A meeting of the Albemarle County Fire/EMS Board was held on Wednesday, May 27, 2015 at 1800 hours in Room 241 of the County Office Building, McIntire Road, Charlottesville, Virginia.

The following members were in attendance:
Dan Eggleston, Albemarle County Fire & Rescue
Preston Gentry, Crozet Volunteer Fire Department
Calvin Butler, East Rivanna Volunteer Fire Company
Chuck Pugh, North Garden Volunteer Fire Company
Mike Grandstaff, Scottsville Volunteer Fire Department
Chuck Stockton, Scottsville Volunteer Rescue Company
Danny Tawney, Seminole Trail Volunteer Fire Department
Kostas Alibertis, Western Albemarle Rescue Squad

Others in Attendance:
Christina Davis, Albemarle County Fire & Rescue
Tom LaBelle, Albemarle County Fire & Rescue
Howard Lagomarsino, Albemarle County Fire & Rescue
Alyssa Mezzoni, Albemarle County Fire & Rescue
John Oprandy, Albemarle County Fire & Rescue
Will Schmertzler, Charlottesville Volunteer Fire Department
Kathryne Presson, East Rivanna Volunteer Fire Company

I. Call to Order
Chief Alibertis called the meeting to order at 1800 hrs.

A. Moment of Silence
Attendees observed a moment of silence.

B. From the Board: Matters not Listed on the Agenda
i. Update from Chiefs – matters of importance from stations
ii. Addition of Agenda Items

C. From the Public - Matters not Listed on the Agenda

II. Approval of Consent Agenda
Chief Grandstaff moved to approve the Consent Agenda as presented. Chief Gentry seconded the motion, which passed unanimously (8-0).
III. Work Session
A. FEMS Bylaws

The Board met and discussed FEMS Bylaws. Chief LaBelle reported that the proposed updates included:

- Section 3.2 – read representation by proxy into the minutes, with paperwork signed so that it is clear proxy was present and not the sitting member.
- Section 4.3 – amended to make it clear that if both vice-chair and chair are absent, member is appointed to cover responsibilities outlined in 4.2.
- Section 5.2 – clerk amended to “admin support,” with addition of “and its committees” to clarify that staff was supporting both committee and Board members.
- Section 6.1 – strike “through the Executive Committee” to make it clear that committees were reporting directly to the Board; remove Finance/Budget Committee and Quartermasters Committee as standing committees; and adding Fire and Life Safety Committee.
- Section 7.1 – make it clear that Robert’s Rules is not the only method of governing meeting, at the discretion of the Board.
- Section 7.2 – under “agenda guidelines,” subset “executive summaries,” make it clear that pre-notification and approval were only necessary for executive summaries.
- Section 7.2E – strike entirely.
- Section 7.2F – discussion of items is limited to 10 minutes per item.
- Section 7.2G – modify language to make it clear that item was being moved from consent agenda to regular agenda at the request of a Board member.
- Section 7.2H – strike entirely.

IV. Committee Updates
A. Executive Committee

Chief Eggleston reported that at the last Executive Committee, he had provided an update of the budget process and all issues associated with the fire/rescue fund, including budget item justifications.

B. Recruitment and Retention Committee

Chief LaBelle reported that the Recruitment and Retention Committee had met the previous week, and said that Chief Lencioni was moving to Chicago and would no longer chair the committee, so they would be looking for a new chair. He stated that at the last meeting, the committee had identified three projects to work on regarding recruitment, and they were now focused on retention. Chief LaBelle said that the committee had talked at length about service award programs, and he had reached out to the County’s Finance Department to look into a request for information regarding how service programs might work here, as they do in other localities. He stated that Chief Eggleston had suggested putting together an online questionnaire to share with members, to get their opinions as to what they felt would be good retention tools.

Chief Alibertis said that FEMS appreciated all the work that committee had done.
Chief Gentry asked if they were having a meeting an hour before the next FEMS meeting.

Chief LaBelle explained that when they got the ROI, it would eventually become a worksession, and that would possible be held before a FEMS meeting. He noted that the project they were discussing was approximately $150,000 a year, so it was not something the committee could decide unilaterally – and a lot of research would need to be done, particularly regarding how it would be funded. Chief LaBelle said that this was why an ROI would be beneficial, and added that the project would probably not be launched in the upcoming fiscal year.

Chief Eggleston said that this was why a questionnaire would be very valuable, as it would indicate how many people supported a particular program, such as a retirement or pay per call type of initiative. He stated that there was a person running for the House of Representatives in Virginia, and she had come in and met with him to ask what she could do to help out fire and rescue – and he told her that it would be beneficial to have the General Assembly provide enough flexibility for localities to offer tax breaks, because currently they had to get permission for those individually.

C. Training Committee

Chief Grandstaff said that the Operations Committee and Training Committee were working on the implementation of the FOG manual, and had recently held a joint meeting, and said that everyone should have received an email about it that day.

Chief Alibertis stated that they had discussed at the last EC meeting the EMT Bridge program with Piedmont Virginia Community College, and it had an August start date – which did not allow much planning time. He said that they did not have any information on the process, how many spots there were, or how people enrolled, so they were really late with the program had no answers.

Chief Oprandy said that he had seen a proposal – a memorandum of understanding – and he had a lot of questions about it. He said that they were still talking about this and were hoping to launch it in the fall, but legal would still need to review it, and he was uncertain as to whether they could meet the deadline.

Chief Alibertis stated that there were a lot of things that still needed to be figured out, such as the pick order of how many people would be in a class and how they would be enrolled.

Chief Oprandy said that the proposal was for everyone to register through PVCC, but he was not sure if they had ever filled those classes.

Chief Alibertis said that they would have to pass a college entry test.

Chief Oprandy agreed, and said that the intent was for everyone to still go through the same process – and meet those requirements as if they were attending PVCC.
Chief Eggleston commented that the tuition cost was also prohibitive, and asked if there would be some kind of break.

Chief Tawney said that it was about $6,000.

Chief Oprandy stated that they would provide in-kind contributions in the form of instructors, and students would only need to pay the tuition for this one class. He said that they already had a structure in place for the fire academy, and it was possible that the same process could work for this class.

Chief Alibertis said that there needed to be something in place – whether an agency was transport or non-transport – so they weren’t in a situation of the class being ready to go and them spending six months haggling over how to put people in the class.

Chief Eggleston asked if they knew enough that Chief Lambert could send some information out about the class.

Chief Oprandy said that there was nothing that could be sent to the masses for registration, but they might have enough to send out internally so that departments could give feedback on the course that could be shared with PVCC.

Chief Eggleston said that people could probably be notified that at least there was work being done on this project.

Chief Tawney asked if PVCC was doing this in an effort to save their program.

Chief Oprandy responded that they would not be doing it if they didn’t see in a value for themselves in terms of attracting people to the college and paying tuition.

Chief Tawney said that he wondered how motivated they were to make this happen prior to the start of the school year.

Chief Alibertis said that he has people who may be going to Richmond, as they need to enroll now for classes in September.

Chief Tawney said that he had a lot of people go to Richmond, which didn’t make sense.

Chief Eggleston noted that there had been some quality issues that were being addressed.

Chief Oprandy said that he was not sure if there was sufficient information to be released externally, but he could send something internally.
V. Unfinished Business
A. Strategic Goal #5 (Volunteer Recruitment and Retention)
i. Ivy Station Recruitment and Retention Plan – update
Chief LaBelle reported that things had remained the same with recruitment and retention for the new Ivy station.

B. Budget Update
i. Identify Budget Items
Chief Oprandy presented a list of the five-year strategic initiatives requested by ACFR during last year’s budget process, and stated that none of them were funded for FY16 – which meant they would need to push some things out. He stated that they would focus more effort now on FY17 and were early on in those conversations, with more detail to be shared in the coming months with input solicited from the chiefs. Chief Oprandy said that last year, they had submitted needs for worker’s compensation, a retention program, a marketing and advertising budget, administrative assistance for the volunteer program, an assistant fire marshal, EMS instructor, data analyst, fleet supervisor, daytime battalion chief, daytime ambulance at Rescue 8, Pantops staffing to cover the engine for 24 hours and the ambulance nights and weekends, and staffing of the tower in FY21. He said that they would gather new data and stronger rationale for these items to present them for FY17, and asked the chiefs to make suggestions as to new or different priorities – such as a health and wellness person, or daytime staffing for the future.

Chief Gentry asked if the items in FY17 aligned with the priorities the chiefs had already identified, because their top priority had been insurance.

Chief Oprandy responded that what he was presenting was not in order of priority, it was simply listed alphabetically by the person responsible for the item. He explained that the entire process would start again, so they would need to establish new priorities from the list again this year.

Chief Alibertis stated that the Pantops station also had CIP funding implications, and asked if those items would be flagged.

Chief Eggleston said that those items could be split out, with staffing and battalion chiefs to be considered part of operations. He stated that the Pantops station was supposed to be open for FY18, and the Board had passed the CIP with design money in it but decided to put that in reserve until they had further conversations about it.

Chief Alibertis said that their plans just needed to be parallel.

Chief Eggleston said that they were, and noted that the five-year planning was not a budget, but was a discussion about what the needs were in the County. He stated that
the gap between needs and revenue was substantial, but it was still important that they conveyed their needs to the Board of Supervisors.

Chief Oprandy asked chiefs to share their ideas as soon as possible, so that staff could prepare background information to be discussed at future meetings – with the goal being some kind of consensus over the priorities or at least the value of the projects. He emphasized that if they were all together on their budget requests, they had a lot more power and influence than if they were fragmented. Chief Oprandy said that it was a healthy approach to challenge the priorities, so that they could build a stronger case as to why they were important, or to justify why they should minimize their importance.

Chief Oprandy stated that they would also need to talk about capital needs related to facilities, so it would be helpful to know those needs now – such as the recent bay expansion in Earlsville. He noted that he would be discussing the facilities assessment later in the meeting, but encouraged the chiefs to submit anything they knew would be a CIP request.

Chief Eggleston said that the training center had been thrown under the bus with the police firing range debate.

Chief Oprandy noted that the project was currently unfunded, and the present building most likely would not pass the upcoming facilities assessment.

VI. New Business
A. Insurance Broker (discussed after item B.)
Chief LaBelle reported that the County had put out an RFP and awarded the project for a new insurance broker – which did not necessarily mean new insurance policies. He stated that the new company’s owner was a former chief and current president of the Manassas Fire Company, and the group really understood the combination paid/volunteer system and the complexities of those needs. Chief LaBelle said that the new broker would be visiting individual agencies in the fall to determine specific needs, and would be working with the County’s insurance staff person to help fully understand station coverage.

Chief Gentry asked if a broker was like an agent.

Chief LaBelle responded that their contact would change, although they might still have the same insurance policy carriers, such as Provident. He said that the broker has already determined that some vehicles were over-insured and some were under-insured, and some buildings were in the floodplain, so he would be reevaluating the system through the perspective of fire and rescue needs as well as insurance.

Chief Eggleston noted that there may be some different opportunities for workman’s compensation by working with this new broker, who may be aware of other options.
Chief LaBelle mentioned that the broker had mentioned fact the County does not have workman’s compensation actually limits their insurance opportunities, because other carriers have good programs, but they don’t want to be the first one up to cover.

Chief Eggleston suggested that the new broker come to a meeting and discuss these concerns with the FEMS Board.

Chief LaBelle stated that they could make that happen.

B. Building Assessments

Chief Oprandy reported that in this year’s CIP, they had funded an independent building analysis of fire and rescue facilities and the needs over five years, as the County currently does with their buildings. He said that in the fall, an assessor contracted through General Services would come out to each building and make an assessment for major building repair needs such as roof, HVAC, etc. Chief Oprandy said that the assessor would submit a report to the station and the County, and that information would be used for fundraising goals and as a planning tool for capital through the policy that governs capital funding and requests for building improvements. He stated that Stony Point was the only station that had gone through that process thus far.

Chief Alibertis asked if they were staggering those assessments.

Chief Oprandy responded that it had been discussed at one point, but they had decided to do them all in the fall.

Chief Grandstaff asked what the process would be if a station did not want to participate and wanted to do their own, because their station belonged to them – not the County.

Chief Oprandy said that if any station was already doing building assessments and already had a plan for improvements in future years, to let him know and they could exclude that station from the fall assessments.

Chief Tawney stated that if there was any chance a station might request funding from the County in the future, he would recommend that they go through the County’s authorized assessment process rather than relying on their independent analysis.

Chief Oprandy said that was a valid point, and he could find out from General Services what was covered, because the policy for funding spells out the need for an assessment, but does not specify that it needed to be a County assessment. He added that if an independent assessment held to the same criteria, he would hope that the County would consider it to be valid.

Chief Eggleston stated that the assessment was intended to include major structural and mechanical items such as plumbing, roofs, floors, HVAC, driveways, water heaters, etc. – so that plans for costly items like parking lot paving could be prepared for ahead of time. He said that Trevor Henry with the County had wanted to get a different group
to help General Services, with an understanding of the scope necessary to do these particular assessments.

Chief Oprandy said that the smaller maintenance projects of $20,000 or less, such as e painting, would go through operating budget requests, and then would be recommended for funding or not through the Office of Management and Budget (OMB).

**Working Incident Policy**

Chief Pugh stated that the working incident policy was confusing, and recently there had been a barn fire on the Louisa/Albemarle line that required him to man his building.

Chief Tawney said that they had worked on that language for the working incident policy, and asked if Chief Puckett could send that out to everyone.

Chief Eggleston said that Chief Puckett was going to talk to ECC about it.

Chief Pugh said that there was some prompting on both ends, and the barn fire put a lot of people in motion who shouldn’t have been in motion.

Chief Alibertis stated that they based it on how many true working incidents they had in a given year, but those were not matching up with the estimates of just a few a year.

Chief Tawney asked if they could vote to suspend the policy while they were working on it.

Chief Grandstaff said that the policy involved both the County and City though, so that complicated it.

Chief Eggleston said that he would get that clarified and would follow up with Chief Puckett, and agreed that what it had turned into was not what was intended.

Chief Pugh said that they had gotten away from using a second alarm, which may have been more appropriate than a working incident.

Chief Tawney stated that in the meantime, perhaps they could talk to their chiefs about not over-using the working incident.

Chief Pugh said that the extensive overhaul was the catalyst for making the barn fire a working incident, and the prompting in the ECC call conversation got in the way.

Chief Alibertis said that the biggest concern was desensitizing people to the working incident, so they would not take them as seriously when they really were necessary.

**VII. Adjournment**
Chief Tawney moved to adjourn the meeting, and Chief Gentry seconded the motion, which was unanimously approved. There being no further business, the meeting was adjourned at 1932 hours.
ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD
ATTENDANCE LOG

Date: Wednesday, May 27, 2015

VOTING MEMBERS (OR DESIGNATES)

Chief J. Dan Eggleston (Albemarle County):

Chief L. Dayton Haugh (CARS):

Chief Preston Gentry (Crozet):

Chief Todd Richardson (Earlysville):

Chief Calvin Butler (East Rivanna):

Chief George Stephens (North Garden):

Chief Mike Grandstaff (Scottsville Fire):

Chief Chuck Stockton (Scottsville Rescue):

Chief Danny Tawney (Seminole Trail):

Chief Mike Reid (Stony Point):

Chief Kostas Alibertis (Western Albemarle):
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<th>Guest/Other</th>
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<tr>
<td>Katherine Dessen</td>
<td>East Rivanna Fire</td>
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<td>Howard Lagomarsio</td>
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<td>John Shealy</td>
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<td>Will Schuette</td>
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<td>Alyssa Maggini</td>
<td>ACFR</td>
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<td>Christine Dez</td>
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### ALBEMARLE COUNTY FIRE RESCUE EMERGENCY AND MEDICAL SERVICES BOARD

#### ACTION RECORD

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<td>To approve minutes as written</td>
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I hereby attest that the foregoing is true and complete to the best of my knowledge.

Tom LaBelle  
Clerk  
05/27/2015  
Date