A meeting of the Executive Committee of the Albemarle County Fire/EMS Board was held on Monday, January 4, 2016 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
Preston Gentry, Crozet Volunteer Fire Department
Dayton Haugh, Charlottesville Area Rescue Squad
Danny Tawney, Seminole Trail Volunteer Fire Department

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

1. Call to Order
   a. From the Board: Agenda Additions
      Chief Eggleston stated that he and Chief LaBelle had some information to convey in a closed session at the end of the regular meeting before it adjourned.
   b. From the Public: Matters Not Listed on the Agenda
      There were none presented.

2. Consent Agenda
   a. October Meeting minutes
      Chief LaBelle noted that the meeting minutes for approval were for November and December, with October already having been approved.

      **MOTION:** Chief Tawney moved to approve the Consent Agenda as amended. Chief Haugh seconded the motion, which passed unanimously (4-0).

3. Fire Rescue System Strategic Plan - update
   a. Plan progress –
      i. Pantops Update
      Chief Eggleston reported that he had covered this item at the FEMS Board meeting in December and nothing had changed other than Tom Foley working to appoint members of the stakeholders group, which would be comprised of businesses and the Pantops planning group, as well as two Board of Supervisors members. He said that the group’s charge was to discuss ways in which the community could support the station in terms of staffing and financial assistance, and the two Board members were Rick Randolph
and Normal Dill, who represented that area. Chief Eggleston stated that those Board members had been brought up to speed to serve on the committee, which would be called together once it was formed. He said that since then Chief LaBelle had convened a coordinating group to review some of the preliminary design done for the station some time ago in order to solicit feedback on it.

Chief LaBelle stated that he and Chief Oprandy had set up at least one more meeting for station design and were putting together a briefing packet for the members of the committee to bring them up to speed. Chief LaBelle said that once they had a feel for what the Board had seen, which dictated the footprint to a large degree although there was some flexibility on the inside, they could get into operational needs and staffing.

Chief Eggleston said that at some point the two committees would meet together to share information and talk about next steps, and there had been no work done beyond initial committee appointments.

4. Unfinished Business
a. FEMSB Work Plan Items/Policy - for Decision/Action
   i. Meeting at VAFD regarding Bylaws
b. Volunteer Recruitment and Retention - update
   i. Hollymead, Ivy and Monticello Station Recruitment and Retention Plan
Chief LaBelle reported that they had picked up two new potential members at Ivy, and the biggest barrier in process at this point for all three stations was getting them released and signed off in a timely manner. He said that they were starting to get a greater demand from some of the other stations that wanted to ride along, with significant call volume at Rescue 8. Chief LaBelle stated that one suggested strategy for the spring was to hold a 4-6 week academy post Firefighter I and post EMT-B in which students would do nothing but scenario-based, hands-on operations off of the medic unit or fire engine to which they were assigned. He said that this would help reinforce the material so they could translate from the national standard to more local protocol, so they would be ready for call collection at the end of that timeframe. Chief LaBelle noted that they would try it with ACFR trainees first and then hope to branch it out to the stations.

Chief Gentry commented that Bob Larsen was retiring in July, and asked what the plans were to replace him.

Chief Eggleston responded that he was not certain what would happen, but there were a few up and coming people at Ivy – although they may not be ready to step in and take his place, since he had been with the system for a long time. He stated that Chief Larsen had been working closely with Blake Sykes, who was extremely active and seemed to show a lot of potential, and Chief Larsen had already been eyeing him as a replacement.

Chief LaBelle stated that the biggest challenge was that Chief Larsen had experience ranging from Crozet and Orange County, California, having grown up in the fire services
and having a lot to draw from – and local potential candidates had fairly limited experience, all of it being with ACFR. He said that Chief Larsen came to ACFR already being a driver club operator, having fire officer classes, and a number of years in the system.

Chief Eggleston added that Chief Larsen had also already been a trainer.

Chief LaBelle stated that there was a lot of young blood, and it would be beneficial if new members had business experience or other experience that lent itself to leadership.

Chief Eggleston said that Blake would likely be there for a while.

Chief Tawney asked if Blake was previously at Station 11.

Chief LaBelle replied that he had been, and there was some discussion about possibly sending him back there because he lived closer to that station now. He said that there were 10 volunteers at Station 11 who were progressing but did not necessarily have a lot of personal depth.

5. New Business
a. Virginia Fire Chiefs Conference
Chief LaBelle reported that last year the vast majority of the FEMS Board had attended the Virginia Fire Chiefs Conference and spent time working on the Operations/FOG policy and the FOG guide. He stated that the general consensus was that it had been a good opportunity for the Board to get together and do more than a two-hour meeting, spend more time delving into subjects, and get to interact. Chief LaBelle said that the question was whether they wanted to do that again at the conference this year, and if so, what the topics would be. He stated that one possibility would be to discuss the FEMS by-laws in depth and talk about what was working and what was not, and there could be more than one topic discussed. Chief LaBelle noted that Chief Lambert had already secured hotel rooms and found out information on early-bird registration, so they would just need to know from the chiefs if they wanted to pursue it. He clarified that the conference was February 25-27, and hotel rooms had been reserved from February 24-27, with people arriving and leaving at different points.

Chief Tawney commented that he was open to it again.

Chief Eggleston stated that he felt last year had been a success, and while the topic of by-laws might not be the most exciting, it would provide them with an opportunity for fellowship and interaction.

Chief Gentry said that he felt it would be a good idea.

Chief Oprandy suggested that if they discussed the by-laws, perhaps they could also jump into some scenarios and work through operational items in the midst of their conversation.
Chief LaBelle said that he was not sure if this required a motion.

Chief Eggleston asked if he was going to reach out to other FEMS Board members.

Chief LaBelle stated that he would reach out to the and let them know that EC members were interested, and noted that Chief Butler, Chief Reid and Chief Grandstaff among some station members were already planning to attend. He said that the one difference was that last year they were talking about fire ground operations – so it was a real drive for the rescue squads to participate – but that was not the case this year. Chief LaBelle added that this was the third year that the Virginia Recruitment & Retention Coalition would hold their annual meeting, which took place right across the street from the conference, and said that he had already notified station recruitment and retention people.

b. Pantops Update
(Discussed earlier in the meeting).

c. Temp QAs Update
Chief LaBelle reported that there had been 24 applicants, and after going through a scoring matrix about half were removed. He stated that ACFR had hoped to get applicants from within the system, and the only one who did apply was a corporate officer and volunteer at a station so they would have to drop their officer position because they could not be doing paid administrative tasks while serving as a volunteer. Chief LaBelle said that the interviews should begin the week of January 11, with the goal of January 15 for offers.

Chief Eggleston said that it would be interesting to see the impact that those positions would make, and this would be a good test run with data provided at the end of the process.

**MOTION:** Chief Haugh moved to go into Executive Session to discuss personnel matters. Chief Gentry seconded the motion, which passed unanimously (4-0).

The Executive Committee went into Executive Session.

**MOTION:** Chief Haugh moved to come out of Executive Session and certified that only personnel matters were discussed. Chief Tawney seconded the motion, which passed unanimously (4-0).

6. Next Meeting
   a. Monday, February 1st, 2016, 1600hrs. ACFR Conference Room

Chief Gentry asked if they should start talking about getting an Executive Committee replacement for Chief Tawney since he would be retiring in July 2016.
7. Adjournment

The chiefs adjourned their meeting at 16__ p.m.
ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD

EXECUTIVE COMMITTEE

ATTENDANCE LOG

Date: Monday, 4 January 2016

**VOTING MEMBERS (OR DESIGNATES)**

Chief L. Dayton Haugh (CARS):

Chief Preston Gentry (Crozet):

Chief Danny Tawney (Seminole Fire):

Chief Kostas Aliberti (WARS):

Dan Eggleston (Albemarle County):

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**GUESTS & OTHERS**

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<th>Guest/Other</th>
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<td>John A. Ronaldo</td>
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AGENDA TITLE/ISSUE: Fire EMS Board Executive Committee Session
AGENDA DATE: January 4, 2016

MOTION: Motion to approve hold an Executive Committee Session
MOTION MADE BY: Chief L. Dayton Haugh
SECONDED BY: Chief Preston Gentry

SUBSEQUENT MOTIONS/AMENDMENTS:

1.

CALL OF THE QUESTION:

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<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.

__________________________________________  January 4, 2016
Thomas LaBelle               Clerk               Date