

CUMBERLAND COUNTY EMERGENCY SERVICES COMMITTEE
MEETING AGENDA
June 21, 2007

CALL MEETING TO ORDER	Kelly Hale, Chair
GUEST: Centra	Gwen Eddleman
COMMENT/APPROVAL MINUTES	ACTION
OLD BUSINESS	
Communications Project Update	Aaron Hickman
Retention/Recruiting Package	
Emergency Services Association	
Emergency Services Brochure	Kristen Queen
Establishing Sub-Committees	Rose Payne
GRANTS/FUNDING	
Flyer for insertion into July Cumberland Current	Rose Payne
TRAINING	
Dispatch Protocols/Training Committee	Dennis Ownby
Houses for fire training (2 CVFD, 1 RDVFD)	Kevin Ingle/Dan Pempel
Burn Building land availability & water source	Kevin Ingle
EQUIPMENT	
Purchase of Goochland Fire Trucks	
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	

The ESC met on June 21, 2007

Emergency Services Association:

- The paperwork for incorporating the Cumberland County Emergency Services Association has been completed.
- The committee is working on completing by-laws.
- The committee voted to retain the services of an attorney to complete the 501-3C papers.

Recruitment/Retention:

- The committee has had to go back to the drawing board on issuing the funds for the section of the recruitment/retention package based on training certifications. The county is not able to issue checks on behalf of the association and legal advice against the association issuing checks has been received. The committee members have requested an attorney be present at the next meeting to answer questions on this matter.
- Tracy Hale from Turnkey Promotions was at the meeting to demonstrate their on line web store that could be used for the recruitment/retention package and bulk purchases.

Training

- The training sub-committee was given the assignment of poling all providers on what training they need/want and establishing a training calendar for 2008.
- Coordination of all agencies for structure fire training is taking place. This training will include fire & rescue scenarios.

Equipment

- The purchase of the six fire trucks from Goochland is in the final stages. The county will issue funds to each fire department based on the number of trucks they are receiving and the full amount of purchase will be divided equally among each truck. CVFD will receive 2 trucks and pay 2/5, CVVFD will receive 1 truck and pay 1/5, and RDVFD will receive 2 trucks and pay 2/5. The Emergency Services Association will pay for the sixth truck. The committee is going to look into repairing the sixth truck for use as a reserve/training vehicle.

New Service at Southside Community Hospital

- Gwen Eddleman, Southside Community Hospital was present to discuss their partnership with Centra Health and the housing of an ALS ambulance at the facility from noon to midnight.
- The staff will be local providers and will assist in the emergency department when they are not on a call.
- They will do inter-facility transports in addition to 911 assistance.
- There will be no bills issued to the patient or the county for 911 calls.
- Ms. Eddleman said they would need a resolution of support from the Board of Supervisors and was requesting the support of the Emergency Service's Committee. The ESC is in full support of this resolution.

**CUMBERLAND COUNTY
EMERGENCY SERVICES COMMITTEE
MINUTES – 06/21/07**

ATTENDANCE:

AGENCY	REPRESENTATIVE	
Cartersville VFD	Barron Williams	Larry Kelly
Cartersville VRS	Kelly Hale	
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 Not Represented	
Cumberland VFD	Kevin Ingle	Eric Gilbert
Cumberland VRS	Rose Payne	
Randolph VFD	Dan Pempel	
Old Dominion Emergency Services	Not Represented	
Virginia Department of Emergency Management	Brian Iverson	
Virginia Department of Fire Programs	Not Represented	

Gwen Eddleman from Southside Community Hospital was present to discuss Centra Ambulance. Tracy Hale from Turnkey Promotions was present to discuss options for the Recruitment/Retention Package.

The minutes from the May 10, 2007 meeting were distributed to all members through e-mail. The minutes were accepted as written.

GRANTS/FUNDING

Central Virginia Bank has waived the fees to open a checking account for the Emergency Services Association. The committee agreed that each check will require two signatures. Each agency will have a representative on the checking account and signature card at the bank.

Carla Harris from Full Throttle contacted CVVRS about providing concession at an event at the Bodacious facility with about 500-600 people. CVVRS has a prior commitment and was offering the opportunity to the other agencies; however, because of the short notice, no agency will be able to take advantage of this opportunity.

TRAINING

It was discussed that we need to do a better job of poling our providers for the type of training they need or are interested in taking. We will also contact the surrounding counties to work with them on increasing attendance. The Training Sub-Committee will be given the task of finding out what training providers need/want and establishing a training calendar for 2008. The committee members feel it is very important that ALL trainings be announced to give every provider the opportunity to improve their skills.

CVFD would like to arrange for qualified training for the new trucks with air brakes. Although CDL are not required, the training would be good. This led to the discussion of EVOC training

through VDFP and VAVRS. VDFP training requires road test while VAVRS requires the completion of a coned course. All agencies support including recertification in training protocols.

Kerry Flippen teaches the EMT Continuing Education classes at CVRS & CVVRS. A request from a RDVFD member was made to have the night of the class changed because it conflicted with their monthly meeting. Kerry Flippen is open to the date and after reviewing the meeting calendar of the agencies, the 2nd Thursday of the month was selected.

Dates have not been set for using the available houses for training. Rose requested that some scenarios be created that may include fire fighter down or victims removed from the house so that rescue can have fire ground training also.

Dan is working on getting a Fire Fighter I bridge class for the providers that took the Fire Attack Series.

RECRUITMENT/RETENTION

Discussions continued on the issuing of gift cards vs. checks. The members are expecting checks; however, the county attorney stated the county would not be able to do that and advice against the association issuing checks was given. It was requested that the county attorney or the attorney who advised against the association issuing checks be asked to attend the next meeting. The question was raised as to how the counties who pay per call was handling those payments. Discussions on the use of Turnkey were held. Comments that because the announcement of issuing checks was already made, and the members are expecting checks or gift cards, changing this to the availability of a limited number of items could create some bad publicity. It also replicates the number of calls answered section of the recruitment/retention package.

EQUIPMENT/SUPPLIES

Everything is complete for the purchase of the six fire trucks from Goochland. The county will issue funds to each department based on the number of truck receiving. The Emergency Services Association will pay for the sixth truck with the blown engine. The remaining balance will be divided as follows: CVVFD 1/5, CVFD 2/5, and RDVFD 2/5. Research will be made into the repair of the engine of the sixth truck and the availability of using it as a reserve truck and for training purposes.

A request from CVVFD was made to Aaron for additional pagers. The question was raised that we just did and emergency appropriation for the number of pagers based on what each agency requested. There are only two pagers available and those are to remain for switching out damaged pagers. Barron will work out what their agency needs and we will discuss if additional purchases are going to be necessary.

AGENCY REPORTS

CVVFD	Nothing to report
CVVRS	Nothing to report
DISPATCH	Not represented
CVFD	Nothing to report
CVRS	A new EMT was voted in at the last business meeting Will be doing the standby at the High Bridge Park Dedication
LEPC	Not represented.
RVFD	The chain link fence has been placed around the tower
SHERIFF	Not represented

OTHER DISCUSSIONS

Gwen Eddleman, Southside Community Hospital, announced in early to mid July the availability of an ambulance that will be housed at the hospital. She explained that for many years Southside Hospital has been a non-profit hospital and due to economic reasons has partnered with Centra Health. She reported that the fully equipped ALS ambulance would be staffed with local providers 12 hours a day, most likely from noon to midnight. When the ambulance is not on a call the crew will be assisting in the emergency department. The Centra ambulance will transport wherever the patient needs to go. She assured us that there will be no bills sent to patients or the county for 911 calls. Kathy Manis will be the contact person. **Southside Hospital needs a resolution of support from the county.** Once the unit is up and running the contact information will be given to dispatch.

Tracy Hale from Turnkey Promotions gave an extensive presentation on their availability to provide and operate an online store. The majority of the presentation discussed how it could possibly be used for the recruitment/retention package. The design & creation of the store which includes the first eight (8) items would be \$250. Each additional item would cost \$25 per product. There would be monthly charges that would include \$50 hosting & administration fee and \$12.50 per pallet storage fee. There would be the cost of the items plus \$4 per box shipping. Any changes to the web store would be billed at \$50 per hour. Ms. Hale indicated that this same system could be used to bulk purchase items. This could include tools, uniforms, medical supplies, etc. Kelly reported that there grants available to set up this type of program. Ms. Hale's background is working with recruiting/retaining volunteers and as with American Cancer for five years. She has been with Turnkey Promotions helping clients for three years. She said that the committee has done a great job in putting together our recruitment/retention package. She did suggest that we expand our point system to include auxiliary members. She said this would be an easy delivery system for us and we could provide special items that no one else could get without earning points.

The process of incorporating the Emergency Services Committee into the Emergency Services Association has been completed. We have a Federal Identification Number; however, not quite a 5013C yet. It will take up to 28 months to complete this phase of the process. Kelly requested \$175 to pay for the filing of the incorporation papers and an additional \$800 to pay the attorney to complete the paperwork required for the process. The motion was made, seconded, and passed unanymously. In the essence of time, three board members will listed on the paper: Kelly Hale, President; Rose Payne Secretary/Treasurer; and Kevin Ingle, Vice President for Public Relations. Additional board members can be added. The association still needs complete the by-laws. Each agency will have a board member (director). Because this is an association for the volunteer agencies, the sheriff's office and dispatchers may not be able to be a director in a legal aspect; however, they are charter members of the association. **We now need to request a resolution from the Board of Supervisors to recognize the change from a committee to an association and define the association's roles.**

REMINDERS

The next ESC Meeting will be July 19, 2007 at the CVFD with dinner at 18:30 and the meeting at 19:00. Randolph District Volunteer Fire Department will be providing dinner and Rose will be providing dessert.