

Present: Chief Loftus, Deputy Chief Garnett, Deputy Chief Matiak, DC Melson, ADC Jenkins, DC Terry, DC Mitchell, ADC DuBose, Capt. Street, DC Parrish, & DC Thomas

Guest Present: Pamela Scholl, EMS Coordinator for Spotsylvania Regional

Chief Loftus' Report:

1.1 Introduction: Good Evening - welcome to new officers.
Reminder that a new slate of officers needs to be submitted to the office.

Introduction: Guest Pamela Scholl, EMS Coordinator for Spotsylvania Regional.

1.2 Review of meeting minutes for November, 2012 in packet.

1.3 Special Projects/ Programs: Captain Street introduced the draft Ambulance Release Program for EMS. Standardized process for anyone coming into the system on both the fire and EMS side to check them off / release them to do the jobs we have in the departments. Draft was passed out with discussion regarding the program. Give feed back to Capt. Street.

1.3.1 Rescue Bridge: Transition was made on January 1, 2013. Training bulletin No. 1 and Reporting Procedures Manual included in the packet. Make sure members log into system and get their password changed. Two things will be changing: 1) EMS side will no longer generate a fire report directly from the EMS report. 2) Fire calls - all CAD data is being dumped into the system creating multiple reports; we only need one fire report. Response agencies should select the CAD transfer associated with the first arriving unit and use this to create the base report. All others will add to the main report, therefore creating only one with same incident number. Lt. Melson is contact for any questions while Captain Doucet is out.

1.3.2 Any new officers that want to get the daily shift supervisors email report should contact Capt Bonham.

1.4 & 1.5 Operations/Communications: **Chief Matiak:** When you fill out an insurance report for an injury you will need to include CAD incident report if applicable. This will be added to the checklist that is provided with the injury insurance packet.

- Received grant for dry hydrant Trivette Rd installation - on going.
- Operations Committee meeting working on first alarm assignments and Engine Company's operations - on going.
- County map books hung up with GIS all information has been turned in.
- Change of address for the Bowling Green Primary school forwarded to Planning.
- Dispatcher training challenges - working with Capt. Lambert on some issues. Chief Matiak has offered to help with training scenarios.
- Policy in place for 5 min. dispatch cycle, concerns that it is not used properly. Working with Dispatch on the issue

1.6 Training **Chief Garnett.**

1.6.1 Spring School Brochures are out general public registrations start on Jan. 22. As a convenience, forms may be dropped at FR Admin prior to Jan 22nd for first day delivery.

1.6.2 Fire Fighter 2 class registration is underway. Class starts on January 17th. V.T. Podbielski is the coordinator for this class.

1.7 Logistics: Welcome to Justin Calhoun as new Logistics officer. Justin can be reached with the same phone number that was Brian's.

1.7.1 Stopped renting D O2 cylinder bottles - we have purchased them. Still renting M & G cylinders

1.7.2 Please send any logistics orders to logistics@co.caroline.va.us or call Kathy, rather than contacting Justin directly, This helps our Department track orders more efficiently.

1.9 Administration: **Chief Garnett**

1.9.1 The new web site is on line – www.carolinefirerescue.org . On January 22nd there will be an administrative website training class here at the EOC for any department that would like trained to add photos, news events and calendar events to the site. Please visit the site to register.

1.9.2 Submission of yearly vehicle and stipend information is due to the office by January 30th. Forms are in your packet. Active Vol. and life time Vol. are eligible for sticker. Also officer and membership lists are due.

1.9.3 Financial Stipend: The County has set aside \$10,000 to divide equally among active members of organizations that meet the basic fire and EMS standards; Active for 1 full year; contribute 20 hrs of documented monthly operational hrs. (training, calls, or standbys).

1.9.4 2012 call totals: EMS calls 4,136 up 6.8% from previous year. 2,017 fire calls down 2.7% from previous.

1.9.5 Personnel Updates: Michael Peck and Jay Bradley new full time employees. Mark Liverman(ALS) and Timothy Hahn (BLS) will start on Jan 14th. Pete Stevens retired from fire and EMS. Travis Womble - nurse at Johnston Willis Hospital is now part time.

1.9.6 Ambulance Grant: Awarded 80/20 grant to replace ambulance.

1.9.7 Relocation of Fire/Rescue offices: We will be moving our offices the week of February 11-16 - our offices will be closed for the transition. We will be located in the Planning Building next to McDonalds. Please enter at the back door.

1.9.8 Budget and CIP: No recommended budget from the County Administrator yet. I will be meeting with departments to talk about CIP, that plan will be put out next month.

1.10: Technical Review Committee: County applied for an exception for the Jan 1st narrow banding mandate. We received a 6 month extension to the timeline. Must be received by June 30th. Looking at a stand alone 700 system.

1.10.1 New Cell Tower on Clayborne Crossing.

1.11 Special Events: Meadow Event Park is having Heroes' Rush right before state fair. Targeted at the fire fighters.

2. Comments – no

3. Reserved – no

4. Date of next meeting: February 13, 2013