A meeting of the Executive Committee of the Albemarle County Fire/EMS Board was held on Monday, April 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:
Kostas Alibertis, Western Albemarle Rescue Squad
Preston Gentry, Crozet Volunteer Fire Department
Dayton Haugh, Charlottesville Area Rescue Squad
Dan Eggleston, Albemarle County Fire & Rescue

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

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

a. From the Board: Agenda Additions
There were no agenda additions.

b. From the Public: Matters Not Listed on the Agenda
There were none presented.

2. Consent Agenda
a. March meeting minutes

**MOTION:** Chief Haugh moved to approve the Consent Agenda with the March 2016 Executive Committee meeting minutes as presented. Chief Gentry 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 his update was the same thing he had talked about at the EMS Board meeting, and right now the Pantops station was slated to go through as part of the FY17 County budget for the construction funding – but because of the tight fiscal situation, there was no staffing or anything else scheduled for the station. Chief Eggleston reported that the County was continuing to engage with the Pantops
stakeholder community to try to get their buy-in and support and help them fund one-time expenditures, and he saw that as a six to eight-month community engagement process.

Chief Alibertis asked when the building was scheduled to go up.

Chief Eggleston responded that the first phase was completed now in terms of design, so if the money were appropriated in July the construction would probably begin in the fall and would be a one-year to 10-month process, so it would open in FY18. He stated that there was enough cushion in there now that allowed them to go over the time scheduled and still allow them to stay at Martha Jefferson, and the goal was to be out of there before the lease with MJH expires.

4. Unfinished Business

a. FEMSB Work Plan Items/Policy - for Decision/Action
   i. ACFRAB Policies

Chief Eggleston stated that the FEMS Board had passed some policies onto the Executive Committee for discussion, and he felt that they could probably address them or defer them to committees.

**Advanced Life Support Policy**
He stated that the first policy was the Advanced Life Support Policy.

Chief Haugh stated that he did not think that exemption existed.

Chief Eggleston said that based on that, they could almost do away with it.

Chief Puckett asked if it had to be recommended here to go back to FEMS for official action.

Chief Eggleston responded that because it is an older ACFRAB policy, they do not necessarily have to move to not adopt it. He noted that over the last several years, they have brought pressing things forward to FEMS or just left things that were no longer relevant.

Chief Alibertis commented that it was more of an ACFR policy and not a system policy, and he felt that it should come back to FEMS in a report indicating that it had been deleted.

Chief Eggleston agreed, noting that this had pertained to stations that ACFR was staffing in terms of transferring equipment on and off.

**Marking of Disabled Vehicles and Roadways Obstruction**
Chief Eggleston said that this policy was pretty much what they did today.
Chief Gentry agreed.

Chief Alibertis said that this was good.

Chief Haugh commented that there should be a policy on this.

**Alarm Activation Cancellation**
Chief Eggleston stated that this was their current practice.

Chief Gentry agreed.

**Two-In/Two-Out**
Chief Gentry asked if they needed to change anything because of the new FOG policy.

Chief Puckett explained that the two-in/two-out regulations are actually in the OSHA regulations under respiratory protection, and they could either include this under the respiratory protection manual they were currently going through or bump it over to FOG. He stated that he felt like it should be in one of those two places.

Chief Alibertis suggested that this go back to the Operations Committee so that they can make a recommendation.

Chief Haugh commented that it sounded like a FOG kind of item.

**Communications Guideline**
Chief Puckett reported that there has been discussion at the ECC liaison board about having a standard communications policy/guide for the region, and Kathy Richardson had sent her what they use at ECC – and he did not know what that meant in terms of approval or who works on it, but there has been some discussion.

Chief Haugh stated that the City has adopted a “blue card” system, and their method of transmitting is the opposite of what is in this because they are not doing station called first, station calling second – they are doing station calling first, station called second.

Chief Puckett responded that this is probably more consistent with what people use, as there are probably very few people who actually follow this order.

Chief Eggleston stated that this is probably an Operations Committee item.

Chief Puckett said that they would put it on their list, which had about six items on it currently.

Chief Alibertis said that with the new CAD rollout, there would definitely be some changes, so they should at least wait until that happened.
Chief Eggleston stated that they could at least send it over to OPS, but it would just be a non-priority item.

Chief Gentry asked if ACFR was going to switch over to use first engine naming such as the City using “Engine 7 Bravo.”

Chief Puckett responded that they can and had talked about it before the FOG was finalized, and Chief Stephens had mentioned that they should revisit it. Chief Puckett said that there was a lot of merit to it and ECC wanted them to switch, and from his perspective it was no big deal – they just needed to modify the FOG to reflect it and then communicate it out.

Chief Eggleston said that several people were involved with taking the blue card training, and there was an expectation that the Ops Committee would evaluate it to see if it was a good fit for ACFR. He stated that while the process was a bit disjointed because the City was already doing it, there would likely be an opportunity to have exactly the same thing.

Chief Puckett stated that if nothing else there were a number of areas that were easy to match up, even if not everything could be aligned.

Chief Eggleston commented that there was a time when you wanted to know who the person was so you could recognize them in the yard, but now that was not as much of an issue to recognize their voice or look for the yellow helmet.

**Emergency Vehicle – Backing Up of Large Vehicles**
Chief Alibertis said that this was a common sense policy.

Chief Eggleston asked if this could be moved forward.

Chief Alibertis said that he had looked at the policy and it basically stated to look for an obstruction if you were backing up something big, unless there was a dangerous situation that prevented it.

**Gas Detector Calibration**
Chief Eggleston asked if this was still used.

Chief Puckett responded that there may be a few stations that use it.

Chief Eggleston suggested that they delete it.

**Turnout Times**
Chief Haugh asked if this was the subject of an ECC policy.

Chief Alibertis asked if standard of cover would address this.
Chief Eggleston responded that this was for ECC.

Chief Haugh agreed.

Chief Eggleston suggested that they hold this for standards of cover.

Chief Puckett responded that they were following it anyway through ECC protocols, although there were different times for ALS and BLS, and he suggested just holding onto it for a while.

Chief Alibertis said that they could just delay or defer it.

**Ambulance Response**
Chief Alibertis asked if there were any cardiac techs still around.

Chief Eggleston stated that he did not know if this was still applicable.

Chief Haugh said that this would also be subject to the agreed-upon ECC dispatch protocol as well as standards of cover, so it might be best not to have this additional policy.

**Volunteer Funding Policy**
Chief Eggleston stated that this established broad things that would be funded over time, but because they were not up to 100% of this he did not know if they needed to continue to describe 100% funding.

Chief Haugh asked if the Office of Management and Budget was looking at these categories and the things set forth in it.

Chief Eggleston responded that Andy Bowman of OMB looked at it.

Chief Haugh said that it might be worth having at least a definition of it so they at least know what they are supposed to be looking at.

Chief Alibertis stated that these do not match up very well, and they were putting things in such as small tools.

Chief Eggleston suggested that it needed updating, and a conversation with Mr. Bowman about what he would like to see could probably be informative.

Chief Alibertis said that there are things his station has in their categories that are not here, so they end up forcing it into the categories.

Chief Haugh commented that it was probably easier for fire than for rescue.
Chief Puckett asked what the process would be because this was approved by the Board.

Chief Eggleston explained that this sets the expectations of what gets paid, but ACFR could probably change the chart of accounts as long as items got paid – and Chief LaBelle could probably follow up with Mr. Bowman on it.

*Chief LaBelle entered the meeting at 1617 hours.*

Chief Eggleston told Chief LaBelle that they were discussing the Volunteer Funding Policy and suggested that he touch base with Andy Bowman regarding changes to the chart of accounts to find out if there is anything that needed clarity or simplification.

Chief Alibertis said that “fuel” is a line item that could be taken out.

Chief Eggleston said that “personal property tax” vouchers could also be removed.

Chief LaBelle mentioned that the Finance Department asked if FEMS could sit down with fire rescue and talk about process, so perhaps some members of the Recruitment and Retention Committee could be a part of that meeting – and the entire document could end up being changed completely.

Chief Eggleston stated that this item could just be turned over to the R&R Committee to update.

**Identification Cards**

Chief Eggleston said that they still give cards, but he had no idea if this still applied.

Chief Gentry said he did not know why there was an expiration date.

Chief Alibertis stated that the expiration date should just be the certification expiration, and stated that there were a lot of people who did not want information like blood type and gender on them.

Chief Eggleston asked if this was something the R&R Committee might want to review.

Chief Haugh asked what was being done now and if Christina Davis issued them.

Chief Eggleston responded that they were being issued now, but he had no idea what was on them.

Chief Alibertis stated that his personnel all got hospital IDs.

Chief LaBelle said that it would be interesting to know how many people used their fire rescue ID, and if so what they were using it for.
Chief Alibertis stated that they use it for some of the discounts it entitles.

Chief LaBelle said that most of them don’t even care about the card as long as you walk in with a patch on.

Chief Gentry said that any kind of identifier works, and no one has ever asked to see his ID.

**Color and Marking**
Chief Gentry noted that they are still the same.

Chief LaBelle said that at the FEMS Board meeting, Chief Grandstaff had brought up something about markings.

Chief Puckett stated that he did not know if anyone was following this to the degree stated in this policy.

Chief Alibertis said that he did not think his station was using it, and black was a difficult color to see.

Chief Haugh said that you could use black reflective tape.

Chief Puckett noted that Hollymead and Ivy are not even in the policy, and said that Hollymead ended up being red and black, and Ivy is grayish.

Chief Eggleston said that this policy sounded like a task for Operations.

**Vehicle Accident Reporting**
Chief Haugh commented that this is the current practice.

Chief Puckett responded that it’s about half and half because there are a number of accidents that ACFR does not know about until the insurance company calls, and others that they hear about pretty quickly. He stated that there could be a place for the Apparatus Committee in this process if they worked on the basic specs but also handled after-action reviews following large vehicle accidents, and if nothing else perhaps just better reporting and information-sharing.

Chief Haugh suggested adding in all of the current insurance company forms as a part of this policy.

Chief Alibertis said that the forms could be included as an appendix, because they have changed.

Chief Alibertis asked if some of the insurance companies also had a policy on this.

Chief LaBelle responded that he thought so and would be surprised if they didn’t.
Chief LaBelle stated that he wondered if they were looking for the policy to give directive as to what resources are available to the individual to make their own decision on what to do, or a specific directive on what an individual or station should do.

Chief Eggleston responded that it is more of a risk management approach – what they can do as a group to try to track, curtail and reduce accidents. He stated that the original intent of this was something they could engage with the group to find out, and this would be a good process in which to invite people in from VFIS to look into best practices.

Chief LaBelle said that if a member is having repeated accidents, they may not want to address it through this policy, but it should be handled in some way and understood that discipline is part of the process.

Chief Haugh stated that the rules and regulations stipulate that there needs to be a policy on driving.

Chief Puckett said that ACFR needs to have an internal policy also, and there should be different tiers of accidents depending in the severity of the incident – with some handled within the station and some handled by ACFR.

Chief LaBelle stated that in New York if there was any damage incurred, a member had to be subject to drug testing.

Chief Eggleston said that with the County, even if there is an injury involved there is no test.

Chief Haugh stated that his concern is that there will be an accident that doesn’t get reported to the insurance company, and they will use it as an excuse to deny coverage. He said that in cases where there is injury to a person, it is often difficult to find the form needed to send in.

Chief Alibertis said that his station’s forms were getting lost in the shuffle at McIntire Road, so they ended up changing their form to the station name – and others may not be doing that.

Chief Eggleston stated that they could change the process involved and the risk management part of it.

Chief LaBelle commented that he wished members could just have a card that would include contact information in the event members got in an accident.

Chief Alibertis said that he felt they also needed a resource manual.

**Capital Funding for Facilities**
Chief Eggleston said that this policy was for no-interest loans in the event of hardship, which Stony Point was still using, and said that it should be moved forward as is unless there was objection.

Chief Alibertis asked if the numbers were still current.

Chief Eggleston responded that they were.

Fitness Exercise Facility and Equipment Use
Chief Haugh asked if this policy was needed.

Chief Eggleston responded that it could probably be deleted.

Chief Alibertis stated that they needed someone to work on their equipment but could not find anyone.

Chief LaBelle suggested talking to Leann Knox.

Chief Alibertis asked what ACFR did.

Chief Puckett responded that they had someone come around once a year and service it, and paid for it out of their budget.

Chief Eggleston stated that this is something they need to catch under the “maintenance” part of their budget, because typically maintenance is thought of for fire and EMS equipment – but their fitness equipment had not been serviced since 2004 or 2005.

Chief LaBelle said that he had to call Ms. Knox anyway, so he would ask her who the vendor was for maintenance.

Chief Puckett asked if it made sense for everyone to contract out from his own station, or if they should just contract out every year for the whole system.

Chief LaBelle responded that the insurance policy that would pay for any injuries on the equipment or health issues related to lack of training is the one held by the County, so it made sense to him to keep it centralized.

Chief Alibertis stated that he had money set aside and budgeted for the maintenance, they just could not find anyone to do it, and he would be happy to take it out of their appropriations until ACFR could get it in their budget.

Chief Puckett said that the vendor may come out quarterly to do the maintenance, and said that perhaps this year it could be optional to program it into the budget until it could be programmed into next year’s – but he was also making a big assumption that it would be approved.
Chief LaBelle stated that it would depend on whether the station was using the equipment.

Chief Eggleston stated that they probably get a price for expanding their contract.

Chief Alibertis said that it cost them a fair amount of money to buy the equipment.

Chief Puckett stated that money was starting to be available now to start replacing the equipment, and Nickie Huff had begun that process, but it was over a number of years.

Chief Eggleston said that is because it was a maintenance project.

Member Responsibilities
Chief Eggleston asked if they needed this policy.

Chief Alibertis responded that it is in the by-laws.

Chief Haugh stated that it was in the ordinance itself also.

Chief LaBelle said that those documents seemed to cover it.

Chaplain
Chief Eggleston stated that Tim Carr had been involved in this several years ago.

Chief Haugh said that they should have a policy in case there is someone who is interested in being the chaplain.

AAR Procedures
Chief Alibertis said that they were not following this procedure.

Chief Eggleston said that this was especially true of the system reviews, but this could be considered a training issue.

Chief Alibertis said that training started out with it, but only because they were the ones facilitating it.

Chief LaBelle stated that in talking with Chief Lambert, he learned that this had been one of the only active committees.

Junior Member
Chief Eggleston stated that this is spelled out well in the County code and restates some of the state code, so it is not really necessary to have this policy.

Chief Alibertis asked if a junior member still had to be 16.
Chief Haugh said the limit was due to labor laws.

Chief Eggleston responded that they have to be 16, and if they want to be IDLH they have to have Firefighter I and parental permission.

Chief LaBelle mentioned that there is no lower age limit in New York.

b. Volunteer Recruitment and Retention - update
   i. Hollymead, Ivy and Monticello Station Recruitment and Retention Plan
Chief LaBelle reported that Ivy had lost a few more members and was down to 12 active members, with two more on the hook – but they would not hit the Firefighter I class until the fall. He said that they were going to send a letter out to the Ivy community to encourage volunteering, and noted that no one had left on bad terms, with people taking new jobs or going back to college. He said that Justin Ide had left on good standards but had to choose between Crozet and Ivy, and he chose Crozet.

c. Temp OAs Update
Chief LaBelle reported that the temp office assistant was starting to become engaged with Scottsville Rescue and had met with Seminole Trail, but with the transition in leadership there had not been a lot of traction. He said that ACFR has slowly been introducing her to stations and has time to engage with a new station, adding that the OA has been doing everything from making copies to helping with records, filing, membership data, etc.

Chief Eggleston said that at one point she was going to be working on some resource manuals for the stations.

Chief LaBelle stated that she has been learning best practices and what other stations are doing, and after she has been doing that for six months it would become part of her job function to start to identify what was working well at different stations.

Chief Eggleston said that they had received funding for this position as one-time funding, and the County Executive’s office has asked for a report on what was accomplished so fire rescue could make a good case for the benefit to the department and the volunteers in terms of adding capacity.

Chief LaBelle stated that they got approval for two spots, but the pace at which the departments are interested in having her engage has been slow enough that they have not yet hired a second person.

Chief Eggleston said that she knows the business pretty well too.

Chief LaBelle responded that she has a lot of back office administrative work, and she has a lot of experience going into offices and helping them get squared away. He stated that she is doing quite well, and Lois Dean really likes her.
Chief Gentry asked if ACFR would bring her around to the station’s monthly board meeting, or if she should come to the company meeting.

Chief LaBelle stated that each station knows what its needs are, and at one monthly station meeting the chief had said they did not need any help but the secretary/treasurer grabbed her and stated that they actually did have a lot of work to do. He said that he would do an electronic introduction with Melanie at Chief Alibertis’ station.

d. Paramedic Program - PVCC
Chief Eggleston stated that Chief Oprandy was the only person who could provide an update and he was out of the country.

Chief Alibertis said that some negative things have happened with the program, and there seem to be some inconsistencies with the way instruction is being done and what is being required in terms of curriculum. He stated that they have had to fight to demonstrate they are not the same agency, and said that MCV has an online program so perhaps they could look past PVCC.

Chief Eggleston stated that he would talk to Chief Lambert about it also.

Chief Alibertis said that he had spoken with him about it several times, and asked if Pete was moving out of Training.

Chief Eggleston responded that Pete was moving back out into the field, and Kevin Boyer was taking over in Training.

Chief Puckett said that would be in July.

Chief Alibertis stated that the reason he asked that was because they got a late start this year and they still have not come up with a matrix of how they were going to put people in the class and how to prioritize them, and he would like to be on top of this for next year as there are fewer spots than there are stations.

Chief LaBelle stated that the thought they had come up with a process for this at the Training Committee.

Chief Alibertis responded that there were people who were on the Training Committee who were not necessarily vested in this program in particular, and the last time each station was supposed to bring forward one name based on their own prioritization. He added that it had still not been determined how students would be picked among those recommendations.

Chief Eggleston stated that this issue was in addition to the inconsistencies expressed about the program itself.
Chief Alibertis agreed, stating that the costs associated with the class – the cost of the course, which the County pays for; the physical; criminal background checks; books and other items – totaling about $600.

Chief Eggleston asked if there was a criminal background check required on top of what the Office of EMS already did.

Chief Alibertis responded that there was, and it would be good to know if the County was going to pay for those things or if the department was, and he had put money in his station’s budget just to cover it. He stated that there were other hoops to jump through, but if students at least knew this ahead of time they would be prepared and not get kicked out.

Chief Eggleston said that he thought they would just be following PVCC’s protocol since they were signing up as a PVCC student.

Chief Alibertis said that they had to sign up as a student and be accepted as a student, but he did not think they knew what that entailed.

Chief Eggleston stated that he would get with Chief Lambert on this.

5. New Business
   a. Retiring Volunteer Chiefs
   b. On-Boarding New Chiefs

Chief LaBelle stated that there were two retiring volunteer chiefs and wondered if FEMS typically did anything to recognize them.

Chief Eggleston responded that they should do that, and said that Chief Tawney had served on the FEMS Board for some time now.

Chief Alibertis said that if nothing else, they should acknowledge years of service, and suggested that the Recruitment & Retention Committee address it.

Chief Eggleston said that the question is where they should be recognized – the FEMS Board, etc.

Chief LaBelle asked if they would invite the chiefs from their department to come to the FEMS Board and participate.

Chief Eggleston responded that there have been a few people from the ECC Management Board who retired, such as Ralph Allen, and they asked him to come back and presented him with a plaque.

Chief LaBelle said that by the time it went back to the committee for discussion, the retirees may already be gone.
Chief Eggleston stated that the R&R Committee should come back with a proposal for the next Executive Committee meeting, and stated that on-boarding should be considered also.

Chief LaBelle said that sometimes such as in the case of CARS where the chief has come to the FEMS Board, no one has ever sat down and explained what was entailed with being involved – so he would like to get agreement that on-boarding made sense for new chiefs.

Chief Eggleston responded that it absolutely did, and the only time he has been on-boarded was for the IFC Board, and that was a very positive experience including an all-day training in which they reviewed by-laws, roles and responsibilities, the governance structure, etc.

Chief LaBelle said that he would like to send out a brief questionnaire to all the current FEMS Board members to ask them what they wished someone had told them before joining as well as things that may have been confusing from a procedural standpoint. He stated that he would come up five or six questions, and it makes sense for them to come in and meet County staff.

Chief Gentry stated that a Waynesboro firefighter has said he wants to run for chief at Crozet, but his wife was putting a lot of pressure on him. Chief Gentry said that he may put him in as operations chief and have Will Schmertzler go back to being battalion chief, and he would not want anyone to have to jump into the position cold.

Chief LaBelle said that he would start working on an operating process, and he did not know if it would be done in time for the immediate retirees but it should be ready in about four months.

Chief Gentry suggested that they have a countywide awards dinner that was just a potluck event, where everyone could be recognized – career firefighters, volunteers, and so forth.

Chief LaBelle said that it was nicer for them and easier for everyone if they did it that way.

Chief Eggleston stated that they tried it with a picnic but it didn’t work because of vacations.

Chief LaBelle said that they have another one coming up.

Chief Eggleston suggested that they try it again.

Chief LaBelle said that they could start it there and see how it went and if people wanted more of a recognition ceremony.
c. PPE SOG (SOG-OPS-026)
Chief Puckett reported that they had the draft PPE policy SOG-OPS-026 in their packets, and this was put together initially by the Quartermaster Committee, with comments from FEMS and the Executive Committee.

Chief Haugh asked if FEMS had already seen it.

Chief Gentry responded that they had not seen this draft.

Chief Eggleston asked Chief Puckett if he was looking for direction from the EC to forward this to the FEMS Board.

Chief Puckett responded that they should either advance it or provide feedback and direction. He said that this closely matches what they are doing now – providing general guidance on inspection, cleaning and repairs; replacement of turnout gear; the central supply process – and was basically what they have been doing in practice for the last six months or so.

Chief Haugh asked if there was any reason for them to hold it over for another month for them to look at again.

Chief Puckett responded that he would defer to the group, but he did not think there were any surprises. He pointed out that in “D” under “Funding,” there was a caveat to the statement that “all funding will be provided by PPE to the extent that funding allows” in that for CARS it would not be 100% accurate.

Chief Puckett stated that so far this seems to be going well, but is definitely more work and the challenge has been to keep up with the requests from people coming in for gear. He said that the quartermasters for each station can do that, but some of them have deferred to the central system at ACFR. Chief Puckett noted that they have outfitted 60 people with turnout gear already in the system, and fitted 80 people whose gear was at the five-year mark for new gear.

**MOTION:** Chief Haugh moved to advance PPE policy SOG-OPS-026. Chief Gentry seconded the motion, which passed unanimously (4-0).

d. Review Policies for Updating
This item was already discussed under ACFRAB Policies.

e. CAD System/AVL/Mobile Data
Chief Eggleston reported that there had been a lot of information carried forward from the FEMS meeting the previous week, especially related to the AVL component of the CAD system – which was folded into the mobile data conversation.
Chief Eggleston stated that the computers only allowed for the small AVL function of the CAD system to be used, and he was not sure as they went through the radio replacement that they might end up using the radios to determine the units’ location – which would make the computers even less important. He said that because the CAD system was funded with ECC funds and the equipment was funded separately, they put all of that forward in a CIP request. Chief Eggleston stated that it had been three or four years that they consistently applied for new mobile data computers, but it got pushed down on the list because the CIP today only funded school maintenance projects. He said that they left that meeting with a strategy, given the six units they have now, and Crozet would have two, with North Garden also replacing their units. Chief Eggleston stated that six could be dispersed around the system, and while this was not ideal it at least made it better than what they had now, and they could go the route of EMS grant for agencies that needed more Tough Books.

Chief Puckett stated that if the CAD project was under-budget at the end of the project, the money would be returned to localities in whatever share they had put in, so they may be able to make a grab for that money. He cautioned that it would be at least a year before they knew if that money was going to be returned.

Chief Eggleston stated that ACFR, APD and the Sheriff’s Department would all have access to that money.

Chief Haugh commented that it seems odd that they would rely on a Tough Book for AVL because they have to sign on and synch it up, and even putting a separate GPS unit on every vehicle to transmit the information to the 911 system would seem like a better approach.

Chief Eggleston responded that it seemed more reliable from a coverage point of view to rely on the radio system, and what they spec’d was a P-25 spec, but there may be enough money in the budget to look at that.

Chief Gentry said that Crozet had the Active-911 on their IPads, and that allowed them to track units – all you had to do was put in that you are responding, which can be seen at the station. He asked if information such as the known presence of explosives in a house fire should be going through the CAD system into the mobile data terminal.

Chief Eggleston said that anything with a life threat would just be announced.

Chief Alibertis said that it should still come over a text message.

Chief Gentry asked if there was any way to integrate the IPad system with the new CAD dispatch system.

Chief Alibertis responded that there definitely was, and said that if you have Active-911 you will get a text message with all the details.
Chief Eggleston asked if that would still happen under the new system.

Chief Puckett responded that it should, although you might not get all of the information such as Premise information because it typically did not come over a text message unless the dispatcher typed it in while they were talking. He said that the information theoretically should be available on a CAD mobile, but a dispatcher would have that information so they would provide any additional information about special circumstances such as a dangerous situation. Chief Puckett stated that inherently there is information that could come from the mobile CAD system, but even if you don’t have it you can get information – and for a while they will need to rely on both methods because not everyone will have an MDT in every vehicle in every spot.

Chief Alibertis stated that it may not even be practical for ABL.

Chief Haugh said that if they were still going to use paging personnel, they would have to have a light safety on the radio.

Chief Eggleston responded that this was something the radio group would be looking at – whether or not to use the GPS.

Chief Haugh stated that it was actually pretty simple because it would just be data.

Chief Alibertis asked if it was just software.

Chief Haugh responded that it was probably REM software.

Chief Puckett said that the newest mobiles they have purchased are GPS-capable, but it would depend on the background on the side of the system and whether it would integrate into the new CAD system.

Chief LaBelle asked if there are five people who have been going to a lot of the meetings that still don’t know what is happening with the radio system, and asked if there was any reason to expect that someone could go back to their station and explain what was going on with the communication system – and it was difficult to put people in that position.

Chief Gentry commented that he did not feel educated about it.

Chief Alibertis stated that cross-staffing for his station would not work.

Chief LaBelle said that at some point they would have to go out to the stations during general membership meetings and explain the system, because otherwise members would approach them on scene and ask individual questions that they might not be able to answer.
Chief Alibertis stated that there are times when he thought it was valuable, such as when they crossed off the squad and they went on ambulance and the squad was out of service and wouldn’t be found – but if they crossed off the four-wheel drive ambulance and sent the Premise information, it would dispatch it. He said that there are reasons to do one and not the other, but they needed to understand it.

Chief Eggleston said that they have the CAD project now and the radio project soon so there was some crossover, and he asked about a webinar to explain this.

Chief Gentry responded that he would prefer the personal contact to a webinar.

Chief Alibertis said that it rolled out on May 23 so there was not much time.

Chief LaBelle stated that he was not suggesting that they go out looking for feedback, but once May 23 rolled around and station chiefs started getting bombarded with comments, they would come back into FEMS with those concerns.

Chief Alibertis said that ACFR was going to ABL starting May 23, but everyone else was going to be playing catch-up.

Chief LaBelle stated that at least they were in a position to tell their membership that there had been a webinar or a meeting they could have gone to in order to be informed.

Chief Alibertis commented that he didn’t know if the chiefs here even knew the information – much less their members.

Chief LaBelle responded that rather than putting them in that position, they could save themselves a lot of headache and have those who did know it be the ones to do the outreach.

Chief Puckett said that part of the issue has been that the software had an error in it for quite some time, so they had to delay going live – and he was in it so deep he could talk in circles about it and did not really know what made sense to anyone or how to explain it in layman’s terms. He emphasized that he did not know how to get the right information across without getting into details that didn’t matter to chiefs or their personnel.

Chief LaBelle stated that at the FEMS Board meeting, there were things that Chief Richardson could bring up as a dispatcher that others might not know.

Chief Alibertis said that in the last two months, because there are a lot of new people in dispatch, they are determined to correct people in the middle of a call. He stated that they needed to realize that there were things that were going to be different.

Chief Eggleston said that that’s why he felt it might be worth phasing into ABL to bring the system up a bit at a time, and then start ABL.
Chief Haugh asked if that was going to make a difference to the rest of them.

Chief Alibertis responded that it really wouldn’t, and the system was going to work whether they have ABL or not because it goes off of the last known location – and the only difference with ABL is that if there is a unit that’s not in quarters and was out driving around, CAD would know where they were and would base a dispatch off that. He said that the opposite is if someone does not have ABL and has gone somewhere and has not told ECC their location, CAD would not see them at that location.

Chief Haugh said that it would be better than what they had now, and the rest of the system would just be treated the way it always have been – so he wondered if this was crisis enough to delay using that tool.

Chief Alibertis stated that it was managed differently if a unit marked in service from the hospital but not in quarters, and you could conceivably get dispatched to a call on Lee Street and be all the way back in Crozet.

Chief Puckett responded that in the City, they were only looking for CFD ambulances, so from a jurisdiction standpoint they would never hit a County ambulance unless they build their plans to roll over to that. He noted that in Albemarle during the day it just looks for County units and at night and on weekends it looks for any unit – so in theory you could leave Martha Jefferson and be eligible for a call in that area. Chief Puckett said that there is a point at which CAD might see a unit that was in service or in quarters that fit the call the best and was the closest, and he was not sure yet how to handle those and the last thing you would want is to get for a few calls in town if the first due station is farthest away such as Western or Scottsville.

Chief Haugh said that Andrew [?] had said that you could silo certain things and certain priorities, and his opinion is that if there is a shooting at Pantops and a unit has just left the hospital, then a unit should respond – but if the response is for a sick person, it might be viewed differently. He stated that every unit at the hospital would be closer to a lot of activity, so they could conceivably be tied up with calls in the City.

Chief Puckett stated that there is some uniqueness in response, especially with rescue as some run all BLS calls, some that run all ALS, some that run a delay, some that don’t run any – so in trying to manage all of that into a response plan, the ABL helps because you can look at time, delay and things like that, and turning it off means it is lost.

Chief LaBelle said that if you have it available and don’t use it, a call might come in and they will surely ask why.

Chief Alibertis stated that someone was going to have to be on top of it to say they are not going to cover that call, such as a trauma-level sick person call.
Chief Puckett said that from the time you mark in quarters, it replaces your location with your station location.

Chief Alibertis said that you could not do that uniformly across all stations.

Chief Puckett agreed, stating that it might make the most sense for Western and Scottsville and there may be a learning curve with this. He said that when everything is in quarters it runs pretty smoothly, but when a number of units are out of the station and the calls are several deep it presents a challenge. Chief Puckett stated that he has it down to a situation where if you are within a five-minute response, it sends the appropriate unit but tones the one at the station for more than five minutes – but he cannot seem to hit all scenarios.

Chief Haugh commented that it would be impossible to hit them all.

Chief Eggleston said that the highest level of communicating this would be to have members able to ask questions at each station but that may not be feasible, and asked Chief Puckett what else he thought they could do.

Chief Puckett responded that they would have to do the MDT and the CAD web viewer for end users anyway, and Chief Lambert was trying to get some volunteers for the train to trainer sessions – so perhaps this could be added as a component of that – and he would try to hit as many of these as possible. He said that he could go out and talk for five hours about CAD, but he was not sure exactly what to say that would be helpful.

Chief Eggleston stated that even if he presented a few examples it would be helpful, because as a member attending a session he would want to know how this was going to be different than what they have today and when to jump in and correct something versus the system making the right recommendation.

Chief Puckett said that he could present some examples and try to keep it scaled back, but perhaps they needed to decide what those examples should be.

Chief Haugh stated that I would be nice if they knew what the capabilities of the new CAD system are, along with some examples – but with disclaimers to let people know that not every situation could be figured out ahead of time, and if there is an emergency situation nearby they should err on the side of responding to the call.

Chief Gentry asked Chief Puckett if he understood correctly that it was just a matter of pushing buttons on the mobile data terminals when you got on the scene.

Chief Puckett responded that this was correct, and he needed to get with ECC to figure out what procedures would be as it would not be an option for radios to go silent.

Chief Alibertis noted that there are 400 volunteers listening to pagers and relying on them to make a decision about responding.
Chief Gentry said that if they have the capability of pushing a button without him knowing anything in the field, there would be a problem.

Chief Puckett said that he had proposed to Kathy Richardson was that after the initial dispatch, there were a certain number of units that would just hit respond, and as they do now they would wait and after the initial blast they would get on the radio and announce their unit responding. He said that in his mind, they should still say all that – and what was missing was probably already being missed, with the people trying to mark up after the initial wave.

Chief Alibertis stated that when they re-tone, they announce what has been responded and they do not do a group acknowledgement until they hit the re-tone.

Chief Haugh said that right now if you send a car, ambulance and engine on a call, ECC will wait for all three of them to have responded before announcing the response.

Chief Eggleston stated that those were things to be implemented over time, not all by May.

Chief Puckett responded that they needed to have some direction, because those situations would be there.

Chief Eggleston said they should still pick up the mic and mark in route, and the remaining question is how to best utilize the other features over time.

Chief LaBelle stated that there were going to be people who just hit the button if they could not get air time, so they could show they were responding. He said that in terms of going out and presenting, it should just be presented as it is.

Chief Alibertis said that they should present the hard information, not the soft.

Chief Eggleston stated that there are multiple features this system can offer that they are not ready to utilize yet, and people will figure out how to tap into it over time. He said that they just needed to figure out as a system how to best use it, and how to engage with people to talk about it.

Chief Gentry said that the top question they would probably hear was how many ACFR units have the mobile data terminals.

Chief Eggleston explained that the answer is that all of the agencies in the County that bill for service have them already, and Earlysville has them because they had a grant.

Chief Gentry commented that Chief Richardson said that he had one.

Chief Puckett stated that Earlysville has about six Tough Books, and perhaps he was
referring to having one County computer. He said that a number of stations have their own computers, and there was a back and forth about what happens with IT with some of the networking details still needing to be worked out. Chief Puckett stated that they will install CAD mobile and help make sure it was working and put it in the replacement plan, and at that point it would be a fully maintained, owned and insured County unit.

Chief Alibertis stated that his station would be nervous about having the County maintain its units, and asked if they could just get the program and pull that piece off.

Chief Puckett responded that the concern from the County is that NetMotion and any other participation in networking could compromise the system’s security.

Chief Gentry said that it concerns him that there is a multi-million dollar computer system but the units in the field that play an important role will not have the proper tools to use.

Chief Eggleston responded that this was not an accurate assessment and they were talking about a small portion of the CAD system that they will not have access to – and there are other ways to make this work, as Chief Puckett had mentioned. He stated that they did their due diligence to get this funded – it just didn’t get funded. Chief Eggleston said that blaming because every career staff has a computer is not going to get them anywhere.

Chief Gentry asked if OMB was the one that cut it from the CIP.

Chief Eggleston explained that the CIP goes through the OMB, the Oversight Committee, the Technical Review Committee, the County Executive and then onto the full Board of Supervisors – and it just got pushed out. He stated that the capital requests are significant and even though this is a public safety project it got pushed down the list.

Chief Puckett stated that about eight years ago, the police department got funded for all their Tough Books and licenses, but ACFR got cut before they even got one. He noted that it wasn’t a great program, but at least it provides something.

Chief Alibertis noted that they would also need a backup for when the system went down.

Chief Eggleston said that this would not inhibit them from using the CAD system – they just could not fully utilize it until they got the computers funded.

Chief LaBelle stated that every time new apparatus came up, they would want to put this on the units.

Chief Eggleston said that there is an opportunity with the Board’s surplus at the end of the year to apply for an appropriation.
Chief Puckett said that there are seven systems in surplus, and two of those could be available by the go-live date, and Crozet would have to assume costs for the mount and the install – and there was funding for Engine 56 in July.

Chief Gentry said that 56 now was the only licensed EMS vehicle, and asked why they could not apply for one.

Chief Puckett responded that they could apply for it under ACFR’s license.

Chief Alibertis noted that the grant discussion was on April 13.

Chief Puckett said that it would not make it through the County process in that time, and stated that if they used the available surplus units and got a couple for 56, that would give Crozet a total of four computers.

Chief Alibertis stated that they could buy the laptop now before taking delivery of apparatus.

Chief Eggleston said that he did not want people to think this was a have and have not situation, because not every career vehicle has one in it either.

6. Next Meeting
   a. Monday, May 2\textsuperscript{nd}, 2016, 1600hrs. ACFR Conference Room

7. Adjournment

The chiefs adjourned their meeting at 1747 hours.
ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD

EXECUTIVE COMMITTEE

ATTENDANCE LOG

Date: Monday, 4 April 2016

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>
<th>Guest/Other</th>
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<td>David Puckett</td>
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**ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD**

**EXECUTIVE COMMITTEE**

**ACTION RECORD**

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<th>AGENDA TITLE/ISSUE:</th>
<th>AGENDA DATE:</th>
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<td>March Meeting Minutes</td>
<td>April 4, 2016</td>
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**MOTION:**

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<td>Approve March minutes</td>
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**SUBSEQUENT MOTIONS/AMENDMENTS:**

1. 

**CALL OF THE QUESTION:**

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I hereby attest that the foregoing is true and complete to the best of my knowledge.

David Puckett

Clerk

4/4/2016

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

**AGENDA TITLE/ISSUE:** SOG-OPS-026  
**AGENDA DATE:** April 4, 2016

**MOTION:** To Move SOG-OPS-026 forward to FEMS  
**MOTION MADE BY:** Chief Dayton Haugh  
**SECONDED BY:** Chief Preston Gentry

### SUBSEQUENT MOTIONS/AMENDMENTS:

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David Puckett  
Clerk  
4/4/2016  
Date