testing complete
- 1.4.6 SCBA flow testing complete
- 1.4.7 Thank you to Bob Carlson, Michael Beasley, Eric Chenault, David Jenkins, Robert Stout for assisting with fleet movements and testing recently.
- 1.4.8 PAT Tag system demo passed around. Different vendor will change colors but be more cost effective to print and order PAT tags faster.

1.5. Training

- 1.5.1 Volunteer Orientation Class – July 20
- 1.5.2 Spring School Planning Meeting July 24
- 1.5.3 Please see website for all Training Updates, many new class announcements and registrations posted.
 - 2013 Calendar
 - EMT Basic
 - Firefighter I & II
 - EVOC
 - ACLS
 - PALS
 - ALS CE class
 - BLS 12 leads
 - SAR Responder
 - 2014 Spring School dates – April 12th and 13th
 - CPR Update and New instructor class
 - Fire Qualification Review dates and Test dates

1.6 Special Projects

- 1.6.1 Radio System
 - FCC Extension has been approved
 - Sample Radio passed around
 - Contract Design Review meetings to begin later this month
 - Input on talkgroups
 - Minitor 5 pagers are narrow band compliant, others will be replaced
- 1.6.2 SOPs for 30 day review:
 - Draft 104.08 Roadway Operations and Safety
- 1.6.3 SOPs that will become effective this month:
 - All of the Caroline County Fire/EMS minimum training standards

- Review of all documents together. All SOPs included in package along with summary chart for each position. Policies that did not change include EMS recruit, EMT, EMS Driver Only and Fire Driver Only. Policies that have been updated are Firefighter, Lieutenant, Captain, District or Assistant District Chief. The changes allow for members who joined CCFR before January 1, 2004 to be grandfathered. Members who joined between January 1, 2004 and December 31, 2013 can take a qualification test to qualify (not certify) for their position but will not be able to advance through the ranks. Members who joined after December 31, 2013 must meet all training standards. Corresponding qualification review and testing details announced, included and on the website.

- 102-22 EMS Quality Assurance and Quality Improvement Program
- 104-09 Mayday Procedure During a Firefighter Emergency
- 204-10 Requesting Out of County Specialty Resources
- 203-03 Technical Rescue
- 101-05 Social Media
- 101-06 Use of photography
- 102-21 Countywide Volunteer program

1.6.4 Records Management System – Original start dates needed for all volunteers from all Companies. Please submit to Fire Administration ASAP.

This system is being used to capture all member data and information. District officers have the ability to update members as needed, either by status or by entering their start dates.

1.6.5 Replacement Ambulance Report: Committee is developing a new specification and has seen two demonstration units. This project is ongoing.

1.6.6 Turn-out Gear bid Specification: Bid specification committee has developed a new spec that has gone out to bid for new vendor pricing for future purchases. We have been given funds to purchase 23 new sets of gear this budget year. The new vendor will be selected after August 1 and sizing gear will be available for future purchases after that date.

1.6.7 Standardized Release process for personnel operating on an Ambulance:

BLS Non-Transport, BLS Transport and ALS Transport processes will take effect this month.

1.7 Communications- Committee met today and discussed specific complaints and QA issues. We are investigating an app “Active911” that can email call information to a smart phone. Text notifications will remain active on a limited basis.

Mayday policy has been updated to include a Mayday Tone – this will utilize the Busy Tone.

1.8 Fire-EMS Operations

- July 8th implemented Mutual Aid policy from A. P Hill
- Joe Taylor has resigned from VDEM effective 7/19/13.
- During Logistics Shed packing, some items were discovered that have been deployed into the stations already – chain saw chaps, PFD’s, etc.
- New Caroline County Map Book project is ongoing with MSAG

- District Map Book delivered to each station. Please forward any comments to Chief Matiak. This book is intended to be a pilot test of a district pre-plans (hydrant, dry hydrants, bridge concerns, Knox boxes, etc noted).

1.9 Emergency Management

1.10 Administration

- Start Dates with Caroline County needed ASAP
- Expired Driver's License information needed for insurance purposes
- EMS fingerprint process – delayed from the State... TBA.

1.10.1 Budget / Financial Items

End of FY 13 – Final deadline for payment reimbursement is September 1, 2013

1.10.2 Career Staffing

- New Part Time staff – Chris Henley; FF/EMT, Michael Beasley; FF/EMT
- New Full Time staff – Mallory Hartbarger; FF/ALS. Peck will remain full time
- Part Time Logistics applications being accepted
- Part Time Volunteer Recruiter – job description with County Admin

1.10.3 VDEM and VDH Staff Changes report:

Jeremy Thomas has announced his resignation from VDH as our Regional Emergency Planner

Joe Taylor has announces his registration from VDEM as our Regional Hazmat Officer – July 19th. Wade Collins will fill position interim.

1.11 Technical Review Committee

1.12 Special Events –

- County Fair July 10-14 – Fire Rescue Recruitment booth staffed from 7-9 each evening. Melissa Klanecky is coordinating staffing, please notify her if you are available to assist
- Volunteer Orientation July 20
- Spring School Meeting July 24
- National Night Out Aug 6 (Belmont, Bowling Green, Lake Land'Or, Lake Caroline, Ladysmith Village)

1.13 Chiefs Comments

1.13.1 Chief 1 – Sparta TIC was ordered and should arrive soon.

1.13.2 Chief 2 – Thank you to all who assisted with Holiday Staffing. We will be assisting with Surry RAD exercise this year as it is North Anna's off year.

1.13.3 Chief 3 – CCFR received a \$500 check from the new McDonalds in donation

2. Comments

- ESC commented that they will attend future meetings
- Mr. Culley thanked all Volunteers for Countywide contributions. Please call County Admin if anything is needed.
- DC Terry thanked everyone for help during Tree Down incident

Next Meeting will be held September 11, 2013 at 1900. There will be no August meeting.

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