A meeting of the Executive Committee of the Albemarle County Fire/EMS Board was held on Monday, June 2, 2014 at 1600 hours in the Fire Rescue Conference Room of the County Office Building, Stagecoach Road, Charlottesville.

The following members were in attendance:
David Puckett, Albemarle County Fire & Rescue
Dayton Haugh, Charlottesville Albemarle Fire & Rescue
Danny Tawney, Seminole Trail Volunteer Fire Department
Kostas Alibertis, Western Albemarle Rescue Squad

Others in Attendance:
Wendy Roberman, Albemarle County Fire & Rescue

1. Call to Order
Chief Puckett called the meeting to order at 1600 hrs.

   a. From the Board: Agenda Additions
      None were presented, and the meeting proceeded.

   b. From the Public: Matters not Listed on the Agenda
      None were presented, and the meeting proceeded.

2. Consent Agenda
   a. May 5, 2014 Minutes
      
      MOTION: Chief Tawney moved to approve the minutes of May 5, 2014. Chief Alibertis seconded the motion. The motion passed 3-0, with Chief Puckett abstaining since he was not present at the May meeting.

3. Fire Rescue System Strategic Plan
   a. Plan progress – upcoming work sessions – June FEMSB for FY16 Strategic Initiatives and CIP
      Chief Puckett reported that they would hold a work session in the FY16 strategic initiatives and CIP in June, but would have a preliminary discussion on it tonight.

4. Unfinished Business
   a. FEMSB Work Plan Items/Policy - for Decision/Discussion
      Chief Puckett stated that there were no work plan items for decision or discussion.

   b. Ivy Station Recruitment and Retention Plan – update
      Ms. Roberman reported that she had received an update from Chief LaBelle, who said that Ivy station calls at the end of May were 572 and they were losing one station member in August when she attends college – so her call volume is dropping off; they have 21 members, with an additional two people awaiting voting, with the goal still for 28+; 15 people have at minimum Firefighter one, and eight of those people are EMT-B or higher, and three more are finishing EMT-B or higher; six are finalizing the release process and are being used actively; they continue to utilize these volunteers to minimize mandatory holdovers and to up staff during large events.

5. New Business
   a. FY16 Strategic Initiatives and CIP
      Ms. Roberman reported that these projects are just starting to be worked on, as she had shared at the FEMS Board meeting, and they will be in a much more complete form for their June work session. She said that enough
is known about them now to have a preliminary conversation and see what questions there might be, to make sure those things are included in the drafts. She said that the strategic initiatives populate the five-year operating plan, and the capital projects include the next year’s capital plan and the 10-year plan, so not all of them are for FY16 and are way into the out years.

Ms. Roberman stated that the Assistant Fire Marshal position was in the list of initiatives last year and had a very high score according to County staff and the CIP Oversight Committee, who scores the items. She said that the same was true for the EMS training instructors, and Scott Lambert had received a fire trainer and was now putting in for EMS.

Chief Alibertis asked if those were above and beyond the contract hires, or to replace them.

Chief Puckett said that he would assume it was to replace him, but he wasn’t sure.

Chief Alibertis said it would be helpful to have that information at the work session.

Ms. Roberman said she also thought it was for replacements, but said that would be in the description.

She stated that data analyst and office associate were additional staffing for ACFR administration requested, and the data analyst is a position typical of police and fire departments, who looks at data in order to make decisions. She said that currently they use Scott Lambert to pull data when he can, but there is a need for someone who can be dedicated to that.

Ms. Roberman said that Administrative Assistant Nellie Durham had left and they have the authority to replace her position, but that staff has been in place for a long time and operations has grown so much that they’re not sure how the office positions will be reconfigured. She stated that a new staff person will probably be requested for FY17 or FY18, in addition to replacing Ms. Durham. She stated that currently they are using a temporary person and they are trying to reorganize, with Christina Davis and Rebecca Morris now being assigned different duties and Nickie Huff assuming responsibilities for some operations payroll. Ms. Roberman reported that the next three items on the list were from last year, and Chief LaBelle had sent an email out regarding questions on the funding policy, with money for marketing and advertising and volunteer retention so there can be some cost offsets for stations in addition to what they already get.

Chief Puckett reported on items 8-16, stating that Fleet Supervisor is a County position to manage preventative maintenance and maintenance contracts, and that would be for career and volunteer units. He said that the “FEMA Two” intends to cover the two positions that the Board of Supervisors didn’t cover when they picked up the seven positions left unfunded with the expiration of the FEMA grant, and those two positions would be for the Ivy station. Chief Puckett said that they’re keeping those two in a “what if” column depending on what kind of volunteer coverage they can get for Ivy. He said that the Daylight Battalion Chief is to provide a daylight-only battalion chief to give them more depth during the day and also pick up some of the personnel responsibilities.

Chief Puckett said that the proposal for a Rescue Aid Nights and Weekends person was derived from discussions with Chief Tawney, so there is a third person on Medic 8 during nights and weekends as it is during the day so they can use the engine on more calls. He explained that during the day, they staff Medic 8 with three people so pretty much everything except cardiac arrests or significant trauma will cancel and put the engine in service the minute they mark up, because they’ve got enough hands to handle a majority of calls. On nights and weekends, he said, it drops down to two minimum staffing, so they’re looking to make that consistent across the board.
Chief Puckett reported that there’s been some back and forth as to whether the next three initiatives for Pantops are in the CIP or strategic initiatives, but last year they submitted it all in one package as a CIP item – and now it sounds like they’re back to that.

Ms. Roberman agreed, but said they may end up having to submit them as strategic initiatives, so they’re just leaving them in there as placeholders.

Chief Puckett said that when the ambulance moves down to the permanent station, it provides for 24-hour staffing there, and the other compliment is for the battalion chiefs to have north and south coverage 24/7.

Chief Alibertis asked if that meant there would be three battalion chiefs.

Chief Puckett said that depends, because if at some point before then they get the daylight battalion chief approved, they only would only need to hire the remainder – but they would need three total to go to 24/7 on the south side, and if they get the daylight first, they would run as daylight only until they get the other two, then run 24/7. He stated that the program would run around Pantops, because at that point they would have four engines and five medic units, just at the ACFR station, and they need some personnel to provide oversight.

Ms. Roberman asked if that was slated for FY17.

Chief Puckett stated that the ambulance and plan are scheduled to start in FY17, with the engine in FY18.

He reported that they also included an additional ambulance in the initiatives for daylight use at Rescue 8, and although this is in an out year the call volume is already significant in that area. He said that the same was true with Tower 88 staffing, and Chief Tawney still wishes to have that unit staffed with dedicated personnel.

Chief Tawney stated that the Tower 88 staffing would likely be down on the list, especially if there’s an additional daylight ambulance in that area – because the engine wouldn’t run as many calls as it does now.

Chief Puckett said that they could drop it from the list, but it’s so far out in the initiatives it wouldn’t be funded anytime soon.

Chief Alibertis asked if there was any thought of putting a person in a car and using that as a first response vehicle, instead of pulling the engine, because if a basic call can be handled with two people that would free up a third person.

Chief Puckett said that they would still have to take the engine out of service for a second EMS call.

Chief Alibertis said that would only be one person though.

Chief Tawney said he wasn’t confident that they’d be able to get County personnel to run calls by themselves, and he’s had conversations with Chief Puckett before about this and he understands ACFR’s position.

Chief Puckett said that they wouldn’t be running it by themselves, because the engine would have to come over, or a medic unit would come from somewhere else.

Chief Alibertis said that they would still be waiting for the engine or the second ambulance to get there, and staffing another ambulance would mean three people – and it would probably be easier to advocate for one person or pull one off the ambulance that’s not needed.
Chief Tawney said that they’re welcome to run Car 89 during the day for first response, but the only way that happens is if there are people there who would do it, or people there who run an engine and could run Car 89 for the second medical call. He said that the second ambulance would be a reality there at some point just because of the sheer volume, and his goal is always to keep the engine as available as possible and not tie it up on something that’s not significant.

Chief Alibertis said that they don’t always need three people on ambulance calls.

Chief Haugh said that he sends two co-eds from UVA on these calls, and they seem to do OK with it.

Chief Alibertis said that he often does the same during the day.

Chief Puckett said they have six of them running with two people, and they put three people on that unit deliberately to free up the engine, and if they leave one person back they could handle a second call – but it would take the engine out of service to handle that call. He said that the engine would be out of service for an hour, while the medic takes one person off the engine, goes to the hospital and comes back, whereas now they may run first response while Medic 12 or 15 come in – but they’re back in service and ready to go in 15 minutes.

Ms. Roberman asked if there were any specific questions, and reiterated that the strategic initiatives and CIP requests are just for five-year planning purposes, and not everything is going into FY16.

Chief Tawney asked if the volunteer funding policy was up for review, and if they were supposed to be working on that to change formulas.

Ms. Roberman said that if it’s a formula-driven item and it’s a matter of the dollar value being plugged into it, it doesn’t need to go to the Board as a strategic initiative. She stated that what needs to go into this plan are things that are not currently included. Ms. Roberman said that they may ask for additional accounting support, and last year they voted for lawn care maintenance, janitorial services, and snow removal – which are not currently funded by the policy and need to be approved as a strategic initiative. She noted that the idea would be to put them in again this year and have a better rationale as to why they should be funded, and at the June FEMS Board meeting they will prioritize these items because it’s mandatory to rank them 1-16.

Ms. Roberman stated that the insurance initiative relates to adding workmen’s compensation in addition to the Provident insurance, not to make it one or the other.

Chief Alibertis said that he thought they were advised not to do it.

Ms. Roberman said they have gone back and forth on it, and this was something Chief LaBelle was working on.

Chief Puckett said that when it was an “either or” decision, workmen’s comp was determined to have a lot of headaches with it, and they’re trying to figure out how to keep both and lower the Provident amount in favor of a balance of workmen’s comp.

Ms. Roberman reported that the marketing and advertising items related to the VWS recruitment grant that ran out, and some information had been gathered about how much Albemarle spends compared to other localities. She said that volunteer retention included money for reimbursement – gas, education, etc. – and essentially was cost neutrality for volunteering, so this is asking for funding for that.
Chief Puckett said that the Volunteer Recruitment & Retention Committee hasn't yet prioritized those items or determined what the money would be used for.

Ms. Roberman confirmed that was the case.

She reported on capital projects, stating that the first two were maintenance replacement projects: the air packs, and the apparatus replacement as stipulated in the fleet plan. She said that the Pantops station item is the building itself.

Chief Puckett said that the personnel costs could be in the CIP, or could be broken out, and last year they were all rolled into the CIP.

Chief Alibertis asked if there was a year for it yet.

Chief Puckett stated that the lease runs out with Martha Jefferson in October 2017, and at that point they will need to have a place to run the ambulance – so they will need to have the station up and running by then. He said that the A&E would need to start in FY16, with the engine the following year.

Ms. Roberman reported that the training facility for several years had been part of a larger project for a joint public safety training facility, but during the recession the entire plan fell apart – then what emerged was that the police more desperately needed a firing range, so the project got split. She said that what Chief Lambert has proposed is to put a fire rescue training facility on the same site, tearing the existing training facility down, rather than the larger joint facility that isn’t really feasible now.

She said that they have mobile data computer replacements planned for the existing units, and Chief Oprandy has a CIP request in for more Toughbooks in order to have them on all apparatus.

Chief Puckett said that this ties in with the CAD project, and once that’s done they have MDT availability to actually have the hardware associated with that.

Ms. Roberman said that was starting in FY19, and is related to the IT infrastructure – installing WAN in all the stations so they are connected.

She also reported that ACFR’s parking lot issue would be addressed in this CIP round, and they are also hoping to have an assessment done of the offices so they can be separated instead of open as they are now.

Ms. Roberman explained that the County’s position is that they are responsible for operating expenses and capital purchases such as the apparatus, with individual stations and squads responsible for buildings, it would be nice for them to have assessments done of their facilities so they can plan for the future – just as the County does with its current buildings. She said that Chief Butler had an assessment done of his station, and the cost for upgrading the building and parking lot was about $7,000 for the assessment. Ms. Roberman said that they are putting in for an assessment of every station and squad, at a cost of $8,000 times 10 buildings or a total of $80,000.

Chief Puckett reported that Rescue 8 renovation includes significant work on the parking lot, and ultimately installing a generator.

Ms. Roberman said that last year it was discussed that Earlysville was looking into funding for a bay expansion, but it never made it to an actual project requested.
Chief Tawney said that he recalled that project being high on the list after the FEMS meeting where they ranked projects.

Ms. Roberman said that Chief Shifflett had decided to pull it, and Chief Eggleston would be talking with him to see if the need was still there.

Chief Tawney asked if they were out of room there.

Chief Puckett said they had a few cars parked outside, but not any large apparatus.

Chief Haugh said there’s no room for anything else there.

Chief Tawney asked if they were planning to expand their building.

Chief Haugh responded that they are limited in their footprint, but they have considered building up.

Chief Alibertis asked if they could build on the south side.

Chief Haugh said that they have added some parking spaces, so some of the apparatus would at least have a parking space.

Chief Alibertis commented that they at least weren’t flooded out.

Chief Haugh said that they did flood out in the last heavy rain, and the drainage system isn’t finished because the large culverts lead into tiny ones, so ultimately that would be changed – and the contractor looked at it and said they have no drainage plan. He said that if they changed the culverts to be the same size it should be OK, but they would need to do that first. Chief Haugh confirmed that it was in the floodplain, and it floods.

Chief Puckett said that would probably limit what they can do there in terms of expansion.

Chief Haugh said that they’d probably be able to build up.

Chief Tawney asked about the year for the training facility item, because that’s a must.

Chief Puckett said that he recalled Chief Lambert saying it would be in about three years, and the last evaluation showed they would have to replace all the fire tiles and all the sensors – so it would turn into a $200,000 project just to keep it in service.

Ms. Roberman said that she didn’t have an updated document from Chief Lambert.

Chief Haugh stated that they wouldn’t want to pump anymore good money into a bad system, and it would be easier just to replace it because what they’d end up having wouldn’t be sufficient.

Chief Alibertis said that the money put into it would never come back out of it.

Chief Puckett said you might as well use it for a few years.
Chief Alibertis said it would be better not doing the renovation, because then you don’t have the argument for replacing it.

Chief Puckett stated that the City may be interested in partnering in a newer facility if it stays on that same site, so it may depend on their CIP also.

Chief Haugh said they may if it’s on the same site, but not if it’s in Keene, and they still can’t use Station 10 for every training.

Ms. Roberman asked if there was anything missing from the list.

The chiefs provided no additional items.

b. Other Items for Discussion

Chief Alibertis asked if anyone was having trouble with Clear Communications, but his station was, stating that they were not competitive because they’re the only show in town, they’re rude, and they do sloppy work – especially George, who was inappropriate most of the time. He said that his station had just had a repair done, and they got “hateful” because the company that had done the Chevy Tahoe installed the antennas, ran the wire and put the radios in. He stated that Clear connected the power, but the grounding wasn’t good so they were out of range, and the shop said they didn’t install them, so it wasn’t their problem.

Chief Haugh said that there wasn’t another Motorola dealer in Charlottesville.

Chief Alibertis asked if there were several in Richmond.

Chief Haugh said that he didn’t know.

Chief Alibertis stated that they send them away anyway, and asked if there was support for contracting it out – bidding it out – or having someone that could work on radios. He said that there’s no reason they can’t bid out having someone coming around to the stations and doing programming.

Chief Tawney asked Chief Haugh if he had trouble with Clear.

Chief Haugh said that he has an advantage because he has Dennis Hahn, and he is one of their best customers – so Clear wouldn’t want to upset him.

Chief Puckett said that some of the changes even within the County mean that some of the work has been bid out – with lights bought off of state contract – and it’s obvious that Clear is not happy about it. He said that they are still doing the install work, and he’s heard from several stations that they weren’t pleased with the service or the timeliness of responses and work.

Chief Alibertis said that in one instance, Clear couldn’t duplicate their work and mount radios in one of the units, even though they had installed them to begin with. He stated that he had spoken with Tom [Soyko] about it.

Chief Haugh said that Clear did their Chevy Tahoe – the entire thing, including lights.

Chief Puckett mentioned that they had an issue several years ago with units that were installed by a company in Richmond, and they were all redone by Clear.
Chief Haugh said that there’s a disadvantage to having different things done by different companies.

Chief Tawney agreed, stating that they would all point fingers at one another as to whose fault it was when something went wrong.

Chief Alibertis said that a Fleet Supervisor sounds great, but not if all that person would be doing is scheduling maintenance.

Chief Puckett said that they could manage some of these contracts – either smaller or larger equipment – including managing price and service expectations, rather than to have it floating out there for everyone to figure out.

Chief Alibertis said he’d like to see it on the table for discussion.

Chief Puckett said that he made a note to check into whether Motorola has a franchise agreement.

Chief Haugh said they’re the only ones authorized to program here, and the only ones that have the system key to allow the radio to be opened up and programmed.

Chief Puckett said that ECC has also been adamant about that, but Scottsville and Rescue 7 are using someone else. He said that Chief Grandstaff might know.

Chief Haugh said that if they had a contract that was negotiated, everyone would be paying the same thing.

Chief Puckett said that pinning Clear down to a contract with the County rate and service expectations might be possible.

Chief Alibertis said that putting it out to bid would make them more competitive.

6. Next Meeting
The next Executive Committee will be held on July 7, 2014 at 1600 hrs in the ACFR Conference Room.

7. Adjournment
The meeting adjourned at 1650 hrs.
ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD

EXECUTIVE COMMITTEE

ATTENDANCE LOG

Date: Monday, 2 June 2014

VOTING MEMBERS (OR DESIGNATES)

Chief L. Dayton Haugh (CARS):

Chief Preston Gentry (Crozet):

Chief Danny Tawney (Seminole Fire):

Chief Kostas Alibertis (WARS):

Dan Eggleston (Albemarle County):

GUESTS & OTHERS

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<tr>
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<td>Wendy Robertson</td>
<td>ACFR</td>
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