

CUMBERLAND COUNTY EMERGENCY SERVICES COMMITTEE
MEETING AGENDA
March 22, 2007

CALL MEETING TO ORDER	Kelly Hale, Chair
COMMENT/APPROVAL MINUTES	ACTION
OLD BUSINESS	
Communications Project Update	Aaron Hickman
Retention/Recruiting Package	
Emergency Services Association	ACTION
Emergency Services Brochure	Kelly Hale
GRANTS/FUNDING	
AFG Update	Rose for Judy McReynolds
TRAINING	
Dispatch Protocols	Rose for Dennis Ownby
EQUIPMENT	
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 – 03/22/07**

ATTENDANCE:

AGENCY	REPRESENTATIVE	
Cartersville VFD	Larry Kelly	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	Bill Osl Aaron Hickman Not Represented Not Represented Not Represented Cliff White	
Cumberland VFD	Kevin Ingle	Mark Chambliss
Cumberland VRS	Rose Payne	
Randolph VFD	Dan Pempel	Bill Bailey
Old Dominion Emergency Services	Not Represented	
Virginia Department of Emergency Management	Brian Iverson	

Kristen Queen from the Cumberland County Department of Community Development was present.

The minutes from the 3/22/07 meeting were distributed to all members through e-mail. The minutes were accepted as presented.

COMMUNICATIONS

Aaron reported that placement of the Randolph Tower should take place within the next week. He also stated that the RFP for Phase II was scheduled to be out next week. We have received the last UHF Licensure. This provides us with four simulcast channels which gives us eight frequencies. The Verizon Tower has had some delays on their part and is not commenting on a possible ETA.

Renovation of the 911 dispatch center is moving right along. Cliff reported that there is an office in the back for ESC storage.

Brian Iverson asked if we were going to participate with ComLink to synch with the law enforcement database, STARS. The committee informed him we have opted not to, which he responded by stating that other localities have done the same. Brian will relay that under current circumstances we will not join in. He also requested written authorization to allow him to program our frequencies into his equipment. This request was granted.

GRANTS/FUNDING

Kelly again requested a copy of the RDVFD grant in order to write one for CVFD. Bill Bailey said he brought it with him.

AFG Grants are available for community education if someone is willing to apply for it on behalf of the committee.

Judy sent an e-mail to Rose concerning AFG applications. Only specific equipment and training that promote interoperability are allowed as a regional grant. This led to discussions on current air packs utilized by the three fire departments. Currently, CVVFD and RDVFD use MSA and CVFD uses Survive Air. Kevin reported that although CVFD has not voted on changing to MSA they are in favor of standardizing and discussions with individuals has resulted in the opinion that they will change to MSA and sell the current Survive Air equipment.

TRAINING

RDVFD is hosting a fire attack class that will be held March 24 & 25 with burn building dates of May 4, 5, & 6.

Dennis was unable to attend the meeting; however, he sent an e-mail to Rose requesting contact information for each agency for a representative that would serve on his committee to establish Dispatch protocols and training. Rose related this information and asked that each representative send an e-mail to Dennis with this information and CC her.

It has been disturbing to hear comments from dispatchers when asked for their participation with the ESC. Various ESC representatives have been told that the dispatchers were directed to respond that nothing needs to change and therefore their participation is not required. Hopefully Dennis' committee will help alleviate some of these negative and non-productive ways of thinking.

Mark has 6-7 names for another EVOG class and would like to get this scheduled. Most people work so it will need to be an evening or weekend class.

RECRUITMENT/RETENTION

All agencies have accepted the Recruitment & Retention package and are creating ways to track calls and points. Everyone needs to return their updated roster with level of training and years of service as soon as possible. The hard and most expensive part is the initial set up. Once in place the process will be easier. Kelly and Rose are working on the power point presentation that will go out to all the agencies. The committee will coordinate showing this at all the agency monthly meetings. Kelly's sister, Tracy, works for a promotional company that can be the "middle man" in the process of the committee feels this is necessary. It was also reported that Central Virginia Bank could possibly work with the committee with obtaining the gift cards. Other vendors that will possibly be able to help with obtaining the incentive items are Southeastern Medical Supply and Guardian.

An extensive discussion was held on the tax implications of the gift awards. The questions of having to issue a 1099 for the gift cards has been raised. Several members have contacts that they can ask and report back to the committee.

EQUIPMENT/SUPPLIES

The fire pagers that were purchased with the emergency appropriations requested from the county will be here in approximately two and a half weeks.

Brian Iverson brought the Hazmat Trailer for everyone to see. It is a 12' trailer and is equipped with 4" pads, a few hand tools, and some plastic. The question was raised as to who would replace supplies used. He is requesting a written Memorandum of Understanding for the housing

and use of the Trailer. The Memorandum will include in what incidents the trailer can or can not be used, who is permitted to use, and a reporting mechanisms for use. When the trailer is needed please contact the Office of Environmental Quality and request a Hazmat Officer. Another question was raised concerning liability. Which the agencies policies will cover. The two vehicles that can tow the trailer are the Command Vehicle housed at Cumberland Volunteer Fire Department and Cartersville Rescue Squad's First Responder Vehicle. A tool inventory will be taken and the key will placed at dispatch making it available 24/7. Brian will bring the documentation to the next meeting.

Goochland Fire has five fire trucks that they are selling. Eddie Ferguson is forwarding the specs and cost to Kelly and she will send them out to the committee when she gets them. Kevin reported that although they are still older vehicles that obtaining them could change some equipment replacement status from urgent to need.

The committee discussed ways to save on postage through the use of bulk mailings. Kevin reported that using bulk mailing for non-profits can be 10-15 cents cheaper. A bulk mailing permit is \$160 per year. Cumberland Volunteer Fire Department already has one if the other agencies would like to split the cost. Using this permit would mean that everything has to be mailed form the Cumberland Post Office. Written instructions on use will be given to any agency wanting to participate.

AGENCY REPORTS

CVVFD	Their new truck should be here in the next week or two.
CVVRS	Moving forward with personnel.
DISPATCH	Not Represented
CVFD	Currently working with Farm Bureau on a fund raiser similar to the one held at RDVFD last year
CVRS	They have two new applicants: one is an EMT and the other is currently in the EMT class. It is sad to report that Milan Hochstetler, a long time member & EMT, has decided not to recert. They will be holding a squad member dinner on Sunday. The agency is working from the inside out and things seem to be moving in a positive direction.
LEPC	Not represented.
RVFD	They have two new applicants.
SHERIFF	Not Represented

OTHER DISCUSSIONS

Kelly reported that McGuire Woods Law Firm is willing to assist with establishing the Emergency Services Association. With their assistance, we hope to finalize this process soon.

Kristen Queen with the Cumberland Department of Community Development passed out a draft a brochure that she has been working on for Emergency Services. She would like to use some local pictures and obtain information from each agency. It was decided that it probably would be best to have the brochures professionally printed. Kristen will bring three price quotes to the next meeting. It was decided not to put personal information or anything that may be time restrictive. Each agency representative needs to send her contact information. Lee Pfeiffer has already agreed to distribute the brochure. This brochure will help with recruitment as well as educate the community on our services. She will include all agency monthly meetings and express that all meetings are open to anyone.

Daryl Hodges is running for Sheriff and would like to meet with the committee. It was suggested that the committee send an invitation to all candidates. This invitation will be sent out after the June 12 filing date. It was also suggested to have a luncheon where all candidates are present.

The March 13 ESC Board report included the five 911 calls in 45 minutes that were received on Monday, March 12 through the Dispatch Center; however, it was not mentioned in either of the local papers. It was decided that a special presentation would be given to Teresa at the next board meeting. Bill Osl stated that we need to make sure that Teresa and her family are invited to be at the BOS meeting for the presentation.

CVFD is purchasing a spot in the high school yearbook that will highlight their junior members if anyone would like to be included let Kevin know.

Cliff reported that the pins issued at the Emergency Services Banquet are available through Jill.

UPCOMING EVENTS

Patriot's Day is April 21 to which all agencies reported as registering.

If each agency would forward flyers for their upcoming activities to Aaron he will post them on the web site.

CVVFD will be hold a Fish Fry in May. They will provide date and time when scheduled.

Other scheduled events:

3/31	9 – 1	Breakfast with the Easter Bunny	CVVRS
4/14 & 15	Bodacious	Any agency having representatives help in concessions will receive %	
4/7	Partnership with CVSD ID		
4/14	Hazardous Waste Disposal Day to be held at RDVFD		
5/12	3-7	Farm Bureau Fund Raiser @ CVFD will include games, dunking booth,	
5/19 & 20	Bodacious	Kareoke, and a womanless beauty pageant	Any agency having representatives help in concessions will receive %
5/20	2 – 5	Basket Bingo @ RDVFD \$20 Advance Ticket, \$25.00 at door.	

REMINDERS

The next ESC Meeting will be April 19, 2007 at the CVFD with dinner at 18:30 and the meeting at 19:00. The Cumberland Volunteer Fire Department will be providing dinner.

ADDENDUM TO 3/22/07 ESC MINUTES:

Rose suggested that in addition to the ESC Sub-Committee on Communications that other committees be formed to possibly include the following:

Training Dan Pempel, Coordinator (Because he already agreed to be a training coordinator)

Each Agency's Training Officer
One Deputy
One Dispatcher

Finance An Emergency Services Committee Member
Each Agency's Treasurer
One Deputy
One Dispatcher

Recruiting/Retention An Emergency Services Committee Member
Each Agency's Secretary

She also suggested changing the make-up of the ESC Sub-Committee on Communications to the following:

Communications Aaron Hickman, County Information Technology Office
Each Agencies Equipment Officer
One Deputy
One Dispatcher

Rose also wanted to remind all the agencies to be patient with the dispatcher when trying to communicate with them. There is either one or sometimes two dispatchers on duty at a time and it may take a second or so for them to respond, if not longer. They are trying to listen to and talk to any fire, rescue, deputy, and SIRS on the radios plus answer the regular phones and 911 calls. Because there are multiple agencies using the radios, they sometimes walk over each other and dispatch either hears only part of your transmission or none at all. If you have an opportunity to go and visit with a dispatcher and observe their responsibilities do so.

ESC Board Report for 3/22/07 Meeting

The Communications Project is progressing with the placement of the Randolph Tower and obtaining the last UHF license. The RFP for Phase II was expected to be issued the end of March. There have been some unexpected delays with the Verizon Tower in the Cartersville area.

The fire pagers that were ordered utilizing the emergency appropriation requested is expected to be in the first part of the month.

All the agencies are working on ways to track calls and points to allow accurate reporting for the Recruitment & Retention package. A power point presentation is being developed to distribute to all the agencies so everyone understands the package and how it will be implemented. The package is getting into the final stages and the committee is now addressing some tax implication issues for the gift cards that are to be issued.

Kristen Queen with the County Community Development Office is working with the committee on creating an Emergency Services Brochure that will be distributed to new residents and at community events.

The three fire departments are looking into the possibility of purchasing five used fire trucks from Goochland Fire. These newer vehicles could help with current ISO ratings and change some equipment replacement status from urgent to need.