

CUMBERLAND COUNTY EMERGENCY SERVICES COMMITTEE  
MEETING AGENDA  
April 27, 2006

CALL MEETING TO ORDER	Kelly Hale, Chair
COMMENT/APPROVAL MINUTES	ACTION
OLD BUSINESS	
Communications Project Update	Aaron Hickman
Radio Communications Upgrade 2006 Survey	
Radio Transmission check points	
ProComm Project Review	
Telecom Committee stand on fiber	Bill Osl
Tower Placement in Courthouse	Bill Osl
GPS Units	
Retention/Recruiting Package	Jean Dunivan/Bill Osl
Creating Emergency Services Association	Bill Bailey
E-911 Road Centerline Identification	
Rip & Run Reporting	
GRANTS/FUNDING	Judy McReynolds
AFG	Bill Bailey/Larry Kelly
Communications RSAF Extension	Kelly Hale/Aaron Hickman
TRAINING	
CPR & EVOC Inst. Certification @ Rescue College	Kelly Hale
Funding for Rescue College Travel	Bill Osl
Fire Fighter I	Kevin Ingle
Fire Marshall Training	Kevin Ingle
EQUIPMENT	
Vehicle Replacement Schedule	Bruce Zirkle
Vehicle Standardization – Fire	Kevin Ingle
Air Packs from City of Richmond	Roger Myers
AGENCY REPORTS	
Cartersville Volunteer Fire Department	
Cartersville Volunteer Rescue Squad	
Cumberland County Dispatchers	
Cumberland County Sheriff's Office	
Cumberland Volunteer Fire Department	
Cumberland Volunteer Rescue Squad	
Local Emergency Planning Committee	
Randolph Volunteer Fire Department	
NEW BUSINESS	
UPCOMING EVENTS	
BOARD OF SUPERVISOR REPRESENTATIVE COMMENTS	
SET NEXT MEETING DATE, TIME, PLACE, AND DINNER	
ADJOURN MEETING	

**CUMBERLAND COUNTY  
EMERGENCY SERVICES COMMITTEE  
MINUTES – 04/27/06**

**ATTENDANCE:**

AGENCY	REPRESENTATIVE	
<b>Cartersville VFD</b>	Larry Kelly	
<b>Cartersville VRS</b>	Kelly Hale	Jean Dunivan
<b>Cumberland County Board of Supervisors Director of Information Technology Local Emergency Planning Commission Grant Writer/Administrator Sheriff's Office/Dispatch</b>	Bill Osl Aaron Hickman Not Represented Not Represented Not Represented	
<b>Cumberland VFD</b>	Kevin Ingle Bruce Zirkle	Sam Price
<b>Cumberland VRS</b>	Rose Payne	
<b>Randolph VFD</b>	Not Represented	
<b>Old Dominion Emergency Services</b>	Jon Donnelly	
<b>Virginia Department of Emergency Management</b>	Not Represented	

The minutes from the March 23, 2006 meeting were distributed to all members through e-mail. The minutes were accepted as presented.

**COMMUNICATIONS**

Harry Henderson with ProComm was present at the meeting to discuss the Communications Project. He reported that the base station infrastructure has been upgraded. He stated that there are difficulties in obtaining frequencies. During discussion he indicated that it helped the county by going to the agencies to install rather than bringing each vehicle to a central location. Mr. Henderson reported that the initial problems were due to lack of complete information regarding the wiring of the systems. He stated that there currently is not an automatic work around to the lock-up situation and that we need to continue having the first on scene determine process. Completion of Phase II should address this situation. Mr. Henderson indicated the objects in the project should be coverage, channels and reliability and he recommends a simulcast system. The existing field equipment can be reprogrammed and the fixed sight equipment would do all the work. Storms or sun spots will not interfere with this type of system. This system can allow voice and data and will provide interoperability and redundancy to every agency. The main challenge we are facing is frequency coordination. Other challenges include a tower in the southern part of the county (which is being addressed in Phase I), wireless links and funding. Aaron has already started the process for the frequency coordination but we need to decide how many channels. The ESC Communications Sub-Committee will meet to discuss this issue.

Aaron indicated he was disappointed how Vertex handled the issues with the communication problems resulting from the wiring issues upon installation. He is concerned about how reliable Vertex will be in the "long run". Mr. Henderson felt there should be no concerns for the future.

Aaron reported the fiber was in and being laid at the same time the water line was being laid.

CVRS reported they are not receiving the Rip & Run Sheets. It was indicated that some of them have been sent to Cumberland Fire and to Cartersville Rescue. Aaron will follow up on this.

The unnecessary call volume to dispatch, especially during times of activity, needs to be addressed. Responders should only be calling and identify call sign and level. Agency Captains/Chiefs have requested that dispatch log unnecessary call volume with the callers name and reason for calling. Agency Captains/Chiefs will then be able to initiate training and/or disciplinary action as needed.

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## TRAINING

The following people will be attending Rescue College

Roger Myers and Mary Anne Hale  
TL Wingo

CPR Instructor Certification  
EVOC Instructor Certification

The Fire Attack/Fire Fighter I class has started with approximately 20 people attending. Kevin indicated the instructor is excited about the students in the class.

Kevin and Dennis have been discussing the training for a County Fire Marshall. There may be the possibility that one of the new deputies will receive the full training where some fire department members will receive minimum training to be able to assist him/her. If this will not be able to be worked out, then a certain number of volunteers will receive the full training. The class will be set up within reasonable driving area.

An EVOC class will be held in July and tentatively to be held on two Saturdays. Powhatan will also be having one in approximately two weeks.

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Larry asked if any other agencies had members interested in Incident Fire Reporting Training. He said it was supposed to be a two hour course but he has no other members interested in learning the system. Larry indicated he was having problems correcting errors and Kevin said he has an instruction manual and will help him.

The fire departments have been working on combined pumping as a process in standardization.

Jon Donnelly reported that an EMT-E to EMT-I Bridge class will be starting in September at SCH.

## EQUIPMENT/SUPPLIES

Everyone has had an opportunity to test the GPS units and most people have had positive feedback. A new quote was received bringing the price per unit down to \$830 per unit. This will be a savings of approximately \$1300 on the project. Kevin indicated that he did not feel it was necessary to equip every fire vehicle with one. That three per fire station would be sufficient. It was also reported that some addresses are off to which it was reported that our local data is being processed to help upgrade the system used for the GPS units. Kevin reported that the GPS will be very beneficial in setting up landing zones. It was also reported that they will be very helpful in running mutual aid calls. Once the invoice is received the ESC needs to request release of CIP funding to pay for the GPS units.

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Jon Donnelly reported that Mark 1 Kits have been distributed to all EMS agencies. Every ambulance will have 25 kits on board and will be used to protect first responders should there be a suspected exposure.

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Jon Donnelly also reported that four ALS drug boxes have been delivered to CVVRS and they will be taken to Southside Hospital to be filled.

Kevin informed the committee that a person with community service hours works in a paint shop and is going to paint the Mobile Command Unit. The only cost will be for supplies.

### **AGENCY REPORTS**

CVVFD Has three members taking the Fire Fighter I Class.

CVVRS Passed inspection and has been re-licensed as ALS; however, this will not be made public until all protocols, equipment and training have been completed.

Dispatch Not Represented

Sheriff Not Represented

CVFD They have started having first truck in route calling dispatch to reduce radio traffic. They are having a horse shoe tournament Saturday 10:00 AM They will be scheduling a fund raiser dance.

CVRS Passed their inspection/re-licensing and thanked CVFD for their help in the process. It's difficult to move forward when people are negative about the squad and telling people not to join because of past problems. It was requested that members of the committee help get the positive information out.

LEPC Jean reported that shelter design and layouts were discussed in the last meeting. CVVRS has been designated as a medical shelter.

RVFD Not represented

### **GRANTS/FUNDING**

An AFG grant in the amount of \$400,000 for Phase II of the Communications Project has been submitted.

The BOS did approve a budget for the ESC; however, Bill did not have the exact figures with him.

Jon Donnelly informed the Committee that funding for the establishment/operations of shelters is available through RSAF.

CVVFD & RVFD submitted AFG grants for replacement vehicles and are waiting for word on the status.

The RSAF Extension for the Phase I of the Communications Project has been granted to the end of the year. The tower has to be completed by then to prevent problems with the funding from the grant.

### **PUBLIC RELATIONS/RECRUITING**

Larry brought up the suggestion of doing a mass mailing to help with recruiting. It was suggested that perhaps this could be distributed through the quarterly newsletter the BOS issues. We will work on submitting something relating to emergency services in every issue. Perhaps we can get the Cumberland Bulletin and the Farmville Herald to do a feature on emergency services in the county.

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Larry said he has an article entitled “What if you called 911 and no one answered” that he will bring to the group for further discussion.

Currently CVFD has a waiting list whereas other agencies are needing help.

**OTHER DISCUSSIONS**

The Committee continues to seek other options to obtaining 911 markers without the burden of cost and upkeep being placed on the county. A suggestion was made to update the existing ordinance from requiring numbers on houses to numbering at the roadside. Another recommendation made was to work with the US Postal Service on enforcing the mailboxes numbering clearly and legibly on both sides.

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Jon Donnelly, ODEMSA, reported that in the number of years he has been working with EMS in Cumberland County he has witnessed considerable progress and the cooperation shown within the County. He indicated the importance of positive PR in continuing this success. He stated that the licensing of CVVRS as ALS is a major accomplishment for the County.

Jon informed the committee that there are new Medical Air Evacuation Guidelines. These have been sent to Rescue and Dispatch Agencies. He will send additional copies to Rose who will distribute to the Fire Departments.

Aaron and Kelly are working on a process with the new dispatch CAD system which may simplify the activity report process.

**UPCOMING EVENTS**

BLUEGRASS/BBQ            5/13            Tickets available

BODACIOUS            5/20 & 21            All agencies eligible and profits % will be split

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**REMINDERS**

**ESC Meeting will be May 25 at the CVFD with dinner at 18:30 and the meeting at 19:00. CVFD will be providing meat & bread, CVVRS will provide sides, CVRS will provide dessert and Aaron will provide drinks.**

## Board Report 05/09/06

### Projects currently in progress

- Communications
  - Phase I – Post install report by ProComm to evaluate pros/cons
  - Phase II – Report by ProComm for recommendations of next phase and goals of the project to include full interoperability & redundancy. Primary challenge remains availability of frequencies.
  - Fiber was coordinated with the Water line project saving future funds for equipment.
  
- Service capabilities
  - **5 GPS** units were tested and were found to meet/exceed expectations
  - Pros – ease of use, no recurring maintenance, low cost, free mapping updates, mobile, landing zones for helicopters, mutual aids
  - Cons – minor mapping errors
  - **RECOMMENDATION** of the committee is to request CIP allocations released to equip EMS/Fire vehicles. Reg \$999/unit, ESC price \$810/unit  
Total price \$13,770 plus shipping for 17 units
  - **911 Markers** - Options to obtain without the County burden of cost/maintenance
  - Some suggestions included: An **ordinance change** for house addressing at the driveway versus door and Work with **US Postal Service** for addressing on both sides of mailboxes
  - **Medical Air Evacuation Guidelines**
  
- Training
  - 3 volunteers have been registered for Emergency Vehicle and CPR Instructor Certification at Rescue College in June.
  - Firefighter I training class in progress with approx 20 volunteers
  - EVOC class approved, ETA July 2006
  
- Procurement
  - CVFD – Incident Command Vehicle being painted with insignia representing all emergency service agencies.
  - CVVRS – First Responder vehicle obtained and equipped

### GRANTS/FUNDING

- AFG Grants submitted requesting 2 vehicles - \$460,000 & Phase II funds \$400,000, eta for award status late summer

### PUBLIC RELATIONS/RECRUITING

- Recommendations made to include recruiting information in the County quarterly newsletter.

### REMINDERS

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