A meeting of the Executive Committee of the Albemarle County Fire/EMS Board was held on Monday, May 4, 2015 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 Rescue Squad
Danny Tawney, Seminole Trail Volunteer Fire Department
Kostas Alibertis, Western Albemarle Rescue Squad

Others in Attendance:
Tom LaBelle, Albemarle County Fire & Rescue
David Puckett, Albemarle County Fire & Rescue
John Oprandy, Albemarle County Fire & Rescue

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

a. From the Board: Agenda Additions
   There were none

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

2. Consent Agenda
a. March 2015 Minutes

   MOTION: Chief Alibertis moved to approve the minutes of March 2015 as presented. Chief Tawney seconded the motion, which passed 4-0.

3. Fire Rescue System Strategic Plan - update
a. Plan progress –
   Chief Eggleston stated that in looking over the items identified in the strategic plan, the majority of items were underway or completed, and they were trying to plan another plan session with the same people and process – and would most likely use a different facilitator since Jane Dittmar was on the Board of Supervisors. Board members discussed the use of the previous facilitator, Lori Strumpf, and agreed that they would most likely not engage her services for this process. Chief Oprandy said that perhaps Ms. Dittmar could be used again, depending on her other obligations and potential
conflict given other County business, even though she has announced she would not be seeking another term on the Board of Supervisors.

4. Unfinished Business
a. FEMSB Work Plan Items/Policy - for Decision/Action
   i. Worksession – bylaws – Chief Eggleston stated that the latest draft of the bylaws should have gone out, and he did not anticipate a lot of discussions on that.

Chief LaBelle said that his plan over the next week and a half was to call everyone up and ask if they had looked at the bylaws, and encourage them to do so if they had not.

Chief Alibertis suggested that he point out hot items – specific items of interest in the bylaws – when making the calls.

Chief Eggleston said that he did not recall any, but it might be worth a bit more review.

b. Volunteer Recruitment and Retention - update
He stated that fire rescue had a budget for FY2016, and said that this year had been a more challenging year than most because of the fire rescue fund that had been carved out, which put a lot of focus on fire rescue expenditures and revenue. Chief Eggleston said that this, combined with the fact that four of six Board of Supervisors members were new to the process and the division, brought a lot of questions up. He stated that a few things that were significant to the budget were picking up the nine FEMA personnel due to that grant expiring, and the PPE grant had also expired, which was $120,000 in addition to what they had. Chief Eggleston said that he tried to explain to the Board that those two grants supplanted local funds in the beginning that they would have to spend anyway, so it wasn’t as though they were obligating the Board to pay for something long-term. He stated that these were basic needs of the system, not enhancements, but when the Board sees big numbers they have lots of questions.

He said that ACFR would have another worksession with them in June to explain in more detail what the fire rescue fund was all about, but basically it was all of the expenditures and revenue associated with fire rescue pulled out and put in its own fund in the budget. Chief Eggleston said that there was general fund money, plus 1.5 cents on the tax rate to help fund this – and the Board would want to know long-term whether this would meet fire rescue needs in the future, whether another tax rate increase would be needed, and other questions that fell more on Finance and OMB. He stated that the Board had a lot of discussions about this, but in attending the community town hall meetings, he did not hear a lot from the public, and said that he reminded the Board that in cost per capita, Albemarle was near or at the bottom when compared to peer localities. Chief Eggleston emphasized that they had a very efficient system, and there was an educational component to this as four of the Supervisors were new.

Chief Oprandy said that they were already looking at the FY2017 budget, and Alyssa had come to the FEMS Board meeting to lay out the current timeline for submissions: in May, they would be looking at ideas for discussion at the May FEMS Board, and that
included both capital and operating requests. He encouraged the chiefs to communicate with their station members as to building and operating needs that were outside of the normal operating budget. Chief Oprandy said that he did not know if Alyssa had reviewed the five-year plan from last year, but they would also do that in May. He stated that fire rescue had gotten the facility analysis assessments into the FY2016 budget, and those assessments would drive the CIP requests related to the building, if there were any, or it would drive stations’ own planning for building and maintenance – and that would inform the FY2017 process.

Chief Eggleston said that the assessment chose a subset of stations each year, so they may need to have discussions at the FEMS Board, and his recollection was that Earlysville wanted an assessment sooner, as they had put in a request for a bay expansion.

Chief Puckett said that East Rivanna might want one sooner.

Chief Haugh said that his station currently had an architect looking at their facility, so he wasn’t sure if their building would fit into this assessment process – but if so, he would like that to happen sooner rather than later.

Chief Eggleston stated that this was really just a means for them to get a longer-term financial picture on the capital side, and the purpose of the facilities assessment was to look at replacements and to forecast upcoming repairs.

Chief Tawney said that something he had never had to deal with as chief was the larger expense items related to building maintenance, such as the cost to paint the exterior of the building or replace items within the building. He asked how he would go about incorporating this into his budget, because it was outside of operating funds, and noted that his station was developing a maintenance plan.

Chief Oprandy said that the facilities assessment would help with that, although it sounded as though Seminole was already doing that, but they would set the plan up. He said that the plan would come down to how much of that the station would be saving and planning for in their fund drives, and how much they would want assistance with, and how to address any gap.

Chief Eggleston said that the items Chief Tawney described fell through the cracks, because they weren’t really capital or operating. He said that this may be something that ACFR could follow up on with Alyssa.

Chief Oprandy agreed, stating that it would come up regardless.

Chief Tawney said that the advantage of having the building was they were not crowded and the building gear was not hanging besides trucks – and it was safer – but the downside was the building was so big that they’ve gone beyond management of costs such as a new shingle roof at a cost of $3,000 out of station fundraising. He stated that the
equipment in the new building was impressive, and a $20,000 rooftop unit lost would be a big deal versus a $2,500 outdoor unit that went bad. Chief Tawney said that this year alone they had $100,000 in vehicle repairs and were running their trucks ragged, and his station could not afford it.

Chief Eggleston said that until they could go around and assess all facilities, they would have to take a stab at some of these items in the budget process.

Chief Tawney suggested that with the assessment, they gather the assessment information and then lay out a big picture plan – identifying needs in each facility and estimating the investment costs over a certain time period. He said that it was up to ACFR how they worked that into the budget, and he didn’t know what category it would fall under.

Chief Oprandy said that it’s the equivalent of a building maintenance CIP that had all the stations under it.

Chief Eggleston said that was what the school system did.

Chief Oprandy said that the CIP would just have maintenance projects, and every year there was a certain amount, done on a rotating basis.

Chief Haugh asked if they could start the conversation this year even though the assessments wouldn’t be back, given that there were 15 or 16 buildings.

Chief Oprandy said that they could start the conversation in terms of defining what the assessment should look like and what they needed to do, and he needed some additional clarification as to whether the scope of the assessment included painting and such.

Chief Alibertis said it would be helpful to know the scope.

Chief Oprandy offered to bring more information to the May or June FEMS Board meeting, and would clarify the pace of the project and its scope.

Chief Eggleston said they could be detailed with the scope when they were ready to send it out for an RFP.

Chief Alibertis stated that they would need to assess more than two stations per year, because they would have life expectancy repairs that would come and go in between assessments.

Chief Oprandy said that it could take five years or more to do the assessments at that rate.
Chief Puckett said that with the way the CIP looked, this was more of a long-term strategy, but the goal would be to spell some of these things out and look to the future, not next year. He added that it was possible thought that they would find something critical.

Chief Oprandy said that since the assessments had never been done, they would most likely find something major, and this was supposed to be used as a longer-term planning process.

Chief Haugh said that OMB should be looking at it and figuring out what to do with it, and the sooner it would involve into something operational.

Chief Alibertis asked what had been done about the letters from Station 6.

Chief Eggleston responded that since the FEMS Board took their position, they were trying to have a meeting with Stony Point’s board, which Mike Reid was trying to arrange.

Chief Alibertis clarified that the purpose of the request was for the County to forgive all of the station’s debt.

Chief LaBelle noted that Chief Reid had received another letter from Immediate Past Chief Ted Armentrout, who said that it was none of the FEMS Board’s business – which was never the point of the conversation with the FEMS Board.

Chief Tawney said that the idea was to take a straw poll of the FEMS Board to see if they were on the same page as Stony Point.

Chief Alibertis said that it was their business if it was the money made available to them and changed the way the money was made available – because if the County was going to make a low-interest loan available to stations, and then they come back ask for a waiver, that would impact the system.

Chief Tawney said that it impacted their borrowing abilities in the future.

Chief LaBelle stated that the bigger question wasn’t the no-interest loan, it was the commercial loan they wanted paid off, and the concern was increased County involvement if stations applied for commercial loans in the future.

Chief Eggleston stated that there was question as to whether that request came from one person in their department, or the entire board.

Chief LaBelle said that the station had just elected their new board, and ACFR staff was going to meet with them.

Chief Alibertis emphasized that it impacted every station.
c. Ivy Station Recruitment and Retention Plan – update
Chief LaBelle reported that there were no new members at Ivy, although they had two recruits, one of whom was also looking at Seminole Trail. He said that this person was a resident of Ivy, but was attending UVA, and Ivy was encouraging him to consider Seminole.

Chief Tawney agreed that there were 30 UVA students that person could catch a ride with to Seminole, so it made sense.

Chief LaBelle stated that they had two volunteers doing their release assessments over the weekend, so there were three more people that should be close to release, with the plan being for 18 people to be fully released by the end of the summer. He said that the RFP for the insurance was continuing to move forward and they've had some good conversations about that. He stated that he had heard back from three organizations regarding the treasurer’s training, and stations could send any designee – even an accounting firm doing a station’s book work.

Chief Alibertis said that it should be a board treasurer, as they empowered the accounting firm.

Chief Haugh said that some board treasurers just sign checks and never look at the finances and don’t understand it.

Chief Tawney said that the bills for his station went to the accounting firm and were looked at by him, Dennis Hahn, and the treasurer signs checks and just looks to see that everything is above-board.

Chief LaBelle said that even that process should be documented, because some stations hire outside bookkeepers that serve as treasurer and bookkeeper, with the chief not doing any review.

Chief Haugh said that was not optimal.

d. Miscellaneous

Chief Eggleston commented that he had been at the Ashcroft fire the previous week, and there were a lot of red helmets there getting some good time with overall, and the people who were there early were appreciative, but he wanted to know if the red helmet system was working out okay for training.

Chief Tawney said that his station changed the fronts on their rookie helmets and give them black helmets so they can operate with their officers, but the fronts are red, so it provides a visual to cue that that’s not a standalone firefighter.

Chief LaBelle said that they were doing the same thing, and said that most other
stations were – and the one question was Crozet, which said they had moved their officers away from a red front.

Chief Alibertis stated that he wanted to discuss the working incident policy again, and explained that there had been three incidents in two weeks – and his concern continued to be that the statement issues was, “Members, report to your station.” He said that he did not want his members to report to the station when there was a fire in Scottsville. Chief Alibertis said that this was confusing to people, because he was going behind it and telling them not to pay attention to it – so there were mixed messages.

Chief Puckett said that he was indifferent as to what the message said, but Chief Gentry had made a good suggestion to add, “Additional staffing may be necessary. Please monitor your radios,” or something similar, so perhaps they could change the language to be more general.

Chief Alibertis said that ECC had said it was a working fire, not a working incident, so the question was which one it was.

Chief Puckett said that it was both, and under the working incident policy there are several different incident types, but the verbiage says, “A working ______ has been declared in Station 5’s first due,” so you can insert the blank with “structure fire, mass casualty, technical rescue, or whatever the situation is. He stated that this provided a bit more information than just “incident.”

Chief Alibertis said you had to be careful because of the word “working.”

Chief Puckett agreed, stating that they must be clear on their terminology – because if you say “upgrade the call,” you get more resources; if you say “declare a working incident,” you potentially get more resources and trigger the system-wide notifications, if it was appropriated depending on the call type. He said that he did not want to lead people down the path of not upgrading the call because they think they’re making the working incident, and if they had any anticipation they might need resources on the way, they may or may not need to clear the working incident at the time, it could be later on.

Chief Alibertis said that there was a difference between declaring a working incident and having a working fire.

Chief Tawney said that there was a phrase used, “a significant impact on the system,” so he could have a fire in a room and contents, with three engines and a tower and not declare a working incident because he had one working hose line, and they were just going to do some overhaul and go home.

Chief Alibertis said that his only concern was telling people to come to the station if they didn’t need to.
Chief Tawney said that the difference was, with an incident that required pulling resources from four or five stations, that was significant to him in that there should be some up-staffing if possible, so that instead of having one engine in the tower staffed, he could have two. He stated that he didn’t want them to be afraid to call for help, but wondered if there was a way to get the squads out of the all-tone or all-page.

Chief Alibertis said that some people were ready to take themselves out.

Chief Oprandy said that it could affect a station though, because if the same incident had happened earlier and two medic trucks went down in the system, Western would be bringing a medic truck into the City.

Chief Alibertis said that people were not going to be able to appreciate the impact of that.

Chief Eggleston said that Chief Gentry’s recommendation seemed like a good medium, because it didn’t say “staff your station,” it just alerted them to be aware. He asked for clarification as to what the language was.

Chief Puckett said it was, “Additional staffing may be necessary. Please monitor your radios [or pagers].”

Chief Tawney suggested, “Please consider contacting your station.” He said that they lived in a world that had phone and laptop information immediately available – including every piece of apparatus on a fire ground happening in the moment.

Chief Alibertis said that in that case, they just needed a generic message.

Chief Puckett stated that in the case of severe incidents on one side of the County he wasn’t sure how else to get a crew together, but the point was to get in touch with somebody.

Chief Oprandy suggested that working incident heightened everyone’s awareness, and after that, whoever was trying to cobble together moves, stations, transfers and moves just tones them out – so now there would be tones to actually move crews.

Chief Alibertis said that would hit the building tone, so the duty officer would know.

Chief Oprandy said they would need to come to that agreement, with heightened awareness and then toning out transfers, and asked if that would be supported.

Chief Puckett said that would work unless a station only has one crew.

Chief Eggleston said that station transfers were usually not urgent, so if they were going to do it this way it should be done early – and it seemed that the tiers would work well with getting everyone on notice, and then toning early for a station transfer.
Chief Haugh suggested that the alert say, “A working incident has been declared. Additional staffing, apparatus and station transfers may be necessary in the future.”

Chief Alibertis said that suggesting that people monitor for more information would be helpful.

Chief Eggleston said that it was sort of an “on deck” message, and said that it was a trial and error process.

Chief Tawney said that they were getting better at it, and his station members were starting to think outside the box with response strategies.

Chief Eggleston said that Scottsville did that with Ashcroft in terms of the apparatus sent.

Chief Puckett said that with the recent brush fire, Seminole had two engines staff so he called for an engine to go to Station 15, and that worked out well.

Chief Eggleston stated that the main concern with protocol was the call in the middle of the night when a decision had to be made quickly.

Chief Puckett said that the verbiage was an addendum to the working incident policy, so they would not have to go through the full process to update it.

5. New Business
Active Shooter Policy – Chief Puckett reported that they had begun working with the police department six months earlier on the active shooter policy and trying to integrate better with that, including how they might implement a rescue task force. He explained that this would pair police, fire and EMS personnel into a “warm zone” that had been cleared but not secured, and have people go in under police protection with ballistic vests to help get people out. Chief Puckett noted that all research showed people died in buildings waiting for the incident to clear. He said that there were several parts to this: initially, a run through with PD on their active shooter policy, which addressed their priorities and folded in unified command and rescue task force concept including when and if it would be implemented.

Chief Puckett stated that they really didn’t get beyond that, and he saw this as being integrated into PD’s policy initially, and then putting forth a fire rescue policy that talked about patient protocols, training required to be qualified as a rescue task force member, identification on scene, etc. He said that the PD policy was getting close to a final draft, and at some point they would need to bring it forward to FEMS. Chief Puckett emphasized that because this was a police policy that fire rescue was adding to, they did not have a whole lot of control over the contents, but he didn’t think there would be anything too significant coming out of it – as it was unified command and those types of principles. He noted that the next part might be open to more discussion in terms of how they engaged in the “cold zone,” where the vast majority of people would be.
Chief Puckett said that the draft policy would likely come through Executive Committee and FEMS in the next month or two, and said that Chief Alibertis had been invited to be on the task force committee. He said that they were going to meet one more time and then pass the draft up to Chief Eggleston and Colonel Sellers for review, and then ultimately through the FEMS process. Chief Puckett said that it was hoped that this would build up into training with the police department and fire rescue, and eventually a full-scale drill, with some of the tabletop activities happening in the fall. He said that they would likely be able to get a few sets of tactical gear, which would be put on the BC vehicle, and disperse it throughout the County once more funding was available.

Chief Haugh asked where the MCI dispatch stood.

Chief Puckett said that they did some work and broke it into three categories – MCI 1, up to 10 patients; MCI 2, 10-25 patients; and MCI 3, greater than 25 patients. He said that he felt there were still a few gaps such as a request for a squad truck but not an MCI truck, which might make more sense; and there were some generalizations that needed clarity. Chief Puckett said that as it matured, it would likely get more specific.

Chief Eggleston said that he thought at one point there was an MCI plan at TJEMS.

Chief Puckett said that there was, but it was more generalized, and the dispatch protocols would need to be spelled out.

Chief Haugh said that the TJEMS plan basically said they would operate under state guidelines and start triage, etc.

Chief Puckett stated that ECC dispatch had been working on reviewing and updating protocols – with technical rescue and hazmat being the most significant. He said that technical rescue was now broken down into categories to delineate by level of seriousness; and powder calls were broken out of hazmat, so they would need to develop what type of response they would send to the different call types, since it was not all one call type. Chief Puckett suggested that he pull this into the Operations Committee and have them try to bring back a recommendation to FEMS.

The EC members agreed with that approach.

6. Next Meeting
   a. Monday, June 1, 2015 1600hrs. ACFR Conference Room

7. Adjournment
   The meeting adjourned at 1645 hours.
ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD
EXECUTIVE COMMITTEE
ACTION RECORD

AGENDA TITLE/ISSUE: Fire EMS Board Executive Committee Minutes
AGENDA DATE: May 4, 2015

MOTION: To approve as is
MOTION MADE BY: Chief Alibertis
SECONDED BY: Chief Tawney

SUBSEQUENT MOTIONS/AMENDMENTS:
1.

CALL OF THE QUESTION:

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<th>Yes</th>
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<tr>
<td>Chief Dan Eggleston (ACFR)</td>
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I hereby attest that the foregoing is true and complete to the best of my knowledge.

Tom LaBelle
May 4, 2015

Clerk
Date