

**EMERGENCY SERVICES COMMITTEE**  
**AGENDA**  
**01/19/06**

**UPDATES**

Approval of minutes from December Meeting (previously e-mailed)

**ACTION**

**COMMUNICATIONS**

RFP - Towers  
Communications Project – Phase 1

**TRAINING**

EMT B – Class start date 10/18/05  
NIMS/ICS training & status  
BLS CE – 1/26 7 pm at CVRS  
BLS CE – 02/15 7 pm at CVVRS (every 3<sup>rd</sup> Wed)  
First Responder class – 02/05 2-5pm at CVFD  
VAVRS Rescue College – June 2006  
Additional upcoming training scheduled and/or suggestions for classes.

**EQUIPMENT/PROCUREMENT**

CVVRS – Ambulance tentative delivery date 01/05  
Vehicle replacement schedule  
Uniforms

**GRANTS/FUNDING**

Sept 2005  
RSAF - Awarded 01/06 - 2 Autopulse \$24,456.00, requested 9

March 2006  
RSAF - recommend submitting to replace 3 stretchers & 5 Defibrillators  
VDFP - recommend submitting to replace Fire Vehicles & Turnout gear  
Philip Morris – need more information  
Other recommendations?

Sept 2006  
RSAF - ‘special projects’ for the communications center

Need more information  
RSAF - EMD funding

County Budget request forms – recommendation to implement standardized form

**ACTION**

**PUBLIC RELATION/RECRUITING/RETENTION**

Service Recognition program

**AGENCY REPORTS**

Activity Reports  
PEVFD Activity reports

**CUMBERLAND COUNTY  
EMERGENCY SERVICES COMMITTEE  
MINUTES – 01/19/06**

**ATTENDANCE:**

AGENCY	REPRESENTATIVE	
<b>Cartersville VFD</b>	Larry Kelly	
<b>Cartersville VRS</b>	Kelly Hale Steve Dyer	Jean Dunivan
<b>Cumberland County Board of Supervisors Director of Information Technology Local Emergency Planning Commission Grant Writer/Administrator Sheriff's Office/Dispatch</b>	Not Represented Not Represented Not Represented Judy McReynolds Dennis Ownby	Billy Black
<b>Cumberland VFD</b>	Kevin Ingle Sam Price	Bruce Zirkle
<b>Cumberland VRS</b>	Rose Payne	
<b>Randolph VFD</b>	Bill Bailey	Dan Pempel
<b>Old Dominion Emergency Services</b>	Delbert Garrett	
<b>Virginia Department of Emergency Management</b>	Not Represented	

The minutes from the December 28, 2005 meeting were distributed to all members through e-mail. Billy Black said he needed to be added to the ESC distribution list. The minutes were accepted as presented with no changes.

**COMMUNICATIONS**

**The RFP for the towers is going out on EVA for a quick quote.** The sites for the towers have not been finalized. Bill Bailey asked about the specs for the towers, including space required. The only information known by members attending was that the towers would be 150' high.

Aaron was unable to be at the meeting due to EMT-B class but gave Kelly a **Project Status Report for Phase I of the Communications Project. All base stations have been received and installed. The Antennas have been delivered.** The Rescue antenna height was increased to top of tower and FCC licensing is currently being updated. This will add an additional \$300 in fees to the project. Public Works is using the old Sheriff's antenna which is providing approximately 80% of coverage without antenna modifications which is excellent news. **The mobile radios, hand-held radios and pagers have been delivered. Cumberland Fire installation is 75% complete and other agencies are scheduled over the next week. The new dispatch consoles have been delivered with installation 50% complete.** Aaron wanted everyone to know that the guys from Procomm (Noah, Mark and Joe) have EXCEEDED the project scope and have provided excellent service and support. They have performed tasks that were not on the original order. He reported that Procomm has provided superior care and attention to detail on this installation and everyone should give them credit and a pat on the back. Kevin said that the guys are definitely really good to work with. He said that the tech went on a fire call with them and when a glitch with the new radios happened he was able to address it when they returned to the building. Dennis reported that the **Sheriff's radios now have fire and rescue channels** which will help during combined agency calls. Kevin said we need to address the issue of designating home channel during multiple agency calls. This will be addressed by the ESC Communications Committee but until it was suggested that either first dispatched or first on scene determine home channel. Fire normally takes the role of Incident Scene Command; therefore, **first agency on scene with cross-band radio should determine home channel in order to prevent lock-out of system.** With the new system we will have Tach Channels so we will be able to talk among agencies during incidents without having to go through dispatch. **Once the first agency on scene determines channel they will notify dispatch who will announce the frequency to be used by other responding agencies.**

Rose is going to get in touch with the ESC Communications Committee Members and get a meeting together before the next ESC meeting.

The status of the Rip & Run sheets was brought up. There are some bugs in the process and it has been put on hold due to the installation of the new communication equipment. CVVRS asked if a sheet could be faxed to the agency before the call like the one being faxed after the call. Billy explained that until additional assistance is placed in the offices there is no way the dispatcher can print/fax and handle the phone and radios.

Everyone wanted to extend a BIG THANKS to Aaron for all the work he is doing with the communications project!

**TRAINING**

NIMS/ICS trainings classes will be scheduled for March/April

BLS CE Class will be held at CVRS on Thursday, 1/26 at 7:00 PM

BLS CE Classes will be held every 3<sup>rd</sup> Wednesday beginning 2/15 at 7:00 PM at CVVRS

First Responder Classes will begin 2/5 from 2-5 PM at the CVFD with testing in April. Kerry Flippen will be the Instructor. There will be a \$30 book fee.

VAVRS Rescue College will be held June 5-9 in Blacksburg. There will be courses available for EVOC and CPR Instructor Certification. A pre-requisite for taking the class is an instructor test which is available on-line and has a cost of approximately \$25. Registration will be available in April. Fire Fighter I classes will be held at the CVFD beginning in April. Don Brown will be the instructor. There will be a \$30 book fee. Let Kevin know before 2/1 names of people interested in taking the course.

### EQUIPMENT/SUPPLIES

Kelly and Jean will be flying to Ohio on January 26 to sign for their new unit. They have all the equipment for it and are planning on a mid-February roll out.

Bruce has been working on a **vehicle replacement schedule**. Each year a fire vehicle will be replaced and every other year a rescue unit will be replaced. Copies of the vehicle replacement schedule were distributed with **each agency asked to rank the order of replacement for their vehicles**. Even though grants will be sought for vehicle replacement; **the schedule will be given to the BOS for CIP consideration**. It was determined that the most critical needs are at RVFD and CVVRS. RVFD needs a new pumper and a tanker. CVVRS will be replacing three of their old pumpers with one tanker. **Some of the older vehicles can not be covered by insurance**. Dan will bring information in on insurance requirements. In doing the Vehicle Replacement Schedule we will be able to standardize equipment so when on scene will be able to work with each others equipment.

Jean said CVVRS needs to order **golf shirts w/pockets**. They will run approximately \$16-18 with name and star embroidered on them. She felt a better price could be obtained if we went together and bought them in bulk. **Everyone will go back to their supply officers and see what the needs for individual agencies are**.

**We received a grant to purchase one autopulse for each rescue agency**. We are getting two instead of the nine requested is they are still new equipment and they are trying to get at least one in each agency. We can go back and request grant funding for additional ones when needed. We will be getting the protocols from Goochland since they have had theirs in place for a while. The committee approved having Kelly get with the county to place the order.

Dennis said that Homeland Security has a list of standardized equipment that is recommended. He said it is possibly on their web site and he will follow up on it and let the committee know.

Dennis informed the fire agencies that although the flares that were received through a grant were supposed to stand up to being ran over...they don't. He said that he is starting to place his on top of orange cones in order to prevent them from being damaged. They were ordered through Southern Police Supply and are covered under warranty.

Dennis said the **Sheriff's Department received a grant to purchase 2 ATV's** that will be available for use in cases of search and rescue, bodacious, and other off-road calls.

### GRANTS/FUNDING

#### **ESC BUDGET REQUESTS:**

<b>EVOC/CPR Instructor Certification Training at Rescue College in June</b>	<b>\$ 6000</b>
<b>Books/supplies for Firefighter I and First Responder Classes</b>	<b>2000</b>
<b>Recognition Packet</b>	<b><u>15000</u></b>
<b>TOTAL REQUEST</b>	<b>\$23000</b>

The fire departments have to use the Fire Programs Reporting Procedures in order to qualify for grants.

Dennis had found a couple small fire/rescue grants and forwarded the information to Judy.

**The standardized budget request form was distributed. The committee members adopted the form for agency use.**

Grants due in March 2006 include:

- RSAF – to move toward standardizing equipment we will be requesting 3 cots for CVRS and 5 AED w/12 leads for both CVRS and CVVRS.
- VDFP – To replace fire vehicles and turnout gear

Upcoming Grants:

- Sept 2006 RSAF "Special Projects" for communications center

Need more information:

- Phillip Morris
- RSAF for Emergency Medical Dispatch

## **PUBLIC RELATIONS/RECRUITING**

After some discussions with representatives from the other agencies, Jean has put together a **Recognition Program Packet. Volunteers will be recognized based on numbers of years of service, levels of training, and call numbers.** Nominations for Quarterly Recognition will be processed through the committee and given to the BOS for public recognition. Possibly receive public recognition at the BOS meeting and with an article in the BOS quarterly newsletter. She asked that everyone take the packet to their squad members and **bring feedback to the next meeting.**

## **OTHER DISCUSSIONS**

Committee members asked about the new communications center and space availability for centralizing the communications equipment. Dennis asked what exactly we would need and it was explained that a place to repair/install equipment and to store the extra equipment. He wanted to know why we are seeking space in the communications center and not at the county maintenance building. He was told it was the only place that allowed 24/7 access. He said that Sherry Swinson and Jerry Giles are in charge of the project and we should discuss the request with them.

Kelly distributed a revised Agency Reporting Form and asked for suggestions. She asked Dennis and Billy what we could do to make the reporting easier because they are the worse for getting their reports in.

Billy requested that CVRS obtain a fax machine so that call sheets could be faxed after calls are completed. Rose will take request to squad meeting.

Larry reported that CVVFD held elections and they have new officers who want to see changes and are willing to work with the ESC.

## **UPCOMING EVENTS**

The Emergency Services BBQ that was to be held at RVFD had to be postponed. They will let us know when the date will be.

Patriot Day is scheduled for April 22 from 13:00-20:00. We will coordinate having all agencies there.

**CVVRS is having a Spaghetti Dinner on February 18 from 17:00-18:00.**

A LEPC meeting will be held in February where discussions on Hazmat training will be held.

**BOS meeting is February 14. Kevin will be giving the ESC Report.**

## **REMINDERS**

**ESC Meeting will be February 23 at the CVFD at 19:00. CVVRS will be providing dinner at 18:00.**

## Board Report 02/14/06

### Projects currently in progress

- Communications
  - Phase I – All base stations have been installed, Antennas delivered and the rescue antenna height and Public Works is utilizing the old Sheriff's antenna providing nearly 80% coverage. Fire/EMS installations are in progress. All Fire/Procomm have provided excellent service and support.
  - Towers – RFP has been sent out on EVA for a quick quote. Sites and specifications on the towers have not been finalized. Upgrade/Replacement communications system is in progress and the first phase is scheduled to be complete by March 1.
  - Interoperability – Fire/Rescue/Sheriff will have the ability to talk direct during combined agency calls. The first agency on scene will determine the 'home' channel and dispatch will notify other responding agencies.
  - **The committee wished to extend BIG THANKS to Aaron for all his hard work with the communications project!**
- Service capabilities – The Agency Activity Reporting Form has been revised for easier compilation.
- Procurement
  - Vehicle replacement schedule – the committee is recommending a **vehicle replacement schedule** with the goal to replace 1 fire vehicle each year and 1 rescue vehicle every other year. Each agency is prioritizing the replacement needs. Outside funding will be sought along with CIP consideration. It was determined that the most critical needs within the next 3 yrs are at RVFD for a pumper and tanker and at CVVFD for a tanker. A benefit to the schedule we will include standardization of equipment, easier cross training and long term financial planning.
  - Uniforms – A local vendor has been contacted that is working with the committee to order supplies in bulk regardless of agency to facilitate easier ordering, bulk pricing and support county business revenue.
- Budgets – Recommendation from the committee to fund
  - **EVOC/CPR Instructor Certification Training (10 students)** **\$ 6000**
  - **Books/supplies for Firefighter I and First Responder Classes** **2000**
  - **Recruiting/Retention Project** **15000**
  - **TOTAL REQUEST** **\$23000**
  - the committee has adopted a standardized budget request form for both fire and rescue including a five year cost projection.
- Recruiting/Retention - A Recognition Program was presented that will recognize/reward volunteers based on numbers of years of service, levels of training, and call responses. Also, nominations for Quarterly Recognition will be processed through the committee and given to the BOS for public recognition. The committee is awaiting feedback from the agency's membership. Estimated costs have been submitted to the BOS for consideration.

### TRAINING

- BLS Continuing Education Class - CVVRS third Wed of every month
- NIMS/ICS training - tentative date March 2006 North, Central and Southern agencies
- First Responder Class – began Feb 5<sup>th</sup> at CVFD, testing in April 2006
- Pumper Operator Training Course – Hampden Sydney in March
- Fire Fighter II – Hampden Sydney in March.
- Fire Fighter 1 – tentative date April 2006 CVFD
- Rescue College – Roanoke June 2006 – seeking to train local volunteers as EVOC and CPR instructors

### GRANTS/FUNDING

- Grant award for \$24,456 - 2 Autopulse units (1 for each rescue agency).
- Grant award for \$20,400 – a portion to be used to purchase 2 ATV's for use in cases of search and rescue and other off road needs

Grants due in March 2006 include:

RSAF – to move toward standardizing equipment we will be requesting 3 cots for CVRS and 5 AED  
w/12 leads for both CVRS and CVVRS.

VDFP – To replace fire vehicles and turnout gear

**The next meeting will be held 7:00 PM on February 23, 2006 at the Cumberland Volunteer Fire Department. Dinner at 6:00 will be provided by the Cartersville Volunteer Rescue Squad.**