

CUMBERLAND COUNTY EMERGENCY SERVICES COMMITTEE
MEETING AGENDA
October 19, 2006

CALL MEETING TO ORDER

Kelly Hale, Chair

COMMENT/APPROVAL MINUTES

ACTION

OLD BUSINESS

Communications Project Update
Retention/Recruiting Package
Creating Emergency Services Association
Letter to postmaster on addressing enforcement
False Alarms at Cumberland County Schools
Area 2 Hazmat Trailer from VDEM

Aaron Hickman
Jean Dunivan/Bill Osl

Kelly Hale
Kevin Ingle
Brian Iverson

GRANTS/FUNDING

VFIRS/CEDAP/VFSB update

TRAINING

Fire Fighter I
Fire Marshall Training
Dispatch Protocols

Kevin Ingle
Kevin Ingle

EQUIPMENT

Vehicle Replacement Schedule

Kevin Ingle

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 – 10/19/06**

ATTENDANCE:

AGENCY	REPRESENTATIVE	
Cartersville VFD	Not Represented	
Cartersville VRS	Kelly Hale	Jean Dunivan
Cumberland County Board of Supervisors Director of Information Technology Local Emergency Planning Commission Grant Writer/Administrator Sheriff's Office/Dispatch Director of Emergency Services	Not Represented Not Represented Not Represented Not Represented Not Represented Cliff White	
Cumberland VFD	Kevin Ingle Justin Lankey	Sam Price
Cumberland VRS	Rose Payne	Mark Chambliss
Randolph VFD	Dan Pempel	
Old Dominion Emergency Services	Delbert Garrett	
Virginia Department of Emergency Management	Not Represented	

The minutes from the September 28, 2006 meeting were distributed to all members through e-mail. The minutes were accepted as presented.

COMMUNICATIONS

Aaron sent word that he is working on the tower that will be placed at RDVFD. He also requested that everyone make sure they are completing the Radio Communications Report Logs to report any problems.

Discussions on how calls and messages are being toned were held. It is the consensus of the committee that we work towards the ability of having calls toned once over all three towers. This will eliminate the dispatchers from having to tone each agency in order to send out a county wide message and also will allow all agencies stand by for possible back up coverage. Kevin reported that Dispatcher Black informed him that all three towers can not be toned at the same time. Cliff said he would discuss the issue with Aaron in that it may be a programming issue. Because representative from dispatch or the county IT department were not at the meeting these discussions will be continued.

TRAINING

The committee discussed the need for written dispatch protocols and standardized training to ensure consistency of operation.

A tentative schedule for the additional Fire Fighter 1 training has been set for 2nd week in November.

A Fire Fighter 2 class taught by is scheduled for March of 2007. He wants to work with Kerry Flippen because he does not want this class to overlap with the EMT-B class held in Cartersville due to members wanting to take both training classes.

A Fire Fighter Instructor class taught by Don Brown will be offered in January. Must have FF2 to take.

The Fire Marshall Training Class starts on Monday and is 92 hours but because of some miscommunication no one will be taking this class. Cliff said the County will be paying for the training and as a part-time position. The next class will be in Winchester starting in February. Kevin reported that there is a weeks worth of homework prior to the beginning of the class.

RECRUITMENT/RETENTION

The committee continues to work on the implementation of the Recruitment/Retention Package. Although the county will no longer be providing a county sticker there will be a licensing fee added to tax bills that may possibly be deducted for volunteers. Kelly talked with Anita French who poled surround counties and found the preference to be a specific dollar amount issued in increments. It was determined that \$25 per year was a reasonable amount. It will need to be written in the ordinance whether it would be applied toward the total bill or one vehicle. Using the suggested point system would allow providers with dual memberships in fire & rescue to benefit. Jean will pull together the updated information and submit a revised package to the committee.

Cliff stated that the year has passed and we had not held an emergency services appreciation event. Jean said that it had been discussed in the LEPC meeting about holding this type of event around Patriot's Day in the spring. It was decided that we would try to hold an Emergency Services Banquet on December 2. Cliff will check into using the conference center at Bear Creek Lake or the Country Club at the golf course.

EQUIPMENT/SUPPLIES

We are still working on the Vehicle/Equipment Replacement Schedule. CVVFD and RDVFD have received grants & funding for the agreed upon replacement vehicles.

CVVRS and RDVFD are going to need to use a fuel log sheet to submit to the county for fuel usage.

AGENCY REPORTS

CVVFD	Not represented
CVVRS	Their new unit had to go out for repairs covered under warranty.
DISPATCH	Not represented
CVFD	Everything good right now.
CVRS	Operations is working well w/CVVRS still covering a lot. Admin is struggling.
LEPC	Jean reported they are working on OEP for shelters and point of distribution.
RVFD	Still receiving forms from FEMA so are feeling hopeful about grant award.
SHERIFF	Not represented.

GRANTS/FUNDING

There are still e-mails going back and forth concerning the AFG grant with no indication of the award amount.

Everyone should have received their CIP letters and they are due to the county by October 31.

There are grants available to have a burn building/training facility placed in the county. Don Brown told Kevin he will help us work on this process.

A CPR class expense reimbursement request was submitted in the amount of \$142.54. Questions were raised concerning some of the charges and clarification will be brought to the next meeting.

OTHER DISCUSSIONS

A revised Emergency Services Association Constitution & By-Laws was distributed. The association will help with standardizing the budget process, training and operational protocols, and grant requests. An in-depth discussion was held on the budget process. It was agreed that it would benefit the agencies and the county BOS if all budgets were submitted to the association on a standardized form. Cliff suggested that the BOS Member be listed as an ex-officio member of the Association. Discussions were held on whether dispatch should have a separate representative than sheriff's office representative because they currently are not a separate entity. It was agreed that although they are not a separate entity they have separate functions and should be represented as such. A planning meeting was set to be held on November 5.

Kelly has been in contact with the Code Enforcement Officer, Stephanie Johnson in regards to the letter being written to the county postmasters requesting assistance with addressing regulations being enforced. Ms. Johnson e-mailed Kevin with an option of decorative signs that could possibly be made available to residents for a \$20 fee with the county installing. Justin stated that Chesterfield currently uses this process. Ms. Johnson will try to be at the next ESC meeting for further discussion.

Since the article appeared in the paper concerning the false alarms at the school Linda Staylor, a school board representative, contacted Kevin and set up a meeting. She is now in charge of resolving the false alarm issue. Apparently there was false alarm at the school that was not responded to by the fire department and school personnel are requesting an explanation. Kevin is going to dispatch to obtain call/tone information. It was noted that the alarm company is calling the key holder before calling dispatch, which apparently is against protocol. They did have an inspector come out who found 2 faulty panels which were replaced. However, there is still problems with a switch that is scheduled to be replaced. There have been 2 new key holders put in place, 1 that is a mile away. It was also indicated that Jerry Giles will be responding when the alarm goes off. Justin will talk with the representatives from Hudson and Richmond Alarm Companies to learn more about the system and solutions. When a call is received from the High School it takes a lot of time to go through the building because there is one key. They found that a recent call to the school was the result of a sensor that was in one of the trailers that was removed over the summer.

An ESC brochure needs to be created to put in welcome packets for new people moving into the area.

A discussion was held on the renovations of Flippens store into the new E-911 center. Questions concerning the type of sprinkler system required were raised. Although the size does not require a sprinkler system Kevin suggested a dry system be put in place. It was mentioned that the ESC will have a 20x30 room in this facility.

UPCOMING EVENTS

10/23	1100	RDVFD New Truck Grant Presentation
10/28	2100-0100	CVFD Emergency Services Halloween/Costume Dance
10/29	1600-1800	RDVFD Halloween Bash
10/31	1800-2000	CVVRS Halloween Movie Night
11/04	0900-1200	CVVRS Rabies Clinic
11/08	1100	LEPC Meeting @ Old Clerk's Office
11/11		CVRS Christmas Bazaar at CMS
12/09	1800	CVVRS Christmas Party

REMINDERS

ESC Meeting will be November 30 at the CVFD with dinner at 18:30 and the meeting at 19:00. The Randolph District Volunteer Fire Department will be providing dinner and Cumberland Volunteer Rescue will be providing dessert.

ESC Board Report for 10/19/06 Meeting

The ESC is continuing to work on the county wide communications system. A final step in Phase I is the placement of the tower at Randolph District Vol. Fire Dept.

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The committee discussed the need for written dispatch protocols and standardized training to ensure consistency of operation.

The committee continues to work on the implementation of the Recruitment/Retention Package. Although the county will no longer be providing a county sticker there will be a licensing fee added to tax bills that may possibly be deducted for volunteers.

Since The EMS Appreciation Activity was not held this summer one was scheduled for December 2.

A revised Emergency Services Association Constitution & By-Laws was distributed. The association will help with standardizing the budget process, training and operational protocols, and grant requests. A planning meeting was set to be held on November 5.

The committee is working with county representatives on having the house addressing code enforced. This code requires residents to have their 911 address prominently displayed on their home.

All parties involved are working together to resolve the issues surrounding false alarms at the school. A test of the equipment revealed some faulty equipment that either has been or will be replaced soon.

The committee is establishing a vehicle replacement rotation that will ensure that all agencies have vehicles routinely replaced without creating a burden on the county for CIP funds. This replacement schedule will be part of the CIP budget request. Although full replacement cost is being requested; those figures can be reduced by fund raising and grants.