

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 and Emergency Medical Services Executive Committee Agenda

Monday, April 8th | 1630 Hours | ACFR Conference Room

Agenda Item	Name
I. Call to Order A. From the Board: Matters Not Listed on the Agenda	D. Eggleston
II. Approval of Consent Agenda – April	D. Eggleston
III. Unfinished Business A. Chief Childress Introduction B. Standard of Coverage Update	D. Eggleston D. Puckett
IV. New Business A. FOIA Requests- Audit Records	J. Oprandy
V. Next Meeting A. Monday, June 3, 2019 at 1630 hours in the ACFR Conference Room	

ALBEMARLE COUNTY FIRE/EMS BOARD
COUNTY OFFICE BUILDING – STAGECOACH RD.
FIRE RESCUE CONFERENCE ROOM
MONDAY, FEBRUARY 4, 2019 – 1600 HOURS

A meeting of the Albemarle County Fire/EMS Board was held on Monday, February 4, 2019 at 1600 hours in the Fire Rescue Conference Room of the County Office Building, Stagecoach Road, Charlottesville.

Members in Attendance:

Dan Eggleston, Albemarle County Fire & Rescue
Noah Hillstrom, Charlottesville Area Rescue Squad
Todd Richardson, Earlysville Volunteer Fire Department
Mike Grandstaff, Scottsville Volunteer Fire Department
Kostas Alibertis, Western Albemarle Rescue Squad

Others in Attendance

David Puckett, Albemarle County Fire & Rescue

I. Call to Order

Chief Eggleston called the meeting to order at 1600 hours.

He recognized Allison Rabel of the *Daily Progress*, who said she was there for the Scottsville Rescue item.

A. Moment of Silence

Attendees observed a moment of silence.

B. From the Board: Matters not Listed on the Agenda

II. Approval of Consent Agenda

IV. Unfinished Business

A. Scottsville Rescue Update

Chief Eggleston reported that they currently have a draft agreement out for Scottsville's consideration and at the moment, Assistant County Attorney Amanda Farley and the Scottsville Town Attorney were discussing their mutual questions -- with a meeting scheduled earlier that day, but he had not yet heard from her on it. He commented that he remained optimistic, stating that John Waits was in Colorado for the month of February but would be available by phone.

Chief Grandstaff commented that they had been doing well in covering the gaps they had, and it had been different for Scottsville Fire.

Chief Eggleston said it was good they were getting some relief.

Chief Grandstaff stated that it had taken some of the pressure off of the agreement, which was good because they wouldn't have to rush into something.

Chief Alibertis asked if Brian Cropp was an interim chief.

Chief Puckett responded that it was his understanding that Chief Cropp would serve in an interim fashion and would remain appointed until an agreement was reached.

B. 2019 Executive Board Meeting Dates Review

Chief Alibertis commented that the FEMS Board and Executive Committee usually meet jointly in December because of the holidays, and he wasn't sure how that fell in place in terms of it being an effective date. He said that he thought they had developed a policy around the time in between the FEMS Board and EC meeting dates.

Chief Eggleston said they could move the date now or adjust it later.

MOTION: Chief Grandstaff moved to accept the Executive Committee meeting dates as presented, with the possibility of moving December 2, 2019 in the future. Chief Alibertis seconded the motion, which passed unanimously (4-0).

VI. New Business

A. Change the Emergency Data Sheet Packet

Chief Eggleston reported that this had been raised by Chief Stephens several FEMS Board meetings ago, and he said the data sheet packet was included in the information a new volunteer would get when they went through their processing. He stated that a concern was that they were welcomed into a being a volunteer but then asked about things like their funerals -- so it was suggested that they bring it to the EC to see if they should change it.

Chief Grandstaff asked if this was something people filled out when they went for LODA or something separate, as Scottsville used its own.

Chief Alibertis and Chief Eggleston confirmed that it was separate.

Chief Alibertis stated that they needed basic information, such as name, address, phone number, and emergency contact -- but the depth of information in this packet was overwhelming to someone brand new.

Chief Eggleston commented that they may even have the emergency contact information from the initial application. He stated that often things change over time and the department will get with the family and determine what was desired. He suggested pulling it out of the packet.

Chief Alibertis responded that it was enough as long as they were capturing personal information and emergency contact somewhere. He mentioned that he would be attending the Recruitment & Retention Committee meeting the following night and could bring this up.

Chief Puckett stated that he had been talking with Suzanne Herman recently, and they were working on capturing information, including working with Sean Maddox about putting a worksheet into Image Trend -- which could include things like permissions.

Chief Eggleston commented that they should review it periodically and update it, and they would follow up to make sure they at least captured emergency contact information.

B. Fleet Maintenance Policy

Chief Puckett stated that the fleet maintenance policy was not about fleet size but about maintaining the process. He said that this was proposed or put forward by the Apparatus Committee, and Chief Walker was supposed to report on this but his father had been in and out of the hospital and missed the meeting.

Chief Puckett stated that the policy was largely based on the manual compiled when they first started the program, and at that time it was decided not to make a policy until they had more time with the process to make sure they didn't put something in the policy that wasn't going to work right out of the gate. He stated that this was mostly a translation from the manual into an official policy.

Chief Eggleston noted that this would follow the normal process of having the item recommended to the FEMS Board.

Chief Grandstaff stated that the only concern he had related to a discussion they had held a while ago regarding a station choosing a vendor they had chosen that was not on the list, as this policy states: "The use of any vendor not listed requires approval of the logistics battalion chief." He said that if a station wanted to pay for it, they wouldn't need to get it approved.

Chief Alibertis stated that the cap of \$2,000 seemed unrealistic, as it could cost \$1,500 just for four tires.

Chief Eggleston asked if this aligned with the new County purchasing guidelines.

Chief Puckett responded that it was \$5,000 for a purchase order, adding that where they ran into issues was with items that had limited value.

Chief Alibertis said that light duty was \$1,000, and \$2,000 was medium duty -- which was basically a brush truck or an ambulance -- and Western did \$2,000 in repair on a

fairly regular basis, and sometimes did not know a bill would reach that level until the mechanics started working on it.

Chief Puckett stated that his assumption was that these were the amounts currently being used, and he asked if there had been specific issues with that currently over the last year or two.

Chief Alibertis responded that WARS did okay with it, but on ambulances or brush trucks that were front-line service, they shouldn't have to delay the repair.

Chief Eggleston asked if they had an idea on what that level should be.

Chief Alibertis replied that he would need to look at some bills, but he would probably put it between \$2,500 and \$3,000. He emphasized that they would make notifications, but the word "approval" implied that this could delay repair.

Chief Eggleston asked if they needed to look at this further in terms of dollar amounts.

Chief Alibertis responded that Chief Walker should have it.

Chief Puckett noted that Chief Walker should be able to relay any conversation in the Apparatus Committee regarding any specific dollar amounts.

Chief Eggleston stated that they could send this up with those two items in question, or they could hold it.

Chief Alibertis stated that if it came up in February, he would not be present for that meeting.

Chief Grandstaff commented that they wouldn't vote at that meeting anyway, and it would be March.

Chief Puckett said there had been some discussion about holding a regular FEMS Board meeting in February anyway, as attendance at the fire chiefs conference had been limited. He stated that Chief Grandstaff, Chief Cropp, Chief Stephens, and Rodney Rich (not on the FEMS Board) from Crozet were going to the conference, but he had not been able to confirm if there were others.

Chief Grandstaff noted that the regular FEMS Board meeting date would be February 27.

Chief Eggleston suggested that they just keep that date.

The chiefs agreed, stating that the item should be forwarded to the FEMS Board with the changes as suggested here.

Chief Grandstaff stated that Chief Walker had a question regarding the policy: "What is the appropriate format for frequently changing documents, i.e. should the approval vendor list be an attachment, addendum, or live somewhere separate from the policy?"

Chief Puckett responded that he would suggest having it as an addendum so they didn't have to go through a complete policy change every time they added or removed a vendor.

The chiefs agreed.

Chief Eggleston stated that it would be forwarded to the FEMS Board.

MOTION: Chief Alibertis moved that the Fleet Maintenance Policy be moved to the FEMS Board for consideration, with changes as recommended. Chief Grandstaff seconded the motion, which passed unanimously (4-0).

C. SAP DEP 048 Albemarle County Fire & EMS System

Chief Grandstaff stated that Chief Oprandy had told him he thought someone had wanted a change, but he was not sure what it was.

Chief Puckett said they had talked about changing it from "Line of Duty Act" to "Medical Clearance."

Chief Eggleston said that Chief Kester had brought it up, and there had been a discussion on the heels of the emergency data sheet -- with Chief Kester suggesting the name change.

MOTION: Chief Alibertis moved that the name be changed to "Medical Clearance" and forwarded to FEMS with that name. Chief Grandstaff seconded the motion, which passed unanimously (4-0).

D. Miscellaneous

Chief Puckett stated that they had switched over to Work Med to get physicals done, and one of the things they had just completed was moving the paperwork to an online entry, which improved efficiency. He said they also took out the OSHA questionnaire and removed the non-mandatory questions, and that should be rolled out soon. He added that they also worked with a third party who did the respiratory questionnaires, so that process would likely go to an online system too.

Chief Grandstaff said that this wasn't done for the last fit tests.

Chief Puckett responded that the change had just been made.

Chief Eggleston asked if UVA was not going to do the fit tests.

Chief Puckett explained that this pertained to the volunteer annual respiratory

clearance, and Dr. Talbott had reviewed the forms and flagged any issues -- but this would be the same process and they used a third-party vendor under Work Med, and the form should streamline on that site.

Chief Alibertis asked if there was a report on the recruitment initiative for firefighters.

Chief Puckett confirmed that they were up to about 150 applicants, which was up from about 90 the previous year, and there were still a few weeks left.

Chief Eggleston confirmed that 31 people had applied for Deputy Chief, with telephone screening interviews to be held the following day. He noted that one person had been disqualified, but the other 30 needed to be processed and HR had done a good job of getting the word out. He added that they were also getting good feedback on diversity, which has been an ongoing goal.

V. Next Executive Committee Meeting

Chief Eggleston said that if more people signed up for the conference meeting, ACFR would send out a notice about having a work session.

Chief Grandstaff moved to adjourn the meeting. Chief Alibertis seconded the motion, which passed unanimously (4-0).

The FEMS Board adjourned their meeting at 14:27 hrs.



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ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD

EXECUTIVE COMMITTEE

ATTENDANCE LOG

Date: February 4th 2019

VOTING MEMBERS (OR DESIGNATES)

NOAH HILSTEN
Chief Alex Belgard (CARS):

[Signature]

Chief Todd Richardson (Earlsville):

Todd Richardson

Chief Michael Grandstaff (Scottsville Fire):

M Grandstaff

Chief Kostas Allbertis (WARS):

KA

Dan Eggleston (Albemarle County):

[Signature]

GUESTS & OTHERS

Guest/Other

Organization/Agency/Affiliation



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ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD EXECUTIVE COMMITTEE ACTION RECORD

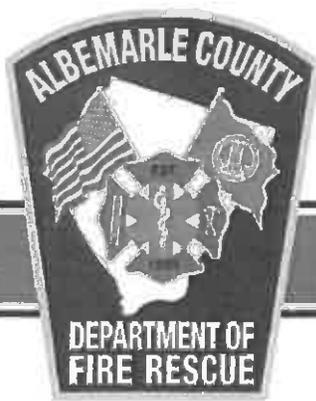
AGENDA TITLE/ISSUE:	AGENDA DATE:	
Consent Agenda	February 4, 2019	
MOTION:	MOTION MADE BY:	SECONDED BY:
Motion to Approve Consent Agenda	Todd Richardson	Mike Grandstaff
SUBSEQUENT MOTIONS/AMENDMENTS:		
1.		

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Dan Eggleston (ACFR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noah Hillstrom (CARS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Todd Richardson (Earlysville)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Michael Grandstaff (Scottsville Fire)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Kostas Alibertis (Western Albemarle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I hereby attest that the foregoing is true and complete to the best of my knowledge.

 David Puckett
 Clerk

 February 4, 2019
 Date



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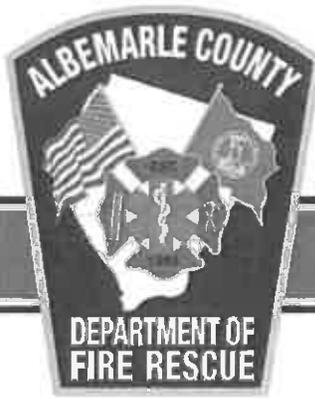
AGENDA TITLE/ISSUE:	AGENDA DATE:	
SAP DEP 048	February 4, 2019	
MOTION:	MOTION MADE BY:	SECONDED BY:
Motion to move SAP DEP 048 forward to FEMS with title change to Medical Clearance.	Kostas Alibertis	Mike Grandstaff
SUBSEQUENT MOTIONS/AMENDMENTS:		
1.		

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Dan Eggleston (ACFR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noah Hillstrom (CARS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Todd Richardson (Earlysville)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Michael Grandstaff (Scottsville Fire)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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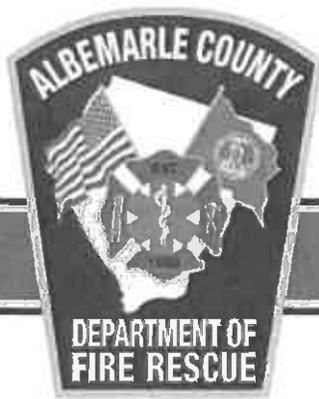
AGENDA TITLE/ISSUE:	AGENDA DATE:	
Float Maintenance Policy	February 4, 2019	
MOTION:	MOTION MADE BY:	SECONDED BY:
Motion to move Float Maintenance Policy to FEMS For consideration with referred questions.	Kostas Alibertis	Mike Grandstaff
SUBSEQUENT MOTIONS/AMENDMENTS:		
1.		

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Dan Eggleston (ACFR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noah Hillstrom (CARS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Todd Richardson (Earlsville)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Michael Grandstaff (Scottsville Fire)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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AGENDA TITLE/ISSUE:	AGENDA DATE:	
Proposed Meeting Schedule	February 4, 2019	
MOTION:	MOTION MADE BY:	SECONDED BY:
Motion to accept proposed meeting schedule with Review of December 2 nd date in consideration of December combined FEMS meeting.	Mike Grandstaff	Kostas Allbertis
SUBSEQUENT MOTIONS/AMENDMENTS:		
1.		

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Dan Eggleston (ACFR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noah Hillstrom (CARS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Todd Richardson (Earlsville)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Michael Grandstaff (Scottsville Fire)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Kostas Allbertis (Western Albemarle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

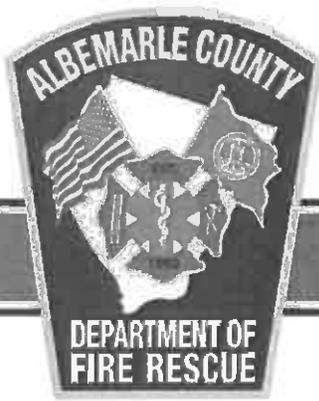
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February 4, 2019

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ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD EXECUTIVE COMMITTEE ACTION RECORD

AGENDA TITLE/ISSUE:	AGENDA DATE:	
Adjourn Meeting	February 4, 2019	
MOTION:	MOTION MADE BY:	SECONDED BY:
Adjourn	Mike Grandstaff	Kostas Allbertis
SUBSEQUENT MOTIONS/AMENDMENTS:		
1.		

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Dan Eggleston (ACFR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noah Hillstrom (CARS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Todd Richardson (Earlsville)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Michael Grandstaff (Scottsville Fire)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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