I. Chairman Stephens called the meeting to order at 1908 Hours.

The following members were in attendance:
- Dan Eggleston, Fire Rescue
- Fred Huckstep, Earlysville
- George Stephens, North Garden
- Tammy Johnson, Scottsville Rescue
- Ted Armentrout, Stony Point
- Robert Baber, Crozet
- Mark Moore, East Rivanna
- Timothy Cersley, Scottsville Fires
- Doug Smythers, Seminole Trail
- George Stephens, North Garden
- Tammy Johnson, Scottsville Rescue
- Ted Armentrout, Stony Point
- Dan Eggleston, Fire Rescue
- Robert Baber, Crozet
- Mark Moore, East Rivanna
- Timothy Cersley, Scottsville Fires
- Doug Smythers, Seminole Trail
- Ken Boyd, Board of Supervisors
- Ann Mallek, Board of Supervisors
- Bryan Elliott, County Executive’s Office
- Tom Hanson, ECC
- Chuck Pugh, North Garden
- Bob Brown, Fire Rescue
- Jack Mellott, Stony Point
- Greg McFadyen, Stony Point
- Lanny Moore, East Rivanna
- Keith Shifflett, Earlysville
- Wendy Roberman, Fire Rescue

A moment of silence was observed.

From the Board: Matters Not Listed on the Agenda
- Chief Stephens said that he may move the supervisor’s report later in the meeting when Chief Smythers arrives.

From the Public
- President Moore asked for a minute under Other Business.

II. Consent Agenda
A. Consent Agenda was provided.
B. Motion made by Chief Huckstep for approval. Chief Eggleston seconded the motion.

III. Board of Supervisor Report
A. Budget Forecast
   1. Mr. Boyd gave an update on the financial situation the County is facing.
   2. Mr. Boyd gave this update in case the board comes back to ACFRAB asking them where cuts can be made.
   3. Discussion was held.
B. EMS Revenue Recovery
1. Ms. Mallek has met with the community boards of the rescue agencies. She said these meetings were interesting and sometimes it was their first shot to ask questions directly and to convey similar messages that were received from operations volunteers.

2. Ms. Mallek said that this is a continuing project.

C. Ordinance Committee

1. Ms. Mallek said that the ordinance meetings are productive meetings and they are a real good start in making an ordinance.

2. Ms. Mallek said that she would let Chief Smythers share the information from the Ordinance Committee.

3. Chief Smythers gave an update of what the Ordinance Committee has been doing. He asked anyone who had questions to call or e-mail questions when you can.

4. Chief Smythers said that the last meeting had more discussion and he believes they have a focal point to start planning the ordinance during the next meeting.

5. Discussion was held.

6. Chief Smythers feels that everyone should review the information after next meeting.

V. Unfinished Business

A. Volunteer Program Support Committee

1. Mr. Mellott said that due to the budget situation the committee is proposing changes to the program. The original program would have had a training component (leadership development), marketing component, and a benefit program (example: tuition reimbursement). Mr. Mellott said that right now there is $157,000 dollars that is appointed to this program.

2. He said that Committee would like to propose to spread that money out over 3 years instead of 6 months. By doing this, it would allow the most impact for the system. The Committee would like the money to go towards have a training component, which would be delivered multiple times a year to the volunteers for the 3 years and allow any qualified volunteer who would like to participate in the County health insurance program per state code to do so.

3. The Training component would be made up of a tactical leadership component and an executive skills component. There would also be a parallel track more for the executive and managerial skills which would be like a seminar that is given at least twice a year.
   a. Tactical leadership component would consist of a communication section, resource deployment section, and an incident management section.
   b. Executive skills component would consist of administrative skills and basic learning skills.

4. Discussion was held

5. Chief Stephens asked Mr. Mellott to go back to the Committee and write up a proposal in order for the board to act on the request. He also asked if the information could be sent out for review before the board meeting.

6. Mr. Boyd said that the next step would be to let the County manger know that the plan is to use the money for this program.

7. Ms. Mallek asked for statistical information on what is to be anticipated to be included in the request.

B. Apparatus

1. President Moore reported that he believes that the purchase order has been issued for the Aerial apparatus for Crozet.

2. The other pieces are still in the planning stages such as brush trucks and other type of apparatus which are scheduled for next year’s budget.

3. If anyone has equipment that they would like to have evaluated in the spring, please contact President Moore to schedule the evaluation.

C. Ordinance Committee Review
VI. New Business
A. ACFRAB Election
1. Chief Cersley said that he sent out an e-mail asking if anyone would be interested in serving as either the President or Vice-President. The response that he received back was request for Chief Stephens and Chief Smythers to continue in these positions until May to see where the ordinance is at and where this committee is at that time.
2. In May there would be an election for these positions knowing that Chief Stephens and Chief Smythers would be resigning.
3. Discussion was held.
4. Motion was made by Chief Armentrout to accept this request knowing that Chief Stephens and Chief Smythers would be resigning from the positions in May. Chief Baber seconded the motion.

VII. Other Business
A. Transfers into the City of Charlottesville
1. Chief Brown has had a conversation with Chief Grimm in reference to transfers into the City. There have been some incidents where a transfer was done when there was a crew at the city and it caused some confusion. Chief Grimm is comfortable with the idea that if there is a question if a transfer is needed or not, the company officers can settle the issue among themselves.

B. Communications
1. Chief Brown said that he has been in talks with ECC in reference to the communication between the Communication Center and rescue squads in particular in reference to EMS calls involving staging.
2. He said that there have been some confusion/concerns on how dispatchers handle calls involving acts of violence, unruly subjects, assaults, and etc. They wanted to know should they tell rescue to stage and what the circumstance is.
3. What they should be telling us is as much information as possible and any vital information they have. Then the responder would make the discussion to stage. However, the dispatch can make a suggestion; it would be the responder responsibility to do so.
4. Discussion held.

C. Standard Guidelines for Operations with the City of Charlottesville
1. Chief Smythers asked if there is any movement with the City to come with up with standard guidelines for operations?
2. Discussion was held
3. Chief Brown said that he would be happy to begin a list of common operational issues. He welcomes each chief to add to that list as necessary.

D. President Moore
1. President Moore thanked the Ordinance Committee for the work they are doing from the East Rivanna Board and Brigade. He also thanked the members who are sitting on the Ordinance Committee from the ACFRAB Board.
2. He thanked Chief Smythers for having the minutes on the web site quickly.
3. He thanked Chief Johnson for the work she has done on the ACFRAB Board and in the Finance Committee.

VIII. Next Meeting(s)
Wednesday, 28 January, 1930 Hours, COB-McIntire, Lane Auditorium
Jefferson Country Fire & Rescue Association meets 1900-2000 Hours in January, April, July, and October.

IX. Chairman Stephens adjourned the meeting at 2015 hours.

Respectfully submitted: Christina Davis