A meeting of the Executive Committee of the Albemarle County Fire/EMS Board was held on Monday, September 12, 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
Mike Grandstaff, Scottsville Volunteer Fire Department
Kostas Alibertis, Western Albemarle Rescue Squad

Others in Attendance:
Tom LaBelle, Albemarle County Fire & Rescue
David Puckett, 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. August meeting minutes

MOTION: Chief Alibertis moved to approve the Consent Agenda with the August 2016 Executive Committee meeting minutes as presented. Chief Grandstaff seconded the motion, which passed unanimously (3-0).

3. Fire Rescue System Strategic Plan - update

a. Plan progress
   i. Pantops Update
Chief Eggleston reported that the previous week, the Pantops stakeholder and operations group reported their findings to the Board of Supervisors, and the report was received well with just a few questions asked. He stated that the groups would continue to meet to finalize a report and then transmit it to the Board, and in general the community was supportive of doing activities to help recruit volunteers for the station –
but not in a way that conflicts with activities of other stations. Chief Eggleston added that he did not know what form the MOU was in.

Chief LaBelle stated that the community group said they recognized the financial constraints of the county, and the fact that volunteer staffing would be the only way to expand participation – but even with the expansion of volunteer staffing, the Board of Supervisors seems to be indicating that even with that expansion it wouldn’t go beyond a transport unit. He said that the community group’s understanding is that Pantops will be a full-service fire and rescue station, and the operations group – Mike Reid, Calvin Butler, and Danny Tawney – said the same thing, with the expectation that there would be a fire station there.

Chief Eggleston said that Chief Tawney had not been able to attend the Board meeting, so Chief LaBelle gave the report.

Chief LaBelle stated that the three outcomes of the operations group were: it would take a 48-hour monthly requirement and 25 people to consistently fill a seat, and because of that limitation, if the Board was looking for full staffing that was a lot of people – which may have a negative impact on nearby stations. Chief LaBelle said that the second issue was the expectation for full fire and rescue, given the annual growth rate at Pantops of 7%. He stated that the Board kept emphasizing “rescue station” for transport, and the operations group wanted to make it clear that someone coming to the station who was interested in firefighting would be encouraged to pursue it. Chief LaBelle said that the last concern was that any recruitment efforts in that community also include Stony Point and East Rivanna, with continued participation in events as those stations have done historically. He noted that the Board of Supervisors was fairly open to that suggestion.

4. Unfinished Business

a. FEMSB Work Plan Items/Policy - for Decision/Action
   i. Next item for focus
   There were no work plan items presented.

b. Volunteer Recruitment and Retention - update
   i. Hollymead, Ivy and Monticello Station Recruitment and Retention Plan
   Chief LaBelle reported that the status has remained the same with Hollymead, Ivy and Monticello, and they are trying to streamline their meetings into one rather than three. He said that as a group of volunteers, they are looking at creating a set of bylaws for each station.

ii. SAFER Grant Update
   Chief LaBelle reported that ACFR was awarded a $400,000 SAFER grant, including four years of advertising and marketing at $20,000 per year – on top of the $18,000 already in the budget and additional station funds. He said that the grant also includes in the first year money to bring on a marketing recruitment coordinator, and there may
be a way to spread that over several years. Chief LaBelle stated that the rest of the funds include money for training, and SAFER is specifically a fire grant – so it is training for basic firefighter training, organizational leadership training, and PPE. He stated that Firefighter I and PPE all occur in the second, third and fourth year – not the first. Chief LaBelle said that the plan is to reach out through the Recruitment and Retention Committee and the FEMS Board to help write the specifications, which will take several meetings.

Chief Alibertis said that 70% of fire calls are also EMS calls, and he asked why that would not be covered by this.

Chief LaBelle responded that it’s not that they can’t encourage volunteering at both, but they can’t only encourage volunteering for rescue. He stated that they are underwriting other training programs which should free up funds for other efforts or get people in line to take technical rescue classes, but it can’t be for EMT or tech rescue classes specifically. Chief LaBelle said that if they did individual web pages, they wouldn’t be able to use these funds – but it may free up money in their existing budgets to do those things; they just can’t do rescue only.

Chief Grandstaff asked what they needed to do from this group to encourage participation in the Recruitment & Retention Committee.

Chief LaBelle responded that he had said to the committee that as they do things and get feedback from the FEMS Board, chiefs will see that decisions are being made at that level.

Chief Grandstaff mentioned that Julie Pierce from his station reported back to him from the Recruitment and Retention Committee that the countywide station event would be voted on at the FEMS meeting – but when it was presented there, it was already decided as being October 8.

Chief LaBelle said that he tends to be conservative about moving things forward, but if the committee wants to charge ahead, he supports those efforts – and he appreciated the concern about asking first prior to planning specific events.

Chief Alibertis stated that there were people at the FEMS Board meeting complaining about the decision making, but those stations don’t typically send anyone to the meetings.

Chief Eggleston said there had been a history of the Recruitment and Retention Committee getting shortchanged because there are only so many people to go around – and they were typically assigned to Operations or Training.

Chief Alibertis commented that some of the members assigned to committees didn’t know anything about their own engines.
Chief LaBelle said that Jeff Bozzone is now the membership chief for Seminole Trail, and he makes sure there is someone there – but a lot of times it is someone who manages the paperwork, and those at the highest level tend to serve on the executive board. He stated that the important point is for the Executive Committee to recognize that if the committees put time in on a project and get before the FEMS Board, it is not really fair to have someone complain about it being decided.

Chief Grandstaff stated that this may be the case, but it is also important that decision for things that are system-wide need to be voted on by the FEMS Board.

Chief LaBelle agreed, stating that his comment was in a broader context.

c. Temp OAs
Chief LaBelle reported that Laurie Cannon moved to Pennsylvania; Sammie Cross was in Fire Corps and asked about filling the temp part-time position, and today was her first day. He stated that they have typically reached out through the chiefs, who say they don’t have any projects or duties at their station, but others such as the secretary or treasurer do know of tasks. Chief LaBelle mentioned that the program ends in February, so there is still time to get projects accomplished.

d. Budget Items
i. Treasurer’s Manual – Chief LaBelle reported that Ms. Cross is working on the Treasurer’s Manual and would be sending out dates on that, dividing the county up for a two-hour program that provides a general overview of policies and procedures.

Chief Grandstaff asked if that applied to those stations with internal treasurers.

Chief LaBelle confirmed that it did. He stated that once the Treasurer’s Manual is completed, they would move onto a Secretary’s Manual.

ii. ACFR Role in Budget Process
Chief LaBelle stated that it was easier on Andy Bowman at the county if the chiefs were participating at a higher level – keeping track of the calendar and making sure the pieces and background information are in order and validated. He said that then it goes through the normal OMB budget process and onto the County Executive, and when he submits the budget, ACFR and FEMS will get engaged again.

Chief Grandstaff said that he had received a phone call from another chief in the county expressing concern that they were not going to be included in the process.

Chief LaBelle responded that they would be included in the process, and ACFR would be able to help stations with preparing their information.

e. Facilities Meeting
Chief LaBelle reported that the original contract for the facilities document did not include anything more than one short meeting, and it was clear that this was not enough
– with the vendor coming back with a proposal that was relatively affordable, with a general presentation to be done on how to read the facilities reports.

Chief Alibertis stated that there was no money for the facilities items, but perhaps the assessments could be used to put items into station budgets and use that as validation for funding.

Chief Eggleston said that the plan was to give the stations a planning document, but he is aware that a lot of the stations are looking at this as a road map to submit CIP items.

Chief Grandstaff commented that the problem with that approach is that the county will look at their investment in a building and eventually say that they own the building because of the money they put into it.

Chief Alibertis noted that each year, his station does a little something to the building as part of their budget.

Chief Eggleston said that this was preferable to saying that the entire building needed to be replaced.

Chief LaBelle stated that there are some safety issues in just about every building, and putting in for an AFG grant would cover some of those things because they are safety issues, such as exhaust capture systems, fire alarm systems, sprinkler systems, etc. He added that if they are doing a fund drive, it is beneficial to be able to provide the engineering report that shows what items are needing to be done.

Chief Puckett said that in the past, the grant approaches have not worked and he was not sure what had happened.

Chief Eggleston responded that they couldn’t get everyone to agree but are in a different position now, and there wasn’t a lot of front-end work on those earlier grants, so people felt surprised by it.

Chief Alibertis commented that there was a very tight timeframe in which to make a decision.

Chief Eggleston said that if they could get consensus ahead of time, before even applying, the outcome would likely be much different – and safety-related items tended to rank higher.

Chief LaBelle noted items in the past that had been funded: heat detection system in the apparatus bays; some detection and sprinkler systems in the dormitory areas; safety bollards around fuel tanks;
5. New Business
   a. Scottsville Rescue Update
   Chief Eggleston reported that there had been a good meeting with John Waits and he laid out his schedule, with some gaps still on Sundays.

   Chief Grandstaff commented that there were still “a whole lot of gaps.”

   Chief Alibertis noted that it was important to delineate between real and perceived gaps.

   Chief LaBelle said that the issue at the end of the day is, if they are staffed but have several back-to-back calls, somebody else may have to cover – and sometimes they are staffed, but they get toned out.

   Chief Grandstaff responded Scottsville was getting hit for EMS calls, and as soon as they got marked up, he got on the radio and canceled his call.

   Chief Puckett stated that he has heard that Scottsville Rescue doesn’t know how to use the management client, so the dispatchers are having to make the changes.

   Chief LaBelle noted that Joe Plumb was going to be assisting with several different training items that might address some of those issues, and Scottsville Rescue had initially said they wanted to have an EVOC class but has since come back and said they don’t have a real need for it.

   Chief Grandstaff said that some of their weekend coverage has fallen through because the person who had planned to do it is in a different class.

   Chief Eggleston asked if Chief LaBelle would be taking the lead on this.

   Chief LaBelle responded that he would be clarifying which gaps are real and which are perceived – and if the frustration is because of the second or third call, that is not as bad of a situation as a first.

   Chief Eggleston said that the biggest concern is whether they are making headway or going in the other direction.

   Chief LaBelle agreed, stating that things seemed to be heading in the right direction – but suddenly it no longer feels that it is.

   b. Water Rescue Policies

   c. Other Matters
   Chief Puckett reported that an issue had been detected in several trucks where part of the vehicles where the hose-bed meets the body was breaking loose, with 82 previously having it, 21 having the issue, and 111 having just been discovered. He stated that there were a number of trucks in the county on which this has been identified, and
Atlantic has been going around to the stations to inspect the trucks and see if the problem exists. Chief Puckett noted that it would all be covered under warranty as far as the age of the truck and they are also contemplating whether to do the fix on the front end rather than waiting until it breaks.

Chief Grandstaff asked if Atlantic would be scheduling those inspections.

Chief Eggleston noted that he had been at Station 12 when Atlantic just stopped by.

Chief Puckett responded that he wasn’t sure if they gave advanced notice, and they are going out to each station unless the truck happened to be in their shop.

Chief Grandstaff said that he didn’t think they would have access to the building unless someone was there.

Chief Alibertis stated that he wanted to mention issues with CAD, because in previous situations – with Phillips for example – they ended up pulling the plug and going with another vendor. He said that Chief Puckett has put a lot of effort into this, but there have been a lot of struggles related to dispatch and dropping units from stations without dispatching them, and so forth.

Chief Eggleston said that the city was experiencing similar problems, but not quite as much because they weren’t using the full benefits and features like the county is.

Chief Alibertis added that the city was doing an area priority, and the county was doing a location priority – and he asked if ACFR had considered doing that instead.

Chief Puckett responded that the city’s system was based only off of basic stations, not proximity, and because of the way the system is, even if the county reverted to that, there were significant problems trying to get it to do what they want it to do. He noted that ETAs have been erratic, so the system reverts back and tries to do a station-based thing – and that as well as units assigned a station getting deleted out of the system are the two biggest issues from a daily operations perspective. He stated that the CAD system had been doing well on Friday, but since then there have been several issues, and he has sent New World several screen shots and has told them that the issues need to be fixed.

Chief Eggleston asked where Gerald stands on this.

Chief Puckett responded that he is in the same situation, and he isn’t sure there is anything that can be fixed on the ACFR end.

Chief Alibertis asked at what point New World defaults on their contract.

Chief Eggleston responded that he didn’t know if they had been paid their draw yet, and if this was preventing it.
Chief Puckett clarified that they got some amount of the draw when the system went live, and there were other benchmarks that were still pending – and in his estimate, it would be a tough measure to reach breach of contract.

Chief Eggleston said that they didn’t have to pay them anymore, but he did not have control of that, as it was up to Tom Hansen. He asked if it would be worthwhile to have a conference call with him to see where things stand.

Chief Puckett replied that it would be worthwhile, and at least he could start pushing on New World as well.

Chief Alibertis emphasized that if it isn’t working, then at some point they need to cut their losses – and at least the old CAD system delivered a reasonably reliable response.

Chief Puckett said that they also need to take into account what it means if they withdraw from this system, as it takes a year or two to completely build a new one.

Chief Eggleston stated that the biggest leverage they have at the end of the day is payment to the vendor, and they want to close out their project and move onto another one.

Chief Puckett asked if the chiefs felt it was working more smoothly prior to August 6 when the serious ETA problems started.

Chief Alibertis responded that it was running more predictably.

Chief Grandstaff agreed that it was, stating that the day after that it stopped toning for empty building calls, and then it started toning for every EMS call – and he had issues with it sending to East Rivanna at the county line.

Chief Puckett commented that this was not New World’s fault, as that was a problem with the GIS information loaded into the CAD system.

Chief Alibertis asked if the information was just too complex to work in the system.

Chief Eggleston pointed out that they bought this particular system with the idea they could use the location feature, and it concerned him that they might not use it – and they are not doing anything that the software said they couldn’t do.

Chief Puckett agreed, stating that they were finding a lot of bugs because they were one of the few clients using all of the features. He stated that the system was working until it crashed on August 6, and New World has suggested some repairs that have caused concern because they were not implemented before the issues started.
Chief Eggleston said that they also needed to follow up on the Tier II EMS responses, as CARS and the city have discussed this and settled on a recommendation.

Chief Alibertis commented that they were kind of doing that now, so he wasn’t sure why they needed to change anything.

Chief Eggleston responded that they would have to change at ECC as to how they dispatch the call, and he was not clear on which calls were trauma level.

Chief Grandstaff said that it pertained to all “sick person” calls.

Chief Eggleston said that he thought they had downgraded a lot of those calls.

Chief Puckett confirmed that they have, and said there were five or six total trauma-level calls.

Chief Alibertis said that stroke and falls fell under those calls, which accounted for a fairly significant number of calls.

Chief Puckett noted that he has pulled calls dispatched for 2013, 2014, and 2015, and he was going to go through all call types and see what that means. He stated that as they transition to a standardized EMD program, it would be two tiers, and the trauma calls were the hardest to do because it was not a simple “A” or “B” response.

Chief Eggleston commented that they have downgraded a lot of things, so it was worth looking at the status of that, and Chief Puckett’s report would also be helpful.

Chief Alibertis said that he would also like to revisit the “shortness of breath” and “medic-level flu” calls.

Chief Puckett stated that he did not know enough about the EMDs to comment.

Chief Eggleston said that he would be surprised if the flu fell under that.

Chief Alibertis said it did because of the shortness of breath.

Chief LaBelle reported that he had reached out to HR regarding a gun carry policy, and was told that they have a policy for county-owned buildings – but not for employees.

Chief Alibertis said that the state has laws about schools or places of worship, and there must be a place to secure it in the ambulance.

Chief Grandstaff noted that in Virginia, you can carry it into a place of worship if there is a “legitimate reason to have it there,” but it has to be locked up at schools.
Chief Alibertis said that there is no county policy for EMS, but he has a station policy not to allow it – and it has never been allowed.

Chief Eggleston asked if the VFIS could provide some guidance on it.

Chief Grandstaff responded that the Office of EMS had said it was not allowable on a vehicle, but then they came back and said it was up to each department. He stated that the state permits concealed carry, so it is only not permitted if they are entering a school. He added that Scottsville Rescue didn’t allow it in their building either, and most people that bring guns into Scottsville Fire are law enforcement officers.

Chief Alibertis said that uniformed officers are allowed for his station, or if they are displaying a gun, then they must display a badge.

**Executive Session**
MOTION: Chief Alibertis moved to go into executive session to discuss personnel matters not subject to open meeting requirements. Chief Grandstaff seconded the motion, which passed unanimously (3-0).

**Return from Executive Session**
MOTION: Chief Alibertis moved to come out of executive session and certified that only personnel matters exempt from open meeting requirements were discussed. Chief Grandstaff seconded the motion, which passed unanimously (3-0).

6. Next Meeting
   a. Monday, October 10, 2016, 1700hrs. ACFR Conference Room

7. Adjournment
   The chiefs adjourned their meeting at 1700hrs.
ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD

EXECUTIVE COMMITTEE

ATTENDANCE LOG

Date: Monday, September 12, 2016

VOTING MEMBERS (OR DESIGNATES)

Chief Alex Belgard (CARS):

Chief Calvin Butler (East Rivanna):

Chief Michael Grandstaff (Scottsville Fire):

Chief Kostas Alibertis (WARS):

Dan Eggleston (Albemarle County):

GUESTS & OTHERS

<table>
<thead>
<tr>
<th>Guest/Other</th>
<th>Organization/Agency/Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom L.</td>
<td>ACFR</td>
</tr>
<tr>
<td>David</td>
<td>ACFR</td>
</tr>
</tbody>
</table>

---
AGENDA TITLE/ISSUE: Fire EMS Board Executive Committee Session  
AGENDA DATE: September 12, 2016

MOTION: Motion to approve August 1, 2016 Minutes  
MOTION MADE BY: Chief Kostas Alibertis  
SECONDED BY: Chief Michael Grandstaff

SUBSEQUENT MOTIONS/AMENDMENTS:
1.

CALL OF THE QUESTION:  

<table>
<thead>
<tr>
<th>Call of the Question</th>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Dan Eggleston (ACFR)</td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Alex Belgard (CARS)</td>
<td></td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>Chief Calvin Butler (East Rivanna)</td>
<td></td>
<td></td>
<td>☒</td>
</tr>
<tr>
<td>Chief Michael Grandstaff (Scottsville Fire)</td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Kostas Alibertis (Western Albemarle)</td>
<td>☒</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Thomas LaBelle  
Clerk  
September 12, 2016  
Date
**AGENDA TITLE/ISSUE:** Fire EMS Board Executive Committee Session  
**AGENDA DATE:** September 12, 2016

**MOTION:** Personnel Issue – Executive Session  
**MOTION MADE BY:** Chief Kostas Alibertis  
**SECONDED BY:** Chief Michael Grandstaff

<table>
<thead>
<tr>
<th>SUBSEQUENT MOTIONS/AMENDMENTS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
</tbody>
</table>

**CALL OF THE QUESTION:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Dan Eggleston (ACFR)</td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Alex Belgard (CARS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Calvin Butler (East Rivanna)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Michael Grandstaff (Scottsville Fire)</td>
<td>☒</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Kostas Alibertis (Western Albemarle)</td>
<td>☒</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

______________________________  __________________________
Thomas LaBelle  September 12, 2016
Clerk  Date
**ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD**  
**EXECUTIVE COMMITTEE**  
**ACTION RECORD**

**AGENDA TITLE/ISSUE:**  
Fire EMS Board Executive Committee Session

**AGENDA DATE:**  
September 12, 2016

**MOTION:**  
End of Executive Session

**MOTION MADE BY:** Chief Kostas Alibertis  
**SECONDED BY:** Chief Michael Grandstaff

**SUBSEQUENT MOTIONS/AMENDMENTS:**

| 1. |

**CALL OF THE QUESTION:**

<table>
<thead>
<tr>
<th>Chief Dan Eggleston (ACFR)</th>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Alex Belgard (CARS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Calvin Butler (East Rivanna)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Michael Grandstaff (Scottsville Fire)</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Kostas Alibertis (Western Albemarle)</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

__________________________  
Thomas LaBelle  
Clerk

__________________________  
September 12, 2016  
Date