



# ***FIRE RESCUE***

## **ALBEMARLE COUNTY**

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[www.ACFireRescue.org](http://www.ACFireRescue.org)

### **ALBEMARLE COUNTY FIRE RESCUE ADVISORY BOARD MINUTES**

Wednesday, 28 October 2009  
1930 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                 | Larry Claytor, CARS                 |
| Robert Baber, Crozet                       | Keith Shifflett, Earlysville        |
| Mark Moore, East Rivanna                   | George Stephens, North Garden       |
| Timothy Cersley, Scottsville Fire          | James MacDonald, Scottsville Rescue |
| Douglas Smythers, 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 | Britt Grimm, Charlottesville Fire |
| Drew Lawrence, Seminole Trail             | Chuck Pugh, North Garden          |
| Bob Brown, ACFR                           | Lanny Moore, East Rivanna         |
| Chan Moore, East Rivanna                  | Richard Martin, JCFRA/Crozet      |
| Jon Wood, Stony Point                     | Dennis Hahn, Seminole Trail       |
| Dan Tawney, Seminole trail                | Scott Lambert, Fire Rescue        |
| David Puckett, Fire Rescue                | Brodie Downs, Human Resources     |
| John Oprandy, Fire Rescue                 | Wendy Roberman, Fire Rescue       |

**A moment of silence was observed.**

**From the Board: Chief Kostas has requested to add vehicle appropriation under new business.**

**From the Public: Matters Not Listed on the Agenda**

**II. Consent Agenda**

1. Chief Smythers made the motion to approve the consent agenda. It was second by Chief Eggleston.
2. Consent Agenda approved.



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



### III. Board of Supervisor Report

- A. EMS Recovery
  - 1. Ms. Mallek said that progress is being made.
  - 2. The second week in November there will be meeting in town with Gary Matthews of Diversified Ambulance Billing (DAB) to talk about mechanics and to answer questions from staff and volunteer agencies.
- B. Ordinance
  - 1. Mr. Boyd said that there is nothing new to report.

### V. Unfinished Business

- A. Operations Committee
  - 1. Mr. Sojka was not at the meeting.
  - 2. Chief Cersley has sent out an e-mail to the operations committee to let them know that their first topic to review is accountability.
  - 3. Discussion was held.

There was general consensus among Advisory Board members that the following direction be provided to the Operations Committee in terms of their analysis of the functionality and performance of our accountability system:

    - Return to the ACFRAB with recommendations that may include, and are not limited to, improvements/needs in equipment, policy, training, or compliance.
    - Focus on accountability within the IDLH atmosphere.
    - Report back on progress during next month's ACFRAB meeting.
    - Provide a first reading on the committee's recommendations to the ACFRAB during the January 2010 meeting.

Chairman Cersley was to communicate this direction to the committee chair.
- B. Public Access Defibrillation
  - 1. Chief Brown said that enclosed in the packet was an executive summary that outlines the scope of this project.
  - 2. Discussion was held.
  - 3. Advisory Board supports the concept and support of the formation of a program for public access defibrillation. This motion was made by Chief Stephens and second by Chief MacDonald.
  - 4. Motion passed.
- C. SAFER Grant RFP - Update
  - 1. Mr. Downs said this was a first reading for the executive summary.
  - 2. Mr. Downs said that he would like to receive approval for the position, so recruitment can begin.
  - 3. Discussion was held.
  - 4. Chief Armentrout moved to accept the job position description as presented to the Advisory Board in the packet. Chief Smythers second the motion.
  - 5. Additional discussion was held.
  - 6. Motion passed.
- D. VIP – Second Reading ODP RFP
  - 1. Battalion Chief Lambert recapped this RFP and it is the second reading.
  - 2. Chief Eggleston made a motion to except RFP and move forward to turn it over to purchasing to move the project forward. This was second by Chief Smythers.
  - 3. Discussion was held
  - 4. Battalion Chief Lambert will provide quarterly update at the December Advisory Board meeting.
- E. New Paging System/Combined Dispatch - Update
  - 1. Chief Brown gave an update on Kathy Richardson's behalf.
  - 2. Gabe Elias is still doing a good job in coordinating the base station equipment installation.



3. Motorola is installing transmitters on antennas at Carters Mountain, Fan Mountain, and Bucks Elbow. These should be operational to start testing in the near future.
  4. Discussion was held.
- F. ECC Policy RE: Downed Trees
1. Chief Stephens has met with Gerald Smith and Tom Hanson of ECC.
  2. A copy of ECCs recommendations is in the package.
  3. Chief Stephens reviewed points of that recommendation.
  4. Discussion was held.

## VI. New Business

- A. CAD Management Team
1. Chief Oprandy said that Chiefs Smythers and Cersley are serving on this team and with the Advisory Board consent it will be the responsibility of that team to represent all stations collectively while working through the various CAD related aspects.
  2. Discussion was held.
  3. Establish the following Goals for the CMT:
    - i. Simplify CAD programming to avoid significant data entry for minor changes while maintaining an appropriate level of flexibility within the system.
    - ii. Provide for a consistent county wide response level to the various call types.
    - iii. Utilize a programming approach which allows CAD to more quickly adapt to volunteer availability levels on a daily and ongoing basis.
    - iv. Create ESN's and programming to ensure the city does not respond past another staffed engine.
    - v. Utilize an objective (GIS based) pick order.
    - vi. Incorporate fire and rescue into a single CAD layer.
  4. Request that all Chiefs participate in the process, specifically the discrepancy reporting process.
  5. Charge the CMT with evaluating discrepancies and deciding the disposition of each.
  6. Chief Eggleston made the motion to endorse the three (3) recommendations proposed. This was second by Chief Stephens.
  7. Motion was passed.
- B. County Executive Report Request
1. Chief Eggleston reported that he has been asked by the County Executive's office to provide them with a monthly project status report.
  2. This report will speak to major projects that Fire Rescue has going on, which includes projects involving the advisory board.
- C. After Action Review Process
1. Chief Eggleston said that the meeting last week went well.
  2. During that meeting Chief Alibertis mention a concept and desire to formalize an After Action Review Process.
  3. Battalion Chief Lambert proposed for this body to formally ask the Training Committee to move forward and report back in January 2010 with a policy recommendation for an After Action Review.
  4. Discussion was held.
  5. Chief Smythers made a motion for the Training Committee to move forward with this process and come back to the Advisory Board in January with the first reading of an executive summary. The motion was second by Chief Armentrout.
  6. Motion passed.
- D. Vehicle Appropriation - WARS
1. Chief Alibertis said that Western Albemarle Rescue Squad was up for replacement of an ambulance.



2. Chief Alibertis asked for a variance to be able to look into the option of replacing only the chassis of the current ambulance instead of replacing the ambulance.
3. Discussion was held.
4. Chief Stephens moved to accept the variance as proposed by Chief Alibertis to accept bids to re-chassis an ambulance. This motion was second by Chief Wood.
5. Additional Discussion was held.

**VII. Other Business**

- A. Safety Report
  1. Chief Cersley asked where this stands.
  2. Chief Eggleston said that Ms. Carter of HR should be sending out something about the next visit within the next week or so.
- B. Chief Shifflett
  1. Chief Cersley welcomed Chief Shifflett to the Advisory Board.

**VIII. Next Meeting(s)**

Wednesday, 18 November 2009 at 1900 Hours, COB-McIntire, Lane Auditorium  
*Jefferson County Fire & Rescue Association meets 1900-2000 Hours in January, April, July, and October.*

**IX. Chief Cersley adjourned the meeting.**

Respectfully submitted: Christina Davis