

Command Staff Meeting

June 12, 2013

Attendance: Chief Loftus, Chief Garnett, Chief Matiak, BGVFD President Marmaduke, ADC Stout, ADC Jenkins, DC Terry, DC Mitchell, ADC James, Capt Street, Capt Doucet, Capt Bonham, Lt Calhoun

1.1 Introduction and Guests – Good Evening

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

- No special presentations tonight.
- Thank you to all who came out for the BOS meetings as they pertained to radio systems. The BOS did vote to sign the contract to purchase the 700 MHz system from Motorola.
- The BOS also voted for a 25 million bond referendum for the school upgrades.

1.3 Company Comments

1.3.1 Company 1 – No comments

1.3.2 Company 2 – No comments

1.3.3 Company 3 – soda machine will be fixed and a hose rack will be considered

1.3.4 Company 4 – No comments in open session. Tanker 4 AC is fixed.

1.3.5 Company 5 – 1) Asked about SCBA servicing – advised all air packs have new batteries. There should be no future delays in this process.

2) Company 5 also expressed concern that grass on property next to them has not been maintained. Requested we contact the adjacent property owner for property maintenance.

3) Work on new pavilion continues – electricity is being run now.

1.3.6 Company 6 – No comments

1.3.7 Rescue 1 – No one in attendance

1.3.8 Rescue 2 – Please remind career staff not to dispose of anything that is the property of LVRS. Sign cover holder has been moved and is not gone. LVRS anniversary dates for personnel have not yet been received.

1.4 Logistics

1. Hose Testing – Co 1 done. Co 5 half complete, hose test machine has failed. We are contacting other jurisdictions to borrow another machine.
2. Ladder Testing – Atlantic will be handling our ladder testing this year. Scheduled for June 20th.
3. Apparatus Pump Testing – Scheduled for June 26th, Logistics 2 will be overseeing.
4. SCBA Flow Testing – Scheduled for June 24th through 28th, will be done at each fire station location.
5. Engine 1 – should be ready soon from Atlantic.
6. Tower 2 – could be as ready as early as next week. Comm-loss issue being worked on.

7. Squad 2 will be taken to Atlantic after Engine 1 returns for door and AC repairs. Will be back before extrication tool arrives.
 - a. Squad 2 hose and nozzle replacements have been ordered
8. Tanker 6 will go to Atlantic for tail board repairs after Squad 2.

1.5. Training

1.5.1 High School Program update from Capt Bonham with student retest details. Chief Matiak met with the CHS students to encourage their continued volunteerism in our system. Reminder, we will no longer support this class in the next school year (No Fire or EMT class).

1.5.2 Fit Testing class was taught by Trevor Chenault with two members per station trained. Starting July 1, the fit test machine will be issued to Company 1 to begin countywide fit testing. List of trained Fit Testers will be added to website and policy will be updated to reflect July 1 start date.

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

1.5.4 New Member Orientation – 3rd Sat. of each month will host a New CCFR member orientation training day. Module 1 is self study, Module 2-4 will be taught in person covering many operational topics including SOPs, RescueBridge, IC, HIPAA, Website, etc. This program is open for registration via the CarolineFireRescue.org. All members who have joined in the last 3 months will receive a letter inviting them to attend. In the future, we would like interested instructors to assist with this monthly project. (This came about from an idea mentioned by a member of Co 2.)

1.6 Special Projects

1.6.1 Radio System- BOS signed the Motorola contract for the 700 MHz system. The County has announced that Chief Garnett will serve as the program manager for this system implementation.

1.6.2 SOPs for 30 day review:

- Draft 101-04 Standard of Conduct – Input received. This draft has been updated and simplified from the previous 3 versions. A new draft will be re-posted for review.
- Draft 101-05 Social Media – the County Attorney has approved this policy and has been updated since last month. This will remain out for comment for 30 days.

- Draft 101-06 Use of Photography - the County Attorney has approved this policy and has been updated since last month. This will remain out for comment for 30 days
- Draft 102-21 Countywide Volunteer program - Only one official comment was received. A new draft has been created to account for these changes. A new policy has been drafted to implement this concept as a pilot program for six months. A member who was separated from another CCFR agency in bad standing will not be allowed to join as a countywide member – all transfers of membership must come with a positive recommendation. The Chain of Command concern has been revised. Access to County stations has also been changed. Minimum service of 20 hours per month. We will evaluate this policy in six months time and limit the number of countywide volunteers to nine for the trial period once implemented. This policy will not be implemented while it remains out for comment for an additional 30 days due to the new revisions.
- Draft 102-22 EMS Quality Assurance and Quality Improvement Program
- Draft 104-06 Standard for Annual Fit Testing – This policy will change to be effective July 1 not January 1.
- Draft 104-07 Volunteer Injury Reporting
- Draft 104-08 Roadway Operations and Safety – ADC Jenkins asked for this policy to be tabled while compared to existing VDOT documents.
- Draft 104-09 Mayday Procedure During a Firefighter Emergency
- Draft 203-03 Technical Rescue
- Draft 204-10 Requesting Out of County Specialty Resources

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

1.6.4 Standard Release Process for personnel – No input has been received on any of these documents. All will be implemented July 1, 2013.

- Draft – Ambulance Operator Release
- Draft – BLS Non-Transport Release
- Draft – BLS Transport Release
- Draft – Experienced ALS release (REMS)

1.7 Communications

- Trees Down. CCSO requested a policy to handle this situation. The new procedure dictates that if a tree is down and blocking the roadway, a Deputy will be dispatched to assess and call for VDOT. If VDOT is unable, an extended ETA, or is blocking the route to another emergency call for service, then Fire-Rescue will be dispatched.
- EMS Unit Dispatching based on EMD results. This EMD process will be implemented for EMS calls. Priority 1 calls will be dispatched with an EMS and Fire unit. Priority 2 calls will receive an EMS unit only unless a responder requests additional assistance. Priority 3 calls will receive non-emergency response. Communications is programming the system now and implementation dates will be announced.

- Staffed fire unit response - Communications will now tone out the primary district, staffed district *and* any district in-between, as applicable, for any call for service. Please tone the first due a second time. Otherwise, each company will receive one tone.

1.8 Fire-EMS Operations – Communications requested a list of each company’s apparatus and capabilities. A copy of this book has been passed out to each agency for shared information. Please assist Chief Matiak to keep this updated and our system informed.

1.8.2 Utility 3 has been upgraded (with equipment updates) to Squad 3. Effective immediately this apparatus will have the responsibility of a Squad.

1.8.3 Please remind all members to wear their traffic vests and seatbelts when operating on calls for service.

1.9 Emergency Management

1.10 Administration

- Start Dates with Caroline County
- Expired Driver’s License

1.10.1 Budget / Financial Items

End of FY 13 – FINAL DEADLINE for payment is September 1, 2013

1.10.2 Career Staffing

- Curt Mason has become a full time employee
- We have 1 existing ALS full time opening – interviews have been conducted.
- 2 new part time employees will be beginning soon
- 2 new job descriptions will be posted on the County website: Recruitment and Logistics. Each of these jobs will be for civilian (non-uniformed, non-operational) positions. These will be open to all Caroline Volunteers who will be eligible to remain active operationally. These are currently being reviewed by legal to ensure fair separation between fire/ems operations and specific skills.

1.11 Technical Review Committee

1.12 Special Events – County Fair July 10-14. Please assist us with a recruitment booth. Melissa Klanecky will be the Fair coordinator for this event; please contact her with interested staff.

1.13 Chiefs Comments

1.13.1 Chief 1 – Volunteer Training requirement draft changes have been made.

1.13.2 Chief 2 – Susan Dietrich has been appointed to the REMS Council Board.

Ambulance Specification Workgroup will meet again next month.

No word yet about next RSAF Ambulance grant event.

Please stay aware of potential for severe weather event tomorrow.

Congrats to Capt Doucet for completing her BA in Emergency Management.

1.13.3 Chief 3 – New member applicants, please make sure they are using the newest application forms. DMV checks can now be done at Fire Admin and are no longer

delaying the process. OEMS changes effective July 1 have not communicated any further details. CCSO will be able to assist with finger printing process for OEMS.

2. Comments

- Gear Spec Committee has forwarded its proposed spec to County Admin for the Bid process.
- A Spring School Committee meeting has been set for July 24, 2013 at the EOC at 1900.
- Recurring Call in R1's due is being handled – non emergency lift assistance nightly.

Next Meeting will be held July 10, 2013 at 1900