A meeting of the Executive Committee of the Albemarle County Fire/EMS Board was held on Monday, July 7, 2014 at 1600 hours in the Fire Rescue Conference Room of the County Office Building, Stagecoach Road, Charlottesville.

The following members were in attendance:
Dan Eggleston, 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
Tom LaBelle, Albemarle County Fire & Rescue

1. Call to Order
Chief Eggleston 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. June 2014 Minutes
Chief Haugh made one correction to the last page of the June 2, 2014 minutes.

MOTION: Chief Haugh moved to approve the minutes of June 2, 2014 as corrected. Chief Tawney seconded the motion, which passed unanimously (4-0).

3. Fire Rescue System Strategic Plan
a. Plan progress – July FEMS Board – FY16 Strategic Initiatives and CIP

Chief Eggleston reported that at the FEMS Board meeting in June, they had looked at the strategic initiatives and CIP submissions, so he would provide an update. He said that some of the items would require additional work, but at the next FEMS Board meeting they would review the priorities.

He reported that the group had felt that the Assistant Fire Marshal was priority #1 and he agreed, and said that Chief Lagmarsino had done a good job in outlining the needs and basic expectations of the fire marshal’s office. Chief Eggleston noted that the number of plans reviews and inspections continued to increase significantly, and Chief Lagomarsino is unable to keep pace with that. Chief Eggleston said that the FEMS Board felt that the volunteer funding policy was a priority, and to him the contingency for the FEMA grant providing two personnel for the Ivy station was priority #2 – as it is a commitment that’s already been made to provide that service. He said that if they miss their volunteer goal, this needs to go through.

Ms. Roberman and Chief LaBelle confirmed that they would be funding accounting services and janitorial/lawn care/snow removal and pest control.
Chief Eggleston said that it’s really an increase in an operational budget, not necessarily a strategic initiative, but he would talk to the Office of Management and Budget about it. He also stated that the Fleet Supervisors position is priority #3, with Chip Walker currently doing this as part of his part-time work, and Human Resources emphasizing that it needs to be resolved. Chief Eggleston said that this is almost a cost-neutral initiative, and Mr. Walker is an exempt employee but is doing this as a contractor in his off time – which is not the best arrangement and needs to be resolved.

Chief Eggleston stated that the volunteer funding policy was priority #4, with volunteer insurance/worker’s compensation as #5. He said that he didn’t want to force workmen’s comp on anybody, which Chief Alibertis had tried to address during the FEMS Board work session, and people don’t really understand how it works in relation to their Provident insurance.

Chief Alibertis said that there’s a misconception that the workman’s comp brings volunteers to the same level as paid personnel, but that’s not the case and it makes it even harder when a claim is denied and appealed.

Chief Eggleston stated that they would need to spend more time on this particular item and determine whether the process would include an RFP for services, or whether there might be additional offerings through VFIS.

Chief LaBelle said that they do have additional services, and in some communities they offer both worker’s comp and “whole” insurance like Provident’s so that there’s some kind of cash flow coming in while you’re waiting for worker’s comp. He noted that going through worker’s comp lowers the Provident bill, because worker’s comp is primary so they would get the claim first. He stated that VFIS won’t offer policies unless workman’s comp is in place because they don’t want to be primary.

Chief Haugh stated that worker’s comp is expensive, and for the amount of money that would be spent on it, it seems they should be able to work with Provident.

Ms. Roberman said that she didn’t think they had anything additional available.

Chief Eggleston agreed that this was his understanding also.

Chief Haugh said that the concern has been that not everyone would be covered or that someone would be permanently disabled and not have any coverage.

Chief Eggleston said that the benchmark issue for this was the case at Station #4, and in retrospect he isn’t sure that volunteer would have even qualified for worker’s comp – so they would have been in the same situation, yet would still be paying a high cost.

Chief Haugh stated that it’s a large cost, and they’re not paying anywhere close to that with Provident so perhaps they could look into an umbrella policy with them.

Chief Eggleston said they had looked into that already, so in this round of initiatives they would include a dollar amount as a placeholder until they can get it resolved.

Chief LaBelle asked if the feeling was that worker’s comp as a sole coverage was not the direction they wanted to go in.

Chief Haugh, Chief Eggleston and Ms. Roberman agreed that it was not the direction to go in.

Chief Eggleston said that it may be tolerated if there is both workman’s comp and Provident, so it needs to be established whether that accomplishes what’s needed or still leaves them vulnerable – but Provident has said that’s the “gold standard” of insurance. He said that he didn’t know the exact dollar amount.
Chief LaBelle stated that there had been a huge increase over the last two years, and Provident would be providing a hard number in the near future – worker’s comp, and worker’s comp with Provident coverage at different levels. He said that the Provident isn’t dependent upon the worker’s comp determination, so if worker’s comp denies the claim Provident would still make the payment.

Chief Haugh said that worker’s comp was about $250 per person or more.

Chief Eggleston said that he knew the number was high but didn’t know the exact amount, and would try to work through it if this initiative gets funded.

He stated that the initiatives for the next year included priority #6 volunteer retention and priority #7 marketing & advertising, focusing on keeping the people that they have. Chief Eggleston said that the FEMS Board had listed volunteer retention as #3, and hadn’t included marketing & advertising at all, with retention intended to address initiatives to move toward a cost-neutral structure. He said that marketing & advertising tried to continue what had previously been supported by the JOIN campaign.

Chief Eggleston reported that at the FEMS Board meeting, they had discussed ranking maintenance items as part of the capital items, with those items funded before new initiatives. He said that priority #1 for the CIP was air-packs, as they needed replacement because they had run out and were no longer supported by MSA; #2 was the apparatus replacement program.

Referring back to the strategic items, Chief Alibertis asked if there were stations that were not “cost-neutral.”

Chief LaBelle said that there were personnel that might have additional expenses such as personal equipment, travel to training, etc., where they were not being reimbursed for mileage and other small items.

Chief Alibertis stated that travel should still be in the same budget, including travel expenses to and from training.

Chief Tawney said that the budget was woefully short, and he could easily use up his training budget in the first six months of the year.

Chief LaBelle asked if he was reimbursing someone if they used their personal vehicle.

Chief Tawney said that’s one of the reasons his station bought the mini-van, so they can use it to travel to and from training.

Chief Alibertis said that travel is a line item in the current budget.

Chief Eggleston stated that if it’s a matter of an underfunded budget, they need to prop that up, but the capital item is something above and beyond that.

Chief Tawney said that the three organizations represented at this meeting probably operate differently when it comes to paying people’s expenses.

Chief Alibertis stated that it’s a practical policy thing, not a budget item, and this can come off the list if they manage it the right way – and his guess was that people weren’t utilizing it properly.

Chief Eggleston said that they should address this issue at their July FEMS Board meeting, because if the training budget is underfunded they can address that.

Ms. Roberman said that people have also raised the issue of childcare when they’re out on a call.
Chief LaBelle said that there was discussion of reimbursement for non-training travel, and specialized equipment such as a stethoscope purchased by individual station members.

Chief Tawney stated that some departments are “beyond tight” when it comes to reimbursement of items.

Chief Haugh said that if someone in his department goes out and buys a stethoscope, he wouldn’t reimburse it, and driving to duty can be taken off of federal income taxes. He said that he wasn’t sure who was driving to training, but his station does have a car that can be used if it’s available.

Chief Alibertis said that his station pays for all that, and he doesn’t have an issue with it – but he would be interested in knowing where the money is needed and used.

Chief Eggleston stated that it would be worth discussing with a bigger group at the FEMS Board meeting.

Chief Tawney said that the bigger issue is with the formulas used, such as gear formulas, and CARS will wear out equipment much faster than Scottsville, for example. He stated that it makes no sense for every station to have the same funding formula for turnout gear, and he is spending thousands for it each year because he can’t get enough funded by the County, and the same holds true for training. Chief Tawney emphasized that he has an average lifespan of a member of four years – not ten – so there’s a lot more training that is compressed into that timeframe. He added that the funding formulas were not reflective of the individual organizations, which is hard for the County budget staff to understand.

Chief Alibertis said that if they get this line item approved, it will be a difficult challenge to determine how it will be disbursed and utilized when there is already a budget for that item.

Chief Eggleston said that based on what they’ve discussed, it may be possible to address this within the current budget mechanisms.

Chief Alibertis agreed, adding that otherwise it would be a nightmare to try to figure out the disbursement.

Chief Tawney stated that he was on board with funding items related to retention, those things that were outside of the cost-neutral aspect, such as bigger tax incentives.

Chief Alibertis agreed, noting that those things probably should be somewhere else.

Chief Haugh said that it seems they should be able to go through and do some calculations as to the turnover rate, and establish a funding formula based on that.

Chief Tawney said that it would be better than the current policy of basing it on the number of members, which amounts to something like one set of gear per seven members for every year.

Chief Alibertis said that they lose a set going through the academy.

Chief Tawney said that for his station it is often two sets, and they ruin lots of turnout gear going through the academy.

Chief Alibertis said that’s probably not factored in either.

Chief Eggleston said it’s probably better to update those formulas than to create another one, and he would include the item and these notes in the July FEMS Board meeting discussion.

Chief Eggleston reported that they would still need to rank the maintenance projects.

Ms. Roberman noted that the mobile data computer replacement would also need to be reflected in maintenance projects.
Chief Eggleston said that would be priority #3 behind the air-packs and the apparatus replacement, and #4 would be the renovation of the Rescue 8 building because the facility needs upgrading, especially the parking lot. He noted that he wasn’t sure if the Office of Facilities Development would consider it a maintenance project. He stated that #5 would be the Pantops station since it’s a committed project that’s been in the Comp Plan for quite some time, and that would be the first new initiative. Chief Eggleston said that #6 would be the training center, and the FEMS Board felt that would be the top initiative, but that’s a moving target because of the change in project scope. He said that there was a big-picture plan to join in with the police department to establish a public safety training center, but as they worked through public input on a proposed firing range, it became clear that it would be almost impossible to find a community that would support having it there. He said that given that, the police department is going their own way with plans for a firing range, and fire/rescue would stay where they are with the training center.

Chief Eggleston reported that the previous week, he had met with Chief Charles Warner, who said that the City had some discussions with the Department of Forestry and might be able to do something there as a joint project. He said that ACFR would try to put some money aside in the CIP, and if it works out they can join in with the City and DOF to build something behind the Fontaine Research Park; if not, then ACFR can proceed with improvements to the current site. Chief Eggleston noted that the problem with the current site is that they’d have to do major site work in order to get the aerial equipment in there and some of the props needed, but they would put a placeholder in and then try to figure out where to spend the money if it is funded.

Chief Eggleston said that the volunteer facilities assessment, which would help determine what stations need in terms of replacement or major renovation, would be priority #7. He reported that he had included the IT infrastructure as priority #8, which establishes internet and network access to all the stations; and the Earlysville bay expansion would be the last item. Chief Eggleston said that he would bring these recommendations to the FEMS Board at their July meeting, and asked if there was any additional input.

Chief Tawney asked if the cost for Medic 8’s first due ambulance would be $17K.

Chief Eggleston said that was the approximate cost but they would need to do some additional work on that estimate or alternatives, and it would definitely not be in the budget next year.

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
      Chief LaBelle reported that they had picked up one new member and had two or three people go through the release process the previous week, with two of the three released – both firefighter EMTs. He said that they would continue to be used to stop mandatory holdovers, and that has been helpful up to now.

5. New Business
   a. Working Incident Policy - discussion
      Chief Eggleston reported that Chief Puckett had distributed a draft policy to them earlier and next month he would formally introduce it. Chief Eggleston stated that this went along with one of the recommendations that came out of the Operations Committee and is a working incident policy that informs people as to what will happen in terms of approach to a working structure fire. He said that the reason for the policy is that in the past, this came up because there might be a significant event happening in one spot of the County and other stations might not be aware something big is going on – so this would allow for station transfers or other actions that might require lead time. Chief Eggleston said that Chief Puckett had also incorporated the tones in the pagers in this policy, so some of the multi-selector options could be built into the new paging system.
Chief Alibertis commented that some of this notification is already happening.

Chief Eggleston said that to some degree it is and is being initiated by the battalion chief or volunteer chief, but it needs to be done on a more consistent basis so that people understand what will happen with a major event.

Chief Alibertis said that he didn’t really see cardiac arrest as a major system event, but the other items are certainly a big deal.

Chief Eggleston noted that a cardiac arrest would only be for a district.

Chief Alibertis said that the intent of the policy is for system-wide awareness, and it may not necessarily be helpful for his station to know that Engine 111 had to pop a door on a vehicle on Old Lynchburg Road.

Chief Haugh said that it wouldn’t help to tone their station either.

Chief Alibertis said that if they’re working an MCI and need multiple resources and would pull a Station 8 or Station 15 ambulance, he would like to know that because it changes his response district.

Chief Eggleston said that the protocol under “cardiac arrest” only impacts that particular station because it talks about the alert tone for the duty tone, which happens already.

Chief Haugh said that’s the case if it happens in public.

Chief Alibertis explained that ACFR’s battalion chief goes to every cardiac arrest, but stations get toned only if it’s in public view.

Chief Eggleston agreed that the intent of this policy is to let the system know if something big is going on, and cardiac arrest is not a system thing.

Chief Alibertis said that the problem at ECC is that when they tone someone, they think that person should respond – not just be notified – so there’s also some delineation needed between response and notification. He said that he assumed the same would be true for the County, as their battalion chief might need to know about certain things but may choose not to go to them.

Chief LaBelle stated that they’ve also experienced the opposite issue whereby they are toned for events and notified, when it would have been helpful for them to actually go – such as the fire in Scottsville in February.

Chief Alibertis commented that it’s a bigger issue for Fire than for EMS, and searches and MCIs may impact multiple stations and require system resources.

Chief LaBelle said that for some stations, a cardiac event would wipe out all resources.

Chief Eggleston said that in looking at the information Chief Puckett provided, an incident is defined as “a working incident is an incident in which a large number of apparatus and/or personnel are being committed for an extended period of time,” and he lists examples as, “structure fire, mass casualty, hazmat, complex technical rescue.”
Chief LaBelle said that the idea is that it’s not every time, it’s when the responder or dispatcher determine that it requires additional resources.

Chief Alibertis said that a dispatcher does not need to declare a working incident.

Chief LaBelle said that the point is that the dispatcher could, if they get the impression the incident was going to draw down resources.

Chief Haugh said that they would never do it.

Chief Alibertis said they wouldn’t know what the resources are, and they only know what’s on the status board.

Chief Haugh said that the important clause is, “and if information warrants,” because that would mean that not every incident would get expanded response. He said that the City and County both do working incidents, so they would just need to make sure that there would be consistency of numbers with MCI. He stated that the problem is that this has been tasked to the communications officer for the corresponding incident, which there rarely is — and he wondered if it was realistic to expect someone to divert from something else in the event of a structure fire.

Chief Tawney said that perhaps they should limit the initiation of “working incident” to someone who is in command.

Chief Alibertis said that yes, they should.

Chief Eggleston said that the problem is that sometimes they miss that because they’re so busy and focused on the incident, and there was some discussion at the Operations Committee that the IC wants to assume responsibility to do station fill-ins — but that didn’t make much sense to him. He agreed to speak with Chief Puckett about cardiac arrest events and extrications and whether they need to remain on the list, because those may be more isolated.

Chief Haugh said that if someone has to request it and it’s not automatic, then it’s not a problem, but it would be an issue if someone at the scene would make all of these notifications on the scene of a working structure fire. He said that to him “communications officer” is someone who is on the scene, but this assumes that it’s a person at the ECC center.

Chief Tawney said that the problem with E-911 is the lack of quality with dispatching.

Chief LaBelle stated that that’s what this is trying to address.

Chief Haugh said that the 911 operators get flogged if they make a decision that doesn’t fall into expectations, so the people that do have the knowledge won’t use it because they’re afraid of being reprimanded.

Chief Eggleston said that the 911 organization likes to have things defined so that they don’t get in trouble, but the system is not set up to support that and the technology they have has not caught up with the need. He stated that he would like to make it as easy as possible for the ECC system to handle, so he would talk to Chief Puckett about it.
Chief Haugh said that if they wanted the communications officer to handle it, it would have to be in a dispatch protocol where it says “duty officer.”

Chie Tawney said that if it sounds like it rises to the level of a working incident, the communications center should contact whoever is in charge and ask them if they want it to be declared a working incident – perhaps as a reminder to the incident commander, who may be overwhelmed at the time. He added that he definitely didn’t want a system that relied on them to do it.

Chief Eggleston said that Chief Puckett had possibly had some discussions already with Todd at ECC, but he would find out for certain.

Chief Tawney expressed confidence that it could be fleshed out.

b. Other Items for Discussion
Chief Alibertis reported that they had let the pagers scan if someone was responding to an incident, but dispatch has priority and the override takes it back to the dispatch frequency. He said that all of their radios have priority switchback to dispatch so they can monitor response but if a call goes out it goes back to dispatch, so both are scanned in an effort not to miss anything – and somewhere they need to be aware of that when they’re doing pager tests or building tone tests, etc.

Chief Eggleston said that’s a good point, and he thought that all testing was ceased in those situations.

Chief Haugh said that they’re not really taking or dispatching calls because they’re focused on what they’re doing.

Chief Alibertis said that some people are just listening off of pagers, and when tones are hit they can lose track of the tack channels.

Chief Eggleston said that he would follow up on the item.

The chiefs briefly discussed the bat and non-domesticated animal policy.

Chief Haugh said that Bill Brady’s entire family had to get the rabies shots, and the best approach is to take a CO2 canister and freeze the bats, then box them up.

Chief Alibertis said that Animal Control would only deal with domestic animals, and someone had asked him if a snake became domestic if you put a leash on it.

Ms. Roberman reported that she and Chief Lambert had met earlier that day, and on August 6 someone from Fidelis would hold a “train the trainer” session in downstairs Room B. She said that the session would include instruction on how to write narratives on billing, and Chief Lambert would send out a formal announcement.

6. Next Meeting
The next Executive Committee will be held on August 4, 2014 at 1600 hrs in the ACFR Conference Room.

7. Adjournment
The meeting adjourned at 1635 hrs.
ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD

EXECUTIVE COMMITTEE

ATTENDANCE LOG

Date: Monday, 7 July 2014

VOTING MEMBERS (OR DESIGNATES)

Chief L. Dayton Haugh (CARS):

Chief Preston Gentry (Crotet):

Chief Danny Tawney (Seminole Fire):

Chief Kostas Alibertis (WARS):

Dan Eggleston (Albemarle County):

GUESTS & OTHERS

Guest/Other

Organization/Agency/Affiliation

ACFR

ACFR
## ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD
### EXECUTIVE COMMITTEE
### ACTION RECORD

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<thead>
<tr>
<th>AGENDA TITLE/ISSUE:</th>
<th>AGENDA DATE:</th>
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<tr>
<td>Consent Agenda</td>
<td>July 7, 2014</td>
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### MOTION:    
To approve with correction

### MOTION MADE BY:  
Dayton Haugh

### SECONDED BY:  
Danny Tawney

### SUBSEQUENT MOTIONS/AMENDMENTS:
1.

### CALL OF THE QUESTION:

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<tr>
<th>Chief Dan Eggleston (ACFR)</th>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
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<tr>
<td>Chief L. Dayton Haugh (CARS)</td>
<td>Yes</td>
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<td>Yes</td>
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I hereby attest that the foregoing is true and complete to the best of my knowledge.

Wendy Reckerman  
Clerk  
June 2, 2014  
Date