



FIRE RESCUE

ALBEMARLE COUNTY

460 Stagecoach Road, Suite F Charlottesville, VA 22902-6489
Voice: 434-296-5833 FAX: 434-972-4123

www.ACFireRescue.org

ALBEMARLE COUNTY FIRE RESCUE ADVISORY BOARD MINUTES

Wednesday, 23 September 2009
1900 Hours

County Office Building-McIntire, Lane Auditorium

I. Chief Cersley called the meeting to order.

The following members were in attendance:

Dan Eggleston, Fire Rescue	Robert Baber, Crozet
Fred Huckstep, Earlysville	Mark Moore, East Rivanna
George Stephens, North Garden	Timothy Cersley, Scottsville Fire
Dennis Hahn, Seminole Trail	Ted Armentrout, Stony Point
Kostas Alibertis, Western Albemarle Rescue	

Others in Attendance:

Ken Boyd, Board of Supervisors	Ann Mallek, Board of Supervisors
Bryan Elliott, Assistant County Executive	Tom Hanson, ECC
Kathy Richardson, ECC	Britt Grimm, Charlottesville Fire
Drew Lawrence, Seminole Trail	Preston Gentry, Crozet
Chuck Pugh, North Garden	Bob Brown, ACFR
Keith Shifflett, Earlysville	Lanny Moore, East Rivanna
Scott Lambert, Fire Rescue	David Puckett, Fire Rescue
Pam Carter, Human Resources	Lorna Gerome, Human Resources
Brodie Downs, Human Resources	John Oprandy, Fire Rescue
Wendy Roberman, Fire Rescue	

A moment of silence was observed.

From the Board: Matters Not Listed on the Agenda

From the Public: Matters Not Listed on the Agenda

II. Consent Agenda

Chief Cersley made the motion to approve the consent agenda. The motion was passed.

III. Board of Supervisor Report

- A. EMS Recovery
 - 1. Mrs. Mallek said the committee is moving forward with negotiations.
- B. Ordinance



- Building the Model Volunteer-Career Fire & EMS System -



1. Mr. Boyd said things have been very busy for him and that there is nothing new to report – he will be convening the group soon.

V. Unfinished Business

A. Operations Committee – establishment

1. Chief Cersley has spoken with several members who were interested or their chief was going to nominate them to this committee. The following is the list of committee members:
 - i. Ben Sojka – Chair of the committee
 - ii. Dennis Hahn
 - iii. Mike Grandstaff
 - iv. Purcell McCue
 - v. Britt Grimm
 - vi. Robbie Bragg
 - vii. Bob Brown
 - viii. David Puckett
2. Mr. Sojka will get together with this group and set-up a time to meet to start working on SOGs and policies for ACFRAB.

B. FBC update

1. Mr. Gentry reminded the Chiefs that their 2010/2011 budget are due on October 1, 2009.

C. VIP Update

1. Battalion Chief Lambert gave a quarterly update. ICS 300 has started and ICS 400 is full and starts in the middle of October.
2. A copy of the RFP first draft was included in the packet. The target to have RFP out for bid is 1 November.
 - i. Scott asked that this draft and information presented be considered the first reading for the Advisory Board. Any comments send to Battalion Chief Lambert.
 - ii. Second reading will be next month.

D. SAFER Grant RFP - Update

1. Chief Oprandy said that there have been significant developments since last meeting and needs a clear direction on how to proceed with this grant.
2. Chief Oprandy gave background on the SAFER Grant.
3. The Department of Homeland Security (DHS) expressed some significant concerns regarding seeking and employing a marketing firm.
4. Based on the meeting that Mr. Nickels and Chief Oprandy had with Mr. Amiri of DHS, Chief Oprandy is recommending the Advisory Board to take the following action:
 - i. Agree in general concept with the following direction:
 1. Discuss a work plan, expectations, and deliverables for a part time grant coordinator and decide on the desired knowledge, skill, ability, and experience required of such a position. Generally, this person would be the middle-person between the Committee and its plan and the media outlets, i.e., setting up meetings with media providers, planning air-dates, taking media to print, etc. This person would be employed by the County but funded through the SAFER grant. This person would be selected by the R&R committee.
 2. With the aid of the grant coordinator, the committee will take the existing recruitment and retention plan, modify it as necessary, and create a rough marketing plan. This is where much of the work already done by the committee to create the RFP will be used.
 3. The grant coordinator will use the SAFER grant funding to execute the plan. We will rely on the expertise of local sources – for example, the Media Studies center and graduate students at UVA, Comcast (who already has market demographics and has a marketing staff that will work with us), radio communications companies, as well as media already created and available



through national sources such as the Volunteer and Combination Officers Section of the IAFC.

- ii. Ask the Recruitment and Retention Committee to meet before next advisory board meeting to discuss these objectives
 - iii. Ask the Committee to submit an executive summary at next ACFRAB meeting detailing this new direction and specifics behind hiring a grant coordinator for this project.
5. Discussion was held.
 6. Chief Huckstep made the motion that ACFRAB endorse the direction that the Recruitment and Retention Committee wants to go in with one caveat - that once the job description is created for that position that it is to come back to ACFRAB for review. Chief Armentrout seconded the motion. The motion was passed.
- E. New Paging System/Combined Dispatch - Update
1. Chief Brown reported that the replacement UHF paging system is on schedule.
 2. The next process is to get equipment tune in and tested.
 3. The base station equipment installment is being managed by ECC staff under the coordination of Gabe Elias.
 4. Discussion held.
- F. Down Trees on Roadways
1. Chief Stephens asked Ms. Richardson if she had an update on this issue.
 2. Ms. Richardson gave an update and suggested a meeting with Chief Stephens, herself and ECC IT staff to discuss a solution for this issue.

VI. New Business

- A. Volunteer Health Insurance
1. Ms. Gerome gave an update on the status of the volunteer health insurance and discussed the next steps.
 2. She asked for direction from the board.
 3. Discussion was held.
 4. Ms. Gerome will pull information together on individual insurance policies and cost parameters along with some optional products. Then she will bring this information back to the board in a couple of months.
- B. Volunteer Exit Surveys
1. Mr. Downs gave a summary and background of volunteer exit surveys.
 2. Discussion was held.
 3. Mr. Downs will get with Ms. Roberman to schedule another time to bring back a new survey for existing volunteers.
- C. ACFR Accident at Station 4
1. Chief Brown reviewed the employee accident at station 4.
 2. The employee who was injured in this accident is improving and hopes to return to work within one to three months.
 3. Discussion was held.
- D. VOSH Consultation – History of events and next steps
1. Chief Eggleston said that he received an employee's concerns and he has a legal responsibility to address those concerns.
 2. Chief Eggleston went to Pam Carter, in Human Recourses, and asked what can be done.
 3. Chief Eggleston will be happy to address any concerns anyone has.
 4. Discussion was held.
 5. Ms. Carter said that Virginia Occupational Safety and Health Administration (VOSHA) sent a representative to be a consultant on the issue.



6. Ms. Carter reviewed who the consultant was, what he did, and that he is to return in October to complete his evaluation.
 7. Once the evaluation is completed the consultant will then present his initial report at a closing session to Fire Rescue Administration, a representative from Albemarle County Executive's office, a representative from ACFRAB, and anyone else he feels should attend the meeting.
 8. After this closing session, Albemarle County will have 45 days to fix any issues he reports.
 9. Discussion was held.
- E. Public Access Defibrillation
1. Chief Brown said that in the last couple of months Fire Rescue has been receiving calls from churches, schools, or businesses that are interested in purchasing a defibrillator.
 2. Chief Brown would like to know if providing guidance and offering resources would be something that ACFRAB would like to do as a collective group.
 3. Discussion was held.
 4. Chief Alibertis made a motion to develop an executive summary for review of public access defibrillation program for Albemarle County for discussion at an upcoming meeting. Chief Stephens second the motion. The motion passed.

VII. Other Business

- A. Surgical Mask
1. Chief Brown said that Albemarle County has received a grant to purchase surgical masks to be used during flu season or epidemic.
 2. About 39,500 masks have been ordered. When they arrive you will be contacted to find out how many are needed and they'll be sent to you.
- B. Flu Shots
1. Chief Alibertis said that UVA has said that if you do not have a flu shot you have to wear a mask. That is for both seasonal vaccine and the H1N1 vaccine when it becomes available.
 2. Ms. Carter said that Albemarle County will be offering flu shots for volunteers and will be administering the H1N1 vaccine, when it becomes available.
- C. 9-11 Remembrance
1. Mr. Moore thanked everyone who participated and helped.
 2. Mr. Moore said the remembrance went well and he gave everyone a CD with pictures on it.
 3. Mr. Moore thinks that this is something that should be continued.
 4. Discussion was held.
- D. Chief Huckstep
1. Chief Huckstep said that he will be stepping down as chief effective at the end of September.
 2. Keith Shifflett will be the new chief. He was unable to make the meeting due to work schedule.

VIII. Next Meeting(s)

Wednesday, 28 October 2009 at 1930 Hours, COB-McIntire, Lane Auditorium
Jefferson Country Fire & Rescue Association meets 1900-2000 Hours in January, April, July, and October.

IX. Chief Cersley adjourned the meeting.

Respectfully submitted: Christina Davis