

Present: Chief Loftus, Deputy Chief Garnett, Deputy Chief Matiak, Capt. Ed Bonham, Medic Wesley Melson, Logistics Officer Justin Calhoun, DC Melson, ADC Jenkins, DC Terry, DC Mitchell, Capt. Street, DC Parrish, Co. 4 Motor Sgt. Skip Southworth, R 1 Motor Sgt. Wayne Collison

Guests Present: County Administrator Charles Culley, Mark Irving, VA Dept. of Transportation

Chief Loftus' Report:

1.1 Introduction: Good Evening – we are in our new offices at 233 W. Broaddus Ave.

- The new cell tower is on Guinea Station Road, not Claiborne and not active yet.
- Introduction: Charles Culley, Caroline County Administrator.
 - Mr. Culley thanked the volunteers for all they do for Caroline and assured them of the County's support for them.

Introduction: Mark Irving, VA Dept. of Transportation.

Caroline County is in the Central VDOT region. If you need assistance with traffic control, etc. please asks your 911 Center to call the VDOT emergency operations office – transportation.

Richmond Traffic Operations Center is in charge of Safety Service patrol Program. They run a designated route and are dispatched by the Ops Center.

Discussion on the closing of the Dawn VDOT station and its impact on timely response of equipment loaders.

Mr. Irving also discussed VDOT's use of GPS technology in tracking and assigning snow plows.

1.2 Review of meeting notes for January, 2013 in packet.

1.3 Logistics: Justin Calhoun

- Tower 2 is still at Atlantic, brake spring is broken.
- Reserve Engine has gone to Hanover Truck with an air brake problem.
- Sean Parkinson will be the lead on apparatus repair and maintenance. We will be working on preventive maintenance for all units.
- Engine 2 has gone to Roanoke for repair.
- We will be scheduling ladder testing soon.
- Squad 2 will be going to Robert's Repair Service for a new soleniod; light parts have been ordered. Company 2 will have a backup piece of apparatus to use.
- Engine 4 has had a recall on primer.
- Chief Loftus: in order to schedule repairs more effectively, please bring questions and/or needs to these meetings each month.

1.3.1 Tower 1:

Mr. Culley reported that an offer of \$100,000 has been made on this apparatus from Prince George County. This offer is contingent upon a third party inspection and an oil analysis. Caroline's Board of Supervisors has approved the sale.

1.4 Special Projects/ Programs/Targeted areas:

Rescue Bridge:

- Wesley Melson -Transition is going well. He passed out a training bulletin on progress. How to generate your own incidents discussed. Frog Level Fire's calls that did not show up in January are now there.
- VT Podbielski will be here next month to go over the training part of Image Trend. We will only track certifications which are required in Caroline. You can go into the system and get the reports.
- Chief Garnett: there is an NFIRS dictionary on the website.

Radio System:

- The County is negotiating with Motorola for \$6-\$7 million stand alone system. It will take 2 years for the total implementation of all new radios.

1.5 Operations/Communications: Chief Matiak

- All dry hydrants are operational in Lake Caroline. We have a new hydrant on Trivette Road.
- Safety vests – put these on as soon as you get out of your vehicle. There will also be spot checks on passports.
- Chief Loftus: I will address the CIP with each agency separately.
- Chief Matiak: CAD timer – 30 minutes is the target
- Alert tones for emergency radio traffic is being evaluated.
- We are working on a communications link with King & Queen County.
- We will issue District Chiefs notification from CAD for all line officers. There is a form online to delete/change people.
- Please review radio terminology and also have your people do so. We use street names and no "10" codes.
- We have 2 new dispatchers with limited experience.
- Chief Mitchell: I have had 2 citizens complaints in the last 30 days regarding
- Dispatch not sending a unit until they had asked a numerous questions. Seven minutes to tone out. One lady called from a business and was put on hold.
- Chief Matiak: I need dates and time of incidents to research.

1.6 Training: Chief Garnett

- Captain Doucet is doing well; should return to work the end of March.
- Jake Marshall is now an EMS Education Instructor so that will be a great asset to the County.
- Tommy Hall has transferred to the field and we will advertise soon for a replacement R&R Coordinator.
 - Wayne Woo is teaching the high school EMT class
 - Capt. Ed Bonham is teaching the high school firefighter class.
 - We need help from all current Train-the-Trainer instructors or, if you need to get monitored instructor hours, Capt. Bonham is able to sign off on hours.
- Chief Loftus: the R&R position is grant funded so position will be filled. Due to the length and logistics of the high school programs, we are other delivery options for the programs. This may include a night time program that will offer high school credit. Discussion. There will be more in-house training in the stations at night.
- Website training was cancelled last month but will be scheduled again after Spring School.
- Spring School has only 53 students registered. Several classes may not make.
 - A Spring School meeting has been scheduled for Feb. 25th, 7pm, at Caroline Community Services Bldg. We need volunteer help with Spring School, especially from those who have helped in the past.

1.6.6 Lisa Street: Ambulance Release Program for EMS report will be given next month. Discussion.

1.6.7 UASI: Regional training will be held in Caroline includes Law Enforcement - Terrorism in February and an ICS class on March 13th, 0900-1330.

1.6.8 New EOPs have been completed and are being delivered.

1.9.1 C.I.P.:

There will be some reductions in the fleet. It costs approximately \$1 million per year to maintain the current fleet level. We will apply for a second EMS grant for a new ambulance. I am not in favor of moving around fire apparatus but will be looking to move ambulances. There are some station issues which need to be worked out. Discussion. Will use the VDFP grant to get equipment for stations. I have asked the ESC to speak to the Board of Supervisors about this.

1.9.2 Incentive Program:

I will need the numbers next month. We will give you the checks to distribute.

1.10 Technical Review Committee: No Report.

2 Comments

- Company 1: Chief Thomas – no comments.

- Company 2: Chief Melson: has a problem with documentation. Captain Bonham said a form will be coming out next month which should alleviate the situation. There is a safety issue with an engine going the wrong way on the interstate. Rappahannock Electric Cooperative grant – can we apply for this? Yes. The County is not eligible but the individual agencies are. We are working on 5 year goals and objectives. Does the County have any? No. Renovations are nearing completion, what is the insurance status? Chief Loftus will meet with you afterwards.
- Company 3: preventive maintenance scheduled.
- Company 4: radio traffic guidelines and NIMS not followed by Dispatch. Situation discussed by Chief Matiak. Patient's name given over the radio. J.P. Montague has had their computer for a long time. Chief Loftus will check with JP tomorrow and let them know status.
- Company 5: we are finishing up the pavilion. We may need help with some smaller projects.
- Company 6: concerned that County website is outdated. This is not true; Captain Bonham will go up to the station and check on their computer.
- Rescue 1: absent.
- Rescue 2: Are we planning to get commercial tourniquets? Not at this time.
- Capt. Bonham: if you want to receive the Daily Officers' Report, please see him to sign up.
- Chief 3: I will be on vacation from Feb. 27th until March 6th.
- Chief 2: reminder – the state burn law starts Friday of this week.
- Chief 1: Chief Melson, please put your schedule into Fire Programs. Discussion. If we get a request for demolition by fire it should go to the Planning Dept. for Open Burn Permit. They will send to the District Chief concerned. There is a time limit on permits.

3. Reserved – no

4. Date of next meeting: March 13, 2013