

CUMBERLAND COUNTY EMERGENCY SERVICES COMMITTEE  
MEETING AGENDA  
March 23, 2006

|   |                          |
|---|--------------------------|
| CALL MEETING TO ORDER                           | Kelly Hale, Chair        |
| COMMENT/APPROVAL MINUTES                        | ACTION                   |
| OLD BUSINESS                                    |                          |
| Communications Project Update                   | Aaron Hickman            |
| Telecom Committee stand on fiber                | Bill Osl                 |
| Tower Placement in Courthouse                   | Bill Osl                 |
| GPS Units                                       | Aaron Hickman/Kelly Hale |
| Retention/Recruiting Package                    | Jean Dunivan/Bill Osl    |
| Creating Emergency Services Association         | Bill Bailey              |
| NEW BUSINESS                                    |                          |
| Patriot Day                                     |                          |
| Bodacious                                       |                          |
| GRANTS/FUNDING                                  | Judy McReynolds          |
| AFG   | Bill Bailey/Larry Kelly  |
| RSAF/Phillip Morris                             | Kelly Hale               |
| 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              |
| 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              |                          |
| UPCOMING EVENTS                                 |                          |
| BOARD OF SUPERVISOR REPRESENTATIVE COMMENTS     |                          |
| SET NEXT MEETING DATE, TIME, PLACE, AND DINNER  |                          |
| ADJOURN MEETING                                 |                          |

**CUMBERLAND COUNTY  
EMERGENCY SERVICES COMMITTEE  
MINUTES – 03/23/06**

**ATTENDANCE:**

| AGENCY  | REPRESENTATIVE   |              |
|---|--|--------------|
| <b>Cartersville VFD</b>   | Larry Kelly  | Roger Myers  |
| <b>Cartersville VRS</b>   | Kelly Hale   | Jean Dunivan |
| <b>Cumberland County<br/>Board of Supervisors<br/>Director of Information Technology<br/>Local Emergency Planning Commission<br/>Grant Writer/Administrator<br/>Sheriff's Office/Dispatch</b> | Not Represented<br>Aaron Hickman<br>Not Represented<br>Judy McReynolds<br>Dennis Ownby |              |
| <b>Cumberland VFD</b>   | Kevin Ingle  |              |
| <b>Cumberland VRS</b>   | Mark Chambliss   |              |
| <b>Randolph VFD</b>   | Dan Pempel   |              |
| <b>Old Dominion Emergency Services</b>  | Not Represented  |              |
| <b>Virginia Department of Emergency Management</b>  | Not Represented  |              |

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

**COMMUNICATIONS**

Aaron passed out folders with several items to be completed by the agencies. Aaron has requested that these be completed and returned to him by March 28<sup>th</sup>.

Radio Communications Upgrade 2006 survey.

Radio Transmission check points.

All defective radio heads have been replaced. Aaron would like to verify serial numbers to ensure all radio heads were replaced with new and not refurbished.

Phase II will move towards all agencies going to UHF, Aaron has started working RFP for this phase.

The committee is waiting on feedback from the BOS regarding tower and fiber locations.

E-911 Road Centerline Identification – Aaron passed out the county recommended policy to name and number roads. He has requested that each agency review this policy and provide feedback. Some recommendations included naming new roads in a particular region with a theme that would quickly identify the area. Pros and Cons were discussed regarding changing names of existing roads. The Committee initially agreed that new subdivisions and their access roads use theme names which would assist with identifying general locations. The committee tabled further discussion until the information could be reviewed in more detail.

GPS – Garmin does not have any county/government grants/funding programs. The regional sales rep referred us to Best Buy as the local rep. Best Buy's government program allows for quantities up to 10 at a cost of \$899 which includes a \$100 rebate per unit. For orders above 15 there is an additional \$50 rebate per unit. Currently we have approximately 28 vehicles in the county. Best Buy provide a quote for 5 units of \$4,499. The Committee has requested we contact Best Buy to provide a demo unit that we test in the field for a trial period before making any commitment. If no demo program is available, it was recommended to purchase one unit initially to rotate between the agencies for testing. There is a grant opportunity from the Search and Rescue Association that we are seeking further input on our eligibility. Aaron also has a "tablet"

option that also will provide mapping tools and will be used to compare which is the better option. Initially there is no cost for Aaron's option. It was recommended that we start with the tablet now and pursue getting the Garmin 2720 demo or purchasing 1 unit.

Rip & Run reports continue to receive positive feedback. A discussion regarding time discrepancies in CAD report vs. what is broadcasted by the dispatcher. Dennis Ownby explained that this may be due to dispatchers handling multiple agencies and events at the same time and unable to mark CAD for a few moments. This is an ongoing training issue that should resolve through the learning curve.

## **TRAINING**

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. Also a Method of Instruction, 2 day class for new Instructors will be required. This class is being offered at Rescue College or April 8 & 9 in Charlottesville (additional information can be found on VAVRS.com). Methods of Instructions may also be obtained at Rescue College but will involve an additional 2 days attendance. Registration will be available in April. Participants to date:

|                |                                   |
|----------------|-----------------------------------|
| Rose Payne     | CPR Instructor Certification      |
| Mark Chambliss | EVOC Instructor Certification     |
| TL Wingo       | EVOC Instructor Certification     |
| Roger Myers    | CPR/EVOC Instructor Certification |

The cost of the instructor training was included in our budget request to the county. Although there is no cost to obtain the training at rescue college, travel & accommodations will need to be paid. Bill was absent and will let us know if this is to be approved.

The next CE class will be at CVVRS, 3<sup>rd</sup> Wednesday (April 19<sup>th</sup>).

The House Fire Training Exercise was a successful training exercise. Pictures can be found on the county website, Kevin and Kelly also have additional pictures that have not yet been loaded to the website.

Fire Fighter I classes to be held at the CVFD has been tentatively scheduled to begin April 29. The possible schedule would be Saturday & Sunday, Skip a weekend, Saturday & Sunday. Kevin said they currently have 16 enrolled and there are instructors in the county that will help make up any missed classes.

CVFD has been awarded an EVOC class but it has not been scheduled.

Larry Kelly asked about the Fire Marshall Training. Kevin said he had e-mailed Jerry but has not followed-up and will call Don Brown. Currently CVVFD has two people interested and RVFD has one. A discussion was held regarding the level of training the hours and cost involved. Dennis Ownby proposed to have the Sheriffs department hire an investigator that can also serve as the Fire Marshall (the training is approximately 8 months, 40 hours a week). With each agency having fire investigators, the hours of training would require less time from the volunteers. Dennis and Kevin will work to make a formal presentation.

## **EQUIPMENT/SUPPLIES**

Roger Myers reported that through his affiliation with the City of Richmond he is aware that they will be replacing 280 air packs in the near future and they intend to donate the older equipment. Roger is working to try to get them donated to Cumberland County, to be utilized by the three fire departments.

Kelly has obtained 2 - 12' pull down screen that mounts on the wall donated by her company, Street & Company. It was agreed that because the committee holds its meetings at CVFD and most other sub-committee meetings are also held at the CVFD, that one of the screens would be mounted in their conference room and the second screen was given to CVVFD.

Bruce Zirkle is continuing to work on the replacement schedule but was absent from the meeting to provide additional information.

## **AGENCY REPORTS**

- CVVFD Intends to apply for a grant for a new tanker, replacing 3 out of service or outdated units  
2 new JR members  
4-5 have applied to take the FFI class  
Recommended revised By laws are completed, to be present/voted on in April meeting  
Requested an updated Cumberland Map
- CVVRS New unit in service week of 3/27  
Replaced unit will be donated to Red Cross on 3/29 @10 am  
Currently looking at ALS First responder vehicle (\$5,000)  
6 new EMT's with 2 more testing in April. 5 of these 8 will be available to respond to day calls
- Dispatch Dispatcher reiterated how critical it is that all fire/ems personnel mark in route to ensure adequate coverage. Many times the dispatchers do not know if anyone is responding or how many people. It was discussed each fire agency designate 1-2 people to call and mark in route on their behalf to minimize the call volume to dispatch. CVFD currently has several members with handheld radios that live close to the building and they mark in route via radio, this allows the remaining membership to know that trucks are in route and they can then report directly to the scene. CVVFD indicated that currently they do not have hand held radios to be able to use this method yet.
- Sheriff Winki Blanton has resigned.  
The 2 new ATV's have been delivered.  
Dennis currently has access to a Military Surplus as a resource for equipment. He suggested finding out if this serve could be used by volunteer Fire/Rescue.
- CVFD The Incident Command unit purchased from Powhatan County SD has been obtained.
- CVRS 2 new JR members  
1 New EMT
- LEPC Meeting was set for the 2<sup>nd</sup> Thursday of each month
- RVFD Suggestion that there are wrist GPS unit that are currently being used in Nursing Homes that may have possible applications for fire/rescue personnel

## **GRANTS/FUNDING**

Judy distributed information on the Assistance to Firefighter Grants. Judy is asking that each agency provide feedback for the grant application and the narrative and is due by April 7.

The March RSAF Grant application for cots and defibrillators was not completed due to the treasurer at CVRS failed to supply financial information needed. Next cycle is September 06.

Aaron & Kelly will be submitting a project status and request an extension until the end of the year for funds needed on Phase II of the Communications project from the RSAF grant.

### **PUBLIC RELATIONS/RECRUITING**

Bill Osl was not present for this meeting, committee is waiting on feedback from the BOS on training & recruiting funds for the current fiscal period.

### **OTHER DISCUSSIONS**

For everyone's general information the following is a list of each agencies and other committee monthly meetings:

|                           |             |
|---------------------------|-------------|
| 1 <sup>st</sup> Monday    | CVFD, CVVFD |
| 1 <sup>st</sup> Tuesday   | CVVRS       |
| 2 <sup>nd</sup> Monday    | CVRS        |
| 2 <sup>nd</sup> Thursday  | LEPC        |
| 3 <sup>rd</sup> Wednesday | RVFD        |
| 4 <sup>th</sup> Thursday  | ESC         |

Bill Bailey was not present to continue the tabled discussion of the last meeting regarding formally associating the ESC. Kelly Hale has obtained information on becoming a Nottaway and other counties that currently have this type of association. Evaluating the pros/cons include budgeting with the County for training and standardized procurement of equipment for all agencies. Participation in association was recommended at no additional cost to the individual agencies but a prerequisite for continued County support. The reflection of the committee to date has been positive with a tremendous track record for accomplishment of addressing countywide emergency service needs.

### **UPCOMING EVENTS**

Bodacious                                      4/8 & 9                      5/20 & 21                      9/16 & 17  
CVVRS will be doing the concession stand for this event. The fundraiser has been opened to all agencies in the ESC. Profits from the event will be distributed based on number of hours contributed by each agency as a percentage of the total.

Patriot Day                                      4/22 in the Courthouse Square. Agencies to display their units will be set up by the Health Department. An ESC table will be set up for information and recruiting.

Procom – Henry Henderson is scheduled to attend the April ESC meeting for a post install discussion, including radios, coverage and finalization of Phase I.

Prince Edward representative is scheduled to attend May ESC meeting for presentation on Squad Care Program.

### **REMINDERS**

**ESC Meeting will be April 27 at the CVFD at 19:00. CVVFD will be providing dinner at 18:30.**

## **Board Report 04/11/06**

### **Projects currently in progress**

- Communications
  - Phase I – Aaron distributed post-install surveys and transmission checkpoints due 03/28.
  - Phase II – Includes moving all agencies to UHF, working on RFP's and grants for this phase.
- Service capabilities
  - 5 GPS units were obtained on demo for 30 days for testing
  - Concurrent mapping tablet also being tested
  - If GPS recommended, 28 units, all vehicles, Cost - \$23,772 with no recurring costs
  - Evaluating grant opportunities to cover cost of either option
  - Rip & Run reports continue to receive positive feedback and minimize unnecessary 'traffic'
- Training
  - 4 volunteers have signed up to be trained as EVOC and CPR Instructors for Cumberland
  - Pending approval from board for the cost of approx \$600/person for 1 week training
  - Firefighter I training class begins April 29th
  - EVOC class approved, Date TBD
  - Fire Marshall training in process in conjunction with Sheriff departments request to hire an additional investigator
- Procurement
  - CVVFD - Working on a possible donation of 280 air packs for the County fire depts
  - CVFD/CVVFD - 2 – 12' pull down screens donated for in-house training
  - CVFD – Incident Command Vehicle purchased from Powhatan SD, not yet in service
  - CVVRS – Donated ambulance to Red Cross for use as response vehicle to disasters
  - CVVRS – New ambulance delivered and in service
  - CCSD – 2 ATV's delivered and in service

### **GRANTS/FUNDING**

- AFG Grant due April 7
- Phase II of communications project – approximately \$400,000 hosted by CVVRS
- Fire Vehicle – approximately \$210,000 by RVFD
- Fire Vehicle – approximately \$250,000 by CVVFD
- RSAF Grant extension obtained for Communications Phase II through 12/31/06

**The next meeting will be held 7:00 PM on April 27, 2006 at the Cumberland Volunteer Fire Department. Dinner at 6:00 will be provided by the Cumberland Volunteer Fire Department.**