

## Command Staff Meeting

May 8, 2013

Attendance: Chief Loftus, Chief Garnett, Chief Matiak, DC Melson, ADC Jenkins, DC Terry, DC Mitchell, DC Parrish, Capt Street, Capt Doucet, Capt Bonham, Lt Calhoun

Guests: Sheriff Lippa, CCSO; Major Moser, CCSO; Mr Steve Garner, Motorola; Pam Scholl, SRMC

### 1.1 Introduction and Guests – Good Evening

#### 1.1.1 Radio System Presentation – Sheriff Lippa.

Sheriff presented information about the need for a new radio system. Talking points were shared and discussed. Mr. Garner from Motorola presented facts about the RFP, proposed system and changes and specifications of the new trunked system. The new system will be computer based on a 700 mhz band with 6 talk paths, 6 tower sites (Doswell, Beaverdam, Port Royal, Sparta, Corbin, Bowling Green). This system will meet FCC specifications for narrow banding. This system will simulcast our paging systems and use voter sites for improved transmissions. This system is built on 95% reliability inbound transmissions (talking to Dispatch); outbound reliability is 92.5%. Functional testing will occur prior to the system going on line – all reliability ratings are guaranteed by Motorola. \$6.5M

Narrow-banding existing system - 12.5 kilohertz from 25 kilohertz. Most portables and mobiles will need to be replaced. Coverage will be decreased overall because existing system will be compromised by loss of power and reliable coverage. No actual cost analysis has been done on this option (consultant quoted 2M).

Sheriff Lippa is requesting all volunteer Chiefs and representatives attend the May 14<sup>th</sup> BOS meeting at 1800, to support the new 700 mhz radio system. The radio proposal with Motorola has been modified through this process and a 6.5M price tag remains to develop a new system with the integrity of the intended 700 upgrade. This includes three years of maintenance, new mobile and portable radios and support as needed.

### 1.2 Review of Minutes

No corrections noted.

### 1.3 Company Comments

1.3.1 Company 1: No representative in attendance.

1.3.2 Company 2: Tower 2 punch list in progress with Atlantic. Engine 2 is back – hose bed cover needs attention. Squad 2 needs hose. Accident report pending.

1.3.3 Company 3: Ambulance rotation schedule has experienced issues thus far. County Volunteer program needs review (see SOP section). ADC Jenkins is

- requesting updating Mutual Aid agreements with King George and Essex Counties. Pete Sullivan suffered a heart attack and is at MWH ICU.
- 1.3.4 Company 4: Logistics needs are met at this time. Tough book has been received. Chain saw bill requested by Administration.
- 1.3.5 Company 5: Engine 5 is having trouble with radio interference. All other logistics needs are met.
- 1.3.6 Company 6: Would also like to address County Volunteer program. Would like to further discuss dumpster at station.
- 1.3.7 Rescue 1: No representative in attendance.
- 1.3.8 Rescue 2: County Volunteer program concerns.

#### 1.4 Logistics:

- Gear shortages continue, please return unused gear. Meetings have begun from vendors to develop new gear specs to be able to purchase additional sets of gear after July 1.
- Please forward American Flag sizes to Logistics for purchases.
- Company 2 air compressor is fixed
- Company 1 finished hose testing. Company 5 will be next.
- Ladder Testing has not progressed

#### 1.4.1 Fleet Update

- Engine 1 went for paint at Atlantic – should be back in 2 weeks.
- Engine 2 back in service
- Tower 2 at Atlantic- working on punch list

#### 1.5 Training

1.5.1 Spring School – Thank you to everyone who assisted with the 2013 event. Plans for the 2014 event have begun.

1.5.2 ACLS/ PALS – Course announcements out for July offerings. Registration required through Eventbright.

1.5.3 BLS Skills – Classes are ready to be taught, have asked LVRS for hosting dates to begin

1.5.4 ALS CE – Plans are in progress to augment previous offerings, meetings continue next week. Anticipated offerings in June/July for 16 hour program.

1.5.5 High School Program Update – All students have taken their written Firefighter 1 class and have passed their practical test. All EMT students are taking their practical tests tonight. Results will be forthcoming.

1.5.6 2013 remainder Training Calendar included in packet

#### 1.6 Special Projects

##### 1.6.1 Radio

1.6.2 SOPs: 13 Drafts included in packet. Please review and submit comments to Fire Administration in the next 30 days. We will vote on these policies at the June meeting.

- County Volunteer Policy discussion. Chief Loftus' intention was to recruit new members but understands the concern posed by District Chiefs that existing members may use it as a mechanism to avoid other volunteer organizational responsibilities or disciplinary issues. Same Volunteer Training Standards will

apply. Ideally, these members will join wanting to volunteer and be recruited to a volunteer company for fellowship. These county volunteers will have no advancement possibilities, will not be able to vote for any leadership but would not have to participate with fund raising, etc. These members would essentially always be the lowest ranking member in a station and thus abide by officer direction in the station or on calls.

- Social Media Policy – This draft is not on the website because it is being reviewed by County Attorney. This policy will prohibit members from posting images taken while on duty on personal social media web sites.
- Photography and Video Capture Policy – This draft is not on the website because it is being reviewed by County Attorney. This policy states that you may not use personal phone/camera devices for taking pictures while on duty without prior Department approval.
- Volunteer Injury reporting policy – please help to review.

1.6.3 Release Process – EMS release process document drafts has been developed by Committee. Non-transport EMT-release, Transport EMT (BLS AIC), ALS AIC and EMS Driver release drafts have been created using a point system so that members can achieve quantifiable skills prior to being released. These documents will be posted for 30 day comment and be voted on in the June meeting.

1.6.4 Records Management System – ImageTrend. Original start dates for all Volunteers needed. Please forward this information to Fire Administration using the form provided no later than May 30, 2013.

1.7 Communications – Monthly meetings continue and we will be assisting them with annual in-service training this summer.

1.8 Fire-EMS Operations.

Seatbelts are always required

Please review definitions of committed versus non-committee standbys.

1.9 Emergency Management

1.9.1 Changes at MEP / Va State Fair – VAFB has taken 100% ownership of MEP. Meetings have begun for 2013 State fair planning. 5k and 10k road races will take place during this year's fair. Increased security efforts will also be implemented.

1.10 Administration – Please forward needed Driving Records and License copies as requested to Fire Administration. Blue cards for Volunteer beneficiary information were passed out, please update as needed and submit to Fire Administration for records keeping.

1.10.1 BOS Changes to Volunteer Training Minimums

Copy of a letter from Chief Loftus to BOS included in packet requesting clarification for “grandfather” statements. Further discussion is expected to better understand the intention and necessary training standards that will stand.

1.10.2 Changes in AP Hill Mutual Aid. New MA agreement has taken effect, no automatic aid agreement remains. Justification will have to be made for every AP Hill response into Caroline County. Command may request assistance from a working incident as needed.

1.10.3 Budget – Fiscal year deadline is approaching so please submit all reimbursement requests to Fire Administration ASAP.

1.10.4 Personnel Changes – Testing and interviewing to fill open position.

1.11 Technical Review Committee – McDonalds has been approved for Ladysmith

1.12 Special Events – Relay for Life May 18<sup>th</sup>

2 Unity Tours are on May 11<sup>th</sup>

CHS Fire and EMT class demonstration on May 11<sup>th</sup>

1.13 Chief Comments:

1.13.1 Chief 1 – Abundant Life representatives met today to discuss Public Safety issues with their proposed facility

1.13.2 Chief 2

- Fit Testing Train-the-Trainer dates have been announced and are on the calendar:  
Company 1 – May 16<sup>th</sup> at 1900 and May 18<sup>th</sup> at 1200
- Thank you to those who attended CPS walk through
- Milford Station walk through tomorrow morning at 0930

1.13.3 Chief 3

SRMC: Jake Marshall has been hired as the new EMS Coordinator. EMS week events are being planned.

Next meeting on June 12<sup>th</sup>, 2013 at 1900.