

ALBEMARLE COUNTY FIRE/EMS BOARD
FEMS BOARD MEETING
COUNTY OFFICE BUILDING, MCINTIRE ROAD – ROOM 241
WEDNESDAY, JUNE 26, 2019 – 1800 HOURS

A meeting of the Albemarle County Fire/EMS Board was held on Wednesday, June 26, 2019, at 1800 hours in Room 241 of the County Office Building, Stagecoach Road, Charlottesville, Virginia.

The following members were in attendance:

Dan Eggleston, Albemarle County Fire Rescue
Heather Childress, Albemarle County Fire Rescue
Gary Dillon, Crozet Volunteer Fire Department
Danny Vanderploeg, East Rivanna Volunteer Fire Department
George Stephens, North Garden Volunteer Fire Company
Mike Grandstaff, Scottsville Volunteer Fire Department
Greg Frazier, Stony Point Volunteer Fire Department
Brian Kester, Seminole Trail Volunteer Fire Department
Kostas Alibertis, Western Albemarle Rescue Squad

Others in Attendance:

Christina Davis, Albemarle County Fire Rescue
Scott Lambert, Albemarle County Fire Rescue
Chuck Pugh, North Garden Volunteer Fire Company
Alyssa Mezzoni, Albemarle County Fire Rescue
Chip Walker, Albemarle County Fire Rescue
Kathryne Presson, North Garden Volunteer Fire Company
Howard Lagomarsino, Albemarle County Fire Rescue
Heather Childress, Albemarle County Fire Rescue

I. Call to Order

Chief Alibertis called the meeting to order at 1800 hrs.

A. Moment of Silence

Attendees observed a moment of silence.

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

i. Update from Chiefs – matters of importance from stations

There were none provided.

ii. Addition of Agenda Items

Chief Stephens stated that he would have an item.

C. From the Public: Matters not Listed on the Agenda
There were none presented.

II. Work Session

There was no work session held.

III. Consent Agenda

A. May 2019 Minutes

Chief Alibertis read corrections to the May 2019 FEMS Board minutes.

MOTION: Chief Grandstaff moved to approve the Consent Agenda with changes made to the minutes as presented at this meeting. Chief Vanderploeg seconded the motion, which passed unanimously (8-0).

IV. Committee updates

Chief Alibertis stated that there were no written committee reports.

A. Executive Committee

B. Training Committee

C. Operations Committee

Chief Grandstaff stated that the Operations Committee had met in June and discussed tree-down responses and other matters, and they would bring a presentation to the FEMS Board.

D. Recruitment & Retention Committee

E. Quartermaster Committee

F. Apparatus Committee

V. Unfinished Business

A. Fleet Maintenance Policy Update

Chief Walker stated that he and Chief Childress had captured all concerns related to the Fleet Maintenance Policy, and he distributed a copy of what they had been following as guidelines for the last two years, with a notebook handed out prior to Chief Butler coming on. He said that was vetted through the Apparatus Committee and approved by the FEMS Board in 2017, with the goal of putting it in policy form within the first six months of the fleet program -- but it is before them now for a vote.

Chief Kester thanked him for the work he and Chief Butler for the work they were doing.

MOTION: Chief Kester moved to approve the Fleet Maintenance Policy as presented. Chief Vanderploeg seconded the motion, which passed unanimously (8-0).

B. Volunteer Station OEMS Inspections

Chief Childress stated that volunteer station OEMS inspections would be coming up in the next few months, and Tara Yoder would be reaching out to them and ensuring they had all the certifications on file. She said they were doing a check to see which ones they had already, and they need to be returned in a timely manner. She noted that she would also send out a roster to each station to ensure they had all the people on the roster that should be there and have deleted people who were no longer in the stations.

Chief Eggleston asked if the EMS inspections would be for the County and all the volunteer agencies at one time.

Chief Childress responded that they should be coming up.

Chief Alibertis said the only other item should be mutual aid agreements.

Chief Grandstaff added FCC licenses.

Chief Vanderploeg stated that they would still check trucks for the EMS equipment used.

Chief Stephens pointed out that there were also letters that the County Executive needs to sign for each agency, which can take a while.

Chief Eggleston stated that the reason it takes a while is because they need to do a compliance report to their response and he would review it and sign off on it before the County Executive got it and signed it.

Chief Childress said that if they needed data from ACFR while working on their inspections, she would like them to let her know by early August.

Chief Stephens said that since they already knew the data they needed, they should just start producing that data as an organization instead of waiting for stations to ask.

Chief Eggleston explained that if the data is beyond what their standards are, the stations have to determine their plan to get back into compliance.

Chief Grandstaff recalled that a couple years ago, the directive was to just start a conversation between you and your own [inaudible].

Chief Childress said that inspection also said they had to create a plan to address any deficiencies such as missed calls.

Chief Lambert asked how this would impact standards of cover, as three years ago the stations adopted the same template -- and it could create a conflict between the standards of cover and individual station policies.

Chief Stephens responded that more than likely, it would mean stations would have to update their policies to reflect what was in the standards of cover.

Chief Grandstaff mentioned that all the inspection dates were in October, as everyone had been switched to the same month.

Chief Childress stated that she would make sure to get the information out in plenty of time.

C. Recruitment and Retention Summit

Chief Childress reported that this was the second year of the summit, to be held October 12 at the Doubletree Hotel. She said that last year it was one and a half days, but it would be one day this year, in response to feedback from the 2018 event. Chief Childress stated that it was open to all County participants, and several outside people would be invited as well.

D. Standards of Cover Update and Future Reporting

Ms. Mezzoni reported that the Board of Supervisors had adopted the standards of cover adopted by the FEMS Board, and they would work together on what a report would look like -- with a goal of having an annual report ready in Spring 2020. She said that they would start going through parameters and measures such as emergent versus non-emergent call, and they would work with the Community Engagement Office and the FEMS Board to determine what the report would actually look like.

Chief Kester asked what the intended audience of the report was.

Ms. Mezzoni responded that the report would be something available to the community, with something internally to be looked at from a performance and decision-making standpoint.

Chief Eggleston noted that ACFR reports already on the rural and urban response time standards, along with other key performance indicators -- and they would likely just report out a broad response time standard for the external report. He said that the internal metrics were designed so they could forecast any changes, and that could be utilized for their performance in their stations.

Chief Vanderploeg asked if it would be broken out between career and volunteer staffs at staff stations, or whether it would be one station.

Ms. Mezzoni replied that the measures themselves were for the county as a whole, and it could be broken out any number of ways. She said that they have reported out by station but don't specifically highlight when there's career staff or non-career staff.

VI. New Business

A. FEMS Reference Sheet Review

Chief Childress reported that she was working on a FEMS guidebook that described how to establish policies, and she would be refreshing an old FEMS resource book -- including adding information to the book. She said that she was also creating a laminated sheet for stations to have in their apparatus or by their computers, which would include information on processes such as accident protocol and reporting, as well as contact information. She noted that making a BFIS claim was one item on the list, adding that she would also make electronic versions with links.

Chief Alibertis said that it was helpful to have station information -- not County information -- on those forms, as claims had been lost in the past because they went to the McIntire Road COB address.

B. Quarterly Allotments and Ordering Through ACFR

Ms. Mezzoni reported that over the last fiscal year, the station quarterly allotment checks had gone out later than normal, as they typically tried to go out in the first month of each quarter but had been going out late in the second month. She explained that part of that was staff turnover in Finance, but ACFR had met with them to identify some of the specific reasons.

Ms. Mezzoni explained that sometimes volunteer stations have ACFR order items, which are in turn deducted from their quarterly allotment, and that was one of the things that was slowing down the process. She said that ACFR and Finance established that the quarterly allotments would be the same, and once per quarter they would send stations and invoice for what they ordered -- and they in turn would write checks back. She stated that the process itself for ordering would not be different.

Chief Childress mentioned that she would provide station treasurers with an update on County policies and generally offer what resources she and Ms. Mezzoni could provide.

Chief Eggleston said it would be interesting to get feedback from the treasurers on this, as he did not know whether receiving different allotments had been problematic for them -- only for Finance.

Chief Stephens stated that historically at different times, they may not have had the backup information on why a certain deduction was made, which had caused issues for the treasurer.

Chief Kester said it had called issues for Seminole, so he was glad to see this update. He also asked if it was possible to date an invoice prior to a quarter's end.

Chief Childress responded that it would be. She also said that the first allotment for FY20, which would be July 1 -- so the second quarterly allotment would be the same amount, and the checks would be issued in the first month of the current quarter.

Chief Grandstaff and other chiefs asked if they could be copied on what was sent to the treasurers.

Chief Alibertis commented that park passes had posed a challenge, and in the past the County has had a list of members because they have to come through -- and that list has been utilized, with family member names submitted at that point.

Chief Childress stated that she would address that immediately.

Chief Eggleston said that the issue was on their end, and it was nice that people used the park passes.

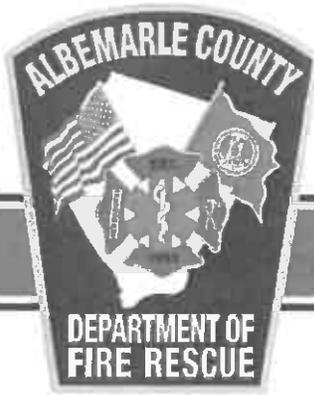
D. Additional Agenda Item

Chief Dillon stated that Crozet was engaging the County in discussions on paid staff for their station, at least M-F, 9-5. He said that Chief Childress and Chief Puckett had attended a meeting at the station, and his concern is that the development in Crozet had outpaced what the station can cover. He stated that they would be holding recruiting events, etc., and would have a special meeting in July so that everyone was aware of what was happening.

VII. Adjournment

MOTION: Chief Stephens moved to adjourn the meeting. Chief Vanderploeg seconded the motion, which passed unanimously (8-0).

The FEMS Board adjourned their meeting at 1830 hrs.



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 BOARD ATTENDANCE LOG

Date: Wednesday June 26, 2019

VOTING MEMBERS (OR DESIGNATES)

Chief Dan Eggleston (Albemarle County):



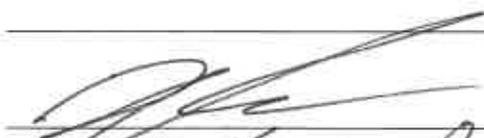
Chief Noah Hillstrom (CARS):



Chief Gary Dillon (Crozet):



Chief Todd Richardson (Earlsville):



Chief Danny Vanderploeg (East Rivanna):



Chief George Stephens (North Garden):



Chief Mike Grandstaff (Scottsville Fire):



Chief Brian Kester (Seminole Trail):

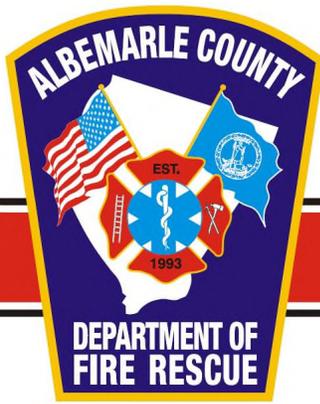


Chief Greg Frazier (Stony Point):



Chief Kostas Allbertis (Western Albemarle):





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 EMERGENCY AND MEDICAL SERVICES BOARD ACTION RECORD

AGENDA TITLE/ISSUE:	AGENDA DATE:
Consent Agenda	June 26, 2019
MOTION:	MOTION MADE BY: SECONDED BY:
Approve Consent Agenda with Changes	Chief Michael Grandstaff Chief Danny Vanderploeg
SUBSEQUENT MOTIONS/AMENDMENTS:	

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Dan Eggleston (Albemarle County)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Noah Hillstrom (CARS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Gary Dillon (Crozet)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Todd Richardson (Earlsville)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Danny Vanderploeg (East Rivanna)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief George Stephens (North Garden)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Mike Grandstaff (Scottsville Fire)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Brian Kester (Seminole Trail)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Greg Frazier (Stony Point)	<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.

Christina M. Davis

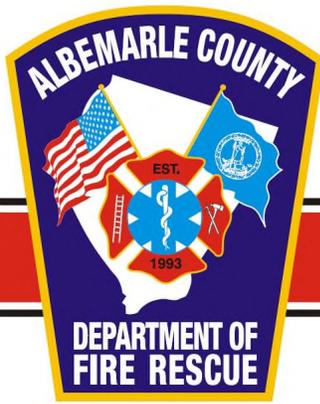
June 26, 2019

Clerk

Date



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



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 EMERGENCY AND MEDICAL SERVICES BOARD ACTION RECORD

AGENDA TITLE/ISSUE:	AGENDA DATE:
Fleet Maintenance Policy	June 26, 2019
MOTION:	MOTION MADE BY: SECONDED BY:
Approve Fleet Maintenance Policy	Chief Brian Kester Chief Danny Vanderploeg
SUBSEQUENT MOTIONS/AMENDMENTS:	

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Dan Eggleston (Albemarle County)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Noah Hillstrom (CARS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Gary Dillon (Crozet)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Todd Richardson (Earlsville)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Danny Vanderploeg (East Rivanna)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief George Stephens (North Garden)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Mike Grandstaff (Scottsville Fire)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Brian Kester (Seminole Trail)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Greg Frazier (Stony Point)	<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.

Christina M. Davis

June 26, 2019

Clerk

Date



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



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 EMERGENCY AND MEDICAL SERVICES BOARD ACTION RECORD

AGENDA TITLE/ISSUE:	AGENDA DATE:
Adjournment	June 26, 2019
MOTION:	MOTION MADE BY: SECONDED BY:
Approve to Adjourn	Chief George Stephens Chief Danny Vanderploeg
SUBSEQUENT MOTIONS/AMENDMENTS:	

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Dan Eggleston (Albemarle County)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Noah Hillstrom (CARS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Gary Dillon (Crozet)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Todd Richardson (Earlsville)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Danny Vanderploeg (East Rivanna)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief George Stephens (North Garden)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Mike Grandstaff (Scottsville Fire)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Brian Kester (Seminole Trail)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Greg Frazier (Stony Point)	<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.

Christina M. Davis

June 26, 2019

Clerk

Date



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