

CUMBERLAND COUNTY EMERGENCY SERVICES COMMITTEE
MEETING AGENDA
March 1, 2007

CALL MEETING TO ORDER	Kelly Hale, Chair
COMMENT/APPROVAL MINUTES	ACTION
OLD BUSINESS	
Communications Project Update	Aaron Hickman
Retention/Recruiting Package	Jean Dunivan/Bill Osl
Emergency Services Association	ACTION
New Flagging Guidelines	Bill Bailey
GRANTS/FUNDING	
VFIRS/CEDAP/VFSB update	
Budget Workshop	Kelly Hale
AFG Application Questions	Judy McReynolds
TRAINING	
Dispatch Protocols	
EQUIPMENT	
Special Appropriation for Fire Pagers	
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	
COMMITTEE REPORTS	
ESC Sub-Committee on Communications	
NEW BUSINESS	
Update Agency Representatives and contact information	
UPCOMING EVENTS	
BOARD OF SUPERVISOR REPRESENTATIVE COMMENTS	
SET NEXT MEETING DATE, TIME, PLACE, AND DINNER	
ADJOURN MEETING	

ESC Board Report for 3/1/07 meeting

The Committee is putting the finishing touches on the Recruitment & Retention Package. The point system for determining a member in good standing was finalized and the committee agreed that the years of service would start from Day 1 of membership and not Day 1 of Program Implementation. There are 4 parts to the package:

- Years of Service will receive Personal Property Tax Relief with a projected implementation date of 11/01/07.
- Levels of Training will receive an American Express Gift Card with an initial projected date of 06/01/07.
- Number of Calls ran will receive equipment related to position held and started 01/01/07 and is cumulative.
- Call/Provider of the Quarter will receive special recognition and has started.

Dispatchers will be eligible for level of training gift cards and call of the quarter sections.

The communications project is moving right along with Phase II. Once the weather cooperates a pad will be laid for tower at Randolph. The communications project has acquired a tower from the school which will be used to increase the coverage in the county.

Discussion on dispatching protocols and training continue. Work Sessions with the agencies and dispatchers are being arranged to determine fire & rescue needs. A questionnaire is being created to help determine needs. The establishment of standard protocols will help alleviate confusion and allow smooth communication during calls.

The funding of the vehicle replacement schedule may need to be further addressed with the planning commission. It was indicated that the money would not be appropriated until they know if a grant is awarded or not; however, this jeopardizes the ordering of a vehicle this year. In order to replace the truck at CVFD they will request full funding from CIP and an AFG grant will be submitted for CVRS/CVVRs. This will get the rotation in line with the grant cycle.

Randolph's new truck was ordered with 4" connections which is not compatible with the other two fire agencies. Discussions will be held on what is desired by the agencies in standardizing equipment for future purchases.

Additional grants will be applied to fulfill a desperate need for upgrading and supplying adequate air packs at all three fire houses.

The ESC Sub-Committee on Communications met and has requested through the ESC that all future installation of water, sew, etc. lines include that fiber be ran to reduce the cost of extending the communication system county wide.

Something not discussed at the ESC but worthy of mentioning tonight is yesterday evening (03/12/07) we had 5 rescue calls within a 45 minutes time span that were answered. Cumberland had two crews out, Cartersville had 1 crew, there was a mixed Cumberland/Cartersville crew and one called was answered by Prince Edward Rescue. Dispatcher Suddesberry showed extreme professionalism in handling these multiple calls.

**CUMBERLAND COUNTY
EMERGENCY SERVICES COMMITTEE
MINUTES – 03/01/07**

ATTENDANCE:

AGENCY	REPRESENTATIVE	
Cartersville VFD	Tim Amos	Barron Williams
Cartersville VRS	Kelly Hale	TL Wingo
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 Aaron Hickman Not Represented Judy McReynolds Dennis Ownby Not Represented	
Cumberland VFD	Kevin Ingle	Mark Chambliss
Cumberland VRS	Rose Payne	
Randolph VFD	Dan Pempel	
Old Dominion Emergency Services	Not Represented	
Virginia Department of Emergency Management	Not Represented	

The minutes from the 01/19/07 meeting were distributed to all members through e-mail. The minutes were accepted as presented.

COMMUNICATIONS

The communications project is moving right along with Phase II. Once the weather cooperates a pad will be laid for tower at Randolph. Chippenham Hospital is going to allow us to co-locate a repeater at their facility and use their internet to allow the rescue squads to communicate back to dispatch. There will be a cost of \$7,000 for parts & equipment. A tower has become available through the school board that we can either purchase or trade an antenna for the tower. The committee agreed to trade an antenna for the tower. This will give us a fourth tower to further the communications project.

There have been numerous discussions about the quality of the new communications equipment. A poll of quality between the old Motorola Equipment and the new Kenwood Equipment will be conducted. Training will also be set up to if some of the problems is lack of proper training on use of equipment or actual equipment issues.

Once again, it is being requested that the fire tones be toned on all three towers allowing members out of their area to hear when a call is being dispatched to their agency. It would also allow the other agencies to stand by on alert for possible dispatching as back up. Aaron said this is possible and they will do some test tones. Doing this will also help CVVFD still hear when calls are toned to them when their link is down.

Aaron will program the school board and Powhatan Emergency Services Agencies into the mobile radios.

The ESC Sub-Committee on Communications met on 2/1/07 and presented the minutes of their meeting. The committee gave their recommendations for Phase II of the Communications Project, discussed current communications problems, solutions, protocols, and training. Questions from various providers were submitted and discussed. The Committee members discussed and presented to the ESC to present to the county that fiber be ran with all future installation of water, sewer, etc. lines to reduce the cost of extending the communications system county wide.

GRANTS/FUNDING

- CEDAP grant – Dennis reported that the date has changed to the first of March.
- Dan was unable to obtain a copy of the AFG grant RDVFD used to for their new truck. He will attempt to get with Bill Bailey again to have at the next meeting.

Rose & Kelly attended the Budget Workshop with the Board of Supervisors. Any communications funds submitted on individual agency budgets were moved to the ESC budget because of all communications equipment and maintenance being handled through the ESC. This will ensure standardized equipment.

The funding of the vehicle replacement schedule may need to be further addressed with the planning commission. It was indicated that the money would not be appropriated until they know if a grant is awarded or not; however, this jeopardizes the ordering of a vehicle this year. In order to replace the truck at CVFD they will request full funding from CIP and an AFG grant will be submitted for CVRS/CVVRS. This will get the rotation in line with the grant cycle.

A special appropriation of \$12,000 was requested to purchase 24 pagers for the three fire departments. The extra pagers will be housed with Aaron for use as replacements.

The Committee also needs to start looking at holding fund raisers for routine fees, grant matching, etc.

TRAINING

Discussion on dispatching protocols and training continue. Dennis suggested work sessions with the agencies and dispatchers be set up to determine fire & rescue needs. He is creating a questionnaire to help determine needs. The establishment of standard protocols will help alleviate confusion and allow smooth communication during calls.

Dan distributed a Fire Program Training Schedule. The Fire Attack series will be held at RDVFD on 3/3-4 and a Pump Operator Class will be held at Powhatan on 3/25.

An EMT BLS/ALS Continuing Education Super Weekend is being held in Goochland on 3/16, 17, & 18. The cost is \$35 and you can attend whatever sessions you need to recertify.

RECRUITMENT/RETENTION

The Committee is putting the finishing touches on the Recruitment & Retention Package. The point system for determining a member in good standing was finalized and the committee agreed that the years of service would start from Day 1 of membership and not Day 1 of Program Implementation. There are 4 parts to the package:

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Dispatchers will be eligible for level of training gift cards and call of the quarter sections. It was decided that it is up to each agency to track points and give a report to the ESC. Forms will be used to track points, training, and calls that will have to be signed off on by an officer. If there is no sheet there will be no

awards. Kelly is working on power point presentation that will be shared with all agencies so everyone understands all aspects of the package.

The topic of an emergency services brochure was discussed again. Rose will draft one for the next meeting.

EQUIPMENT/SUPPLIES

Randolph's new truck was ordered with 4" connections which is not compatible with the other two fire agencies. An adapter will have to be used to allow interoperability. Discussions will be held on what is desired by the agencies in standardizing equipment for future purchases.

CVVFD has a desperate need to upgrade their MSA Air Packs. RDVFD needs additional MSA Air Packs because their last grant would not award more than the number of seats on the truck being purchased. CVFD currently uses Survive Air and will discuss with their members the option of moving to MSA to help with standardization of equipment. A regional AFG grant will be submitted to see if can obtain funding based on standardization.

. There are 4 VHF High Band and 6 VHF Low Band radios that were removed from the vehicles when the new equipment was installed. There are two rescue providers that are running most the day time calls and would benefit from putting VHF High Band in their personal vehicles. Kevin moved that Bernie & Steve both receive a VHF High Band Radio for the personal Vehicle and the appropriate paperwork be completed and submitted at the next meeting, and Mark seconded. The motion passed unanimously. The 6 VHF Low Band will be listed on e-bay and the funds placed in the ESC Equipment Budget.

Kevin reported that he has 10MT1000 and MT600 convertacomms available.

AGENCY REPORTS

CVVFD	Their new truck had problems with gears causing vibration. Should be here in March.
CVVRS	Their Captain has taken a 30 day leave of absence for personal reasons.
DISPATCH	Not Represented
CVFD	Steve Morris, Sam Price, and Mark Chambliss are taking on more administrative roles and everything is going well. Establishing a written mutual aide agreement with Powhatan. They hosted the ESC Banquet.
CVRS	Kevin & Rose met with Judy Ownby & Bill Osl. Rose gave the 90 day report at the BOS meeting. Things are progressing somewhat slower than some anticipated but there have been many improvements made thanks to Kevin. Recruiting is going to be the main focus now.
LEPC	Not represented.
RVFD	New pumper should arrive in September.
SHERIFF	Claude will retire at the end of the year.

OTHER DISCUSSIONS

Kelly has been in touch with an attorney with a law firm in Charlottesville who may be willing to look at the documentation for forming the Emergency Services Association to ensure legality pro bono.

Bill Bailey was to present a report on the new flagging guidelines but has been absent for the last two meetings. The committee agreed to remove this topic from next months agenda.

The committee needs to start accumulating documentation (i.e., minutes, mutual aide agreements, etc) and keeping in one location. Possibly in the space being provided at the new E-911/Dispatch Center.

Dan Pempel handed out a very large document that discusses the ISO Standards & Ratings. The way dispatching is set up can change the ISO Ratings. More discussions will be held to help improve ratings. All members are to review the document and bring questions/comments back to next meeting.

UPCOMING EVENTS

3/4	9-5	Red Cross Class on How to Operate a Shelter	CVVRS
3/16	5-7	Corned Beef & Cabbage Dinner	RDVFD
4/14-15	7a-7p	Bodacious (profits will be split w/participating agencies)	CVVRS
4/21		Patriot's Day (opportunity to show off new equipment)	

REMINDERS

The next ESC Meeting will be March 22, 2007 at the CVFD with dinner at 18:30 and the meeting at 19:00. The Cumberland County Office of Information Technology will be providing dinner.