

# ***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 AGENDA

Wednesday, August 28, 2019 | 1800 Hours | County Office Building - Room 241

Agenda Item	Name
I. Call to Order A. Moment of Silence B. From the Board: Matters Not Listed on the Agenda i. Update from each Chief - matters of importance from their station ii. Addition of agenda items – deferring any major issues/items requiring preparation to a future agenda. C. From the Public: Matters Not Listed on the Agenda	K. Alibertis
II. Work Session A.	
III. Approval of Consent Agenda A. July 2019 Minutes	K. Alibertis
IV. Committee updates - A. Executive Committee B. Training Committee C. Operations Committee D. Recruitment & Retention E. Quartermaster F. Apparatus Committee	See Attachment See Attachment See Attachment See Attachment No Meeting No Meeting
V. Unfinished Business – A. Station Alerting B. EMS Inspection C. Strategic Planning	D. Puckett D. Puckett J. Oprandy
VI. New Business – A. ACFR Organizational Restructure – Alignment of Personnel & Workload B. OEMS Compliance Reports & Demographic Data C. Fire Incident Reporting – Outstanding Reports D. Volunteer Budget Submission E. Volunteer Tax Break – Albemarle County F. Bridge Rating	J. Oprandy J. Oprandy J. Oprandy H. Childress H. Childress D. Puckett

**ALBEMARLE COUNTY FIRE/EMS BOARD**  
**FEMS BOARD MEETING**  
COUNTY OFFICE BUILDING, MCINTIRE ROAD – ROOM 241  
WEDNESDAY, JULY 24, 2019 – 1800 HOURS

A meeting of the Albemarle County Fire/EMS Board was held on Wednesday, July 24, 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  
Noah Hillstrom, Charlottesville Albemarle Rescue Squad  
Gary Dillon, Crozet Volunteer Fire Department  
Todd Richardson, Earlysville Fire Company  
Danny Vanderploeg, East Rivanna Volunteer Fire Department  
Chuck Pugh, North Garden Volunteer Fire Company  
Mike Grandstaff, Scottsville 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  
Michael Lynn, Albemarle County Service Authority (Water and Sewer)  
Heather Childress, Albemarle County Fire Rescue  
Scott Lambert, Albemarle County Fire Rescue  
Alyssa Mezzoni, Albemarle County Fire Rescue  
Howard Lagomarsino, Albemarle County Fire Rescue  
Lance Stewart, Albemarle County Facilities and Environmental Services  
Chip Walker, Albemarle County Fire Rescue  
David Puckett, 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

There were none provided.

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. June 2019 Minutes

**MOTION:** Chief Dillon moved to approve the Consent Agenda with one correction. Chief Grandstaff seconded the motion, which passed unanimously (9-0).

## **IV. Committee updates**

A. Executive Committee

There was no meeting.

B. Training Committee

An attachment was provided.

C. Operations Committee

An attachment was provided.

D. Recruitment & Retention

An attachment was provided.

E. Quartermaster

There was no meeting.

F. Apparatus Committee

There was no meeting.

## **V. Unfinished Business**

A. Update – Capital Improvement Plan Process

Chief Oprandy said the CIP process had been discussed several times, and the Board had met on July 10 to look at prioritizing a list of about 18 projects in preparation for the joint meeting they would have with the School Board in September.

Chief Oprandy said that the fire/rescue training center was on the CIP project list, and it scored towards the bottom of the list. He said the projects totaled over \$100 million and that the schools would also be going through a similar process, with \$100 million in projects to prioritize. Chief Oprandy said the Board was looking at the projects over the next five years, when adding \$61 million to the CIP. He said the fire and rescue projects did not score high on the list. Chief Oprandy said some of the projects are big-ticket items that are huge for the county, such as the Transportation Program, Economic Development Funding, etc. He noted that all of the projects and their priorities could be

found online on the Board section of the county's website and that he could send the list of projects if anyone was interested. Chief Oprandy said there would be more conversations after the School Board's prioritization about what would be funded over the next five years.

Chief Eggleston added that, in summary, it appears that given the priorities before the Board, the training center would not be funded anytime soon. He said a lot of the economic and transportation issues do get funded, and that fire and rescue would have to strategize on how they could best utilize their aging infrastructure and how they could stretch it out as much as possible. He asked for confirmation that there was money in the budget to make repairs.

Chief Oprandy said this was a good point, and that they would work to try to increase the budget. He said for years, they believed that the project would be funded, and they were trying not to put more budget into the site. Chief Oprandy said they would try to maintain the training facility the best they can. He said he would provide more information on the project and would answer questions, acknowledging that some of the firefighters likely teach at the facility and understand the conditions there while others may not.

Chief Oprandy said he would work on providing a better description of these conditions. He reiterated that there are huge projects the county was grappling with, with an underfunded CIP. Chief Oprandy said some of these projects are about economic development and that when the county invests in economic development, it should bring more money into the county which then should theoretically help fund more projects in the future.

Chief Oprandy added that part of the prioritization was funding for volunteer station maintenance and that Lance Stewart would be addressing this later.

Chief Alibertis asked if this information on projects would be sent out.

Chief Oprandy acknowledged that there was interest in the projects and that he would send out the link to the project priority list.

## B. Strategic Planning

Chief Eggleston said that the strategic planning process had been postponed many months ago, and that since there was only one month left in the summer, perhaps it should be revisited to prepare for the fall. He said that people had not previously been excited about the process, and that there had been time to seek out other people who could help facilitate the process. Chief Eggleston asked the group if they were okay with the Executive Committee working with staff to identify the person. He said in the fall, there should be a time scheduled to do this.

Chief Alibertis said that this was originally scheduled to occur over a Friday, Saturday, and Sunday.

Chief Eggleston said this could be compressed down to a more meaningful timeline and to look at using someone who was used to dealing with fire and rescue departments and the nuances associated. He said he would work with the Executive Committee and bring this back to the group in August with a timeline and scope.

Chief Alibertis noted it was on the agenda for the Executive Committee meeting.

Chief Eggleston ensured everyone agreed with this idea.

### C. LODA Physical - Update

Chief Childress said she had reached out to Shelly, their contact person at UVA-WorkMed, who said that they believed they have worked out the issue with chest x-rays billing. She said she knows of one issue they've had in the past month, which was down from where it had been, and that she didn't believe Chief Puckett had any instances on his part where his members had been receiving bills. She said when she asked Shelly about the scheduling issues, she said they are scheduling 2-4 weeks out but if it's known in advance there would be an influx of volunteers (specifically mentioning Chief Kester where he would know he'd have an influx after the UVA activities fair), she could let WorkMed know in advance and they could schedule time if they need to shorten the period in which to get them processed. Chief Childress said to her knowledge, the chest x-ray bill issue was all but corrected, and this was because it was in a separate spot.

Chief Childress began to address the times for physicals.

Chief Alibertis said one of his members told him their physical took four hours.

Chief Childress responded that it took 90 minutes to two hours, noting there were many parts to the physical and that this seems reasonable to her. She said if there are folks that are experiencing longer times than this to reach out to her, but that her personal experience there was that it was about two hours, including a stress test and others, and she felt it moved very quickly.

Chief Childress said she feels that there had been movement and correction with UVA Imaging with the chest x-ray bills. She said in the few instances in which volunteers have been getting the bills, this had been corrected immediately, and she feels WorkMed was making a concerned, honest effort to correct these issues.

Chief Alibertis said that this came up in part because of him, because two or three of his people received bills for chest x-rays. The issue was that when the volunteers directly receive chest x-ray bills, they don't know what to do with them, and that the chiefs should let them know what to do. He asked everyone that if they do receive bills or an anomaly in scheduling physicals, or if physicals are taking too long (e.g., having to take

a half-day off of work), to bring it to Chief Childress' attention so it could be sent to Chief Childress. He said it was important for the chiefs to receive this feedback so they could work through it. He said if the chiefs don't know it's happening, they don't know it's an issue, and it needs to be brought to their attention.

Chief Childress said there was also an instance in which one person put down their personal insurance information, which would generate a bill, and that this should be avoided. She said this doesn't happen often, but many people don't realize they aren't supposed to do this, and perhaps there was not enough information being provided to them about the process on the front end about not using their personal insurance information.

Chief Alibertis said there had been an email distributed about doing an onboarding night and asked if anyone had opinions about this.

Chief Kester said it was a good idea.

Chief Alibertis asked if it was worth the time to schedule.

Chief Grandstaff asked if someone does jump in between the dates, could they still be sent to an appointment. He said sometimes someone would come in in the middle of the process, and asked if it was still okay to schedule fingerprints, etc.

Chief Childress said she was sure they could work this out.

Chief Alibertis asked if there was anyone else with an opinion about the onboarding. He said that it could work if people would take advantage of it.

Chief Childress said it would be great to make the process streamlined so that the volunteers aren't spending an inordinate amount there. She said it was easier to schedule the onboarding ahead of time and offer some standard times, and that it won't always worked, but she would like to see it streamlined as much as possible.

Chief Alibertis added that all the information on the physicals should be presented during onboarding.

Chief Childress agreed.

#### D. Station Alerting

Chief Puckett said they submitted safety zones based on the feedback provided, and was going through the process of updating those as well as providing the quote for the equipment install. He said one of the pieces that had been holding them up was the contract for the Cat integration, which was going back and forth with Tyler Technologies and the attorney's office. Chief Puckett said he believed this was almost complete and

that he hoped that they would begin actual work in the fall, although he wasn't sure how long it would take.

#### E. EMS Inspection

Chief Puckett said that in October of this year, every agency in the county would be inspected, and that insurance certificates would be needed. He said with the performance objectives being adopted by the Board, his understanding was that the objectives are what had to be adopted in the emergency response plan, and that everyone who aligns in these times would have to update their emergency response plan and get them signed off by OMB as well as locality. Chief Puckett said that from a process standpoint, when the county signs off on anything, to coordinate it through the Fire and Rescue office to expediate the process and to try to do this well in advance as opposed to the day before inspection, as scheduling cannot be guaranteed.

Chief Puckett said there was a move towards online polling so that information could be submitted online. He said he had tried to gain clarification on the application itself for re-licensure, which was the form the county executive office would sign off on. Chief Puckett said he wasn't sure if this would be electronic as well and was trying to figure this step out. He offered to answer questions and added that he would likely hear about dates sometime in August.

Chief Alibertis asked if Ms. Childress would pull response data.

Chief Puckett said that before she goes out on maternity leave, she was working on the exceptions report for all the EMS agencies in the county and that this was being worked on using the performance objectives that were adopted.

Chief Grandstaff asked if, in the case they do have to submit a paper application, they could not cross out the bottom part and write their own notes, because this was frowned upon last year.

Chief Puckett said he had asked if this could be done if the form was electronic, but the way the state had put this was that they have put the county executive's office in a corner saying that, I attest to this but it's not 100% true. He said there needs to be flexibility of either being in full compliance with the emergency response plan, or you're not but working towards full compliance.

Chief Eggleston stated that if they are not in compliance, what the state was asking for was a plan to become compliant, and that's what he believes the county executive's office was looking for. He said the plan doesn't have to take place right away, but it does need to address the gaps.

Chief Puckett said he was told it was about communication between localities. He said in previous years, an EMS agency would be crumbling but a locality wouldn't be aware

of it. Chief Puckett said this process was forcing the sharing of information, and that it was up to localities what was done about this and how plans are accepted.

Chief Kester mentioned that one of the things that was noted in their inspection was to have a response plan with the county, which they don't currently have.

Chief Eggleston asked if there had been a date chosen yet.

Chief Puckett responded that he believed it was in late September or October, and that there would be communication over the next couple weeks about how they would do this for all the agencies.

Chief Eggleston remarked that they had some time.

Chief Puckett replied that pulling personnel records and getting the emergency response plans getting signatures took time to process.

Chief Alibertis asked about a possible work session for exceptions and to have a checklist, and the state wanted justification for the exceptions were needed.

Chief Childress said this was not exceptions, but a listing that was shared with the county.

Chief Eggleston asked if he meant exceptions to the response plan.

Chief Puckett said he doesn't interpret the rules and regulations, but that performance was supposed to be met 90% and that the locality had to be provided with a list of exceptions where performance wasn't met (10%). He said a report was run on incident call types. Chief Puckett said questions have been asked as to why performance hasn't been met, although rules and regulations don't necessarily state that a particular item had to be done, and that his opinion 90% was needed as they know there are issues where there was a second call, the call was far out, etc. He said he doesn't see fire and rescue taking the time to go through every call to try to document a reason why performance was not met.

Chief Oprandy explained that in the system, there was an exception that a locality could issue a response time standard for the agency that could be driven by visibility rules and pop up if the response time was over the exception, which would mandate answering a question as to why there was a delay (geography, mechanical, traffic, etc.). He said the reasons why could be populated, but it requires the agencies to answer the mandate.

Chief Puckett commented that he would ask about the point about what the exception report includes. He said that in his mind, it says to provide an exception report, but it doesn't go into detail saying what it should include.

Chief Eggleston said these are events that have already happened, and the focus should be on what agencies could try to do to close any gaps. He said that was why the 10% exists.

Chief Puckett said he would try to clarify this before October.

#### F. 1st Quarter Allotment Check Update

Chief Childress the 1st quarter allotment checks were mailed on July 22, and that the group should be receiving them any time soon. She thanked Ms. Davis for working to get those out. Chief Childress said to contact her if they haven't been received in the next few days.

Chief Childress said regarding the FY 20 budget process, the group would be receiving their confirmations of FY20 amounts from OMB either later in the week or more likely the following week due to a staff member's absence. She noted that when they had met in December, there was an increase in this money around building maintenance and that regarding what Mr. Stewart had spoken about earlier regarding CIP maintenance (\$20,000 more than a five-year expected lifecycle), the Board of Supervisors indicated in 2018 their support for giving Fire and Rescue an increase in its operating budget for regular preventative maintenance.

Chief Childress said that with the letter coming from Mr. Herrick, there would be a form to sign off on at the end of the fiscal year. She said this amount of money was spent on general building and preventative maintenance, and that they could use the facilities assessments done in the past and that would continue to be done every few year. Chief Childress said this was to verify that the money was spent in those categories and it was a calculation that OMB worked with FEMS on based on square footage of the building, which was what facilities uses for all county-owned buildings. She said the group should look for this soon.

Chief Childress provided an update on the timeline for FY 21's budget process. She said the group would be receiving instructions and forms from Chief Childress this year, as she would likely be out when those go out, in early September. Chief Childress said the deadline was extended to late October to give the group more time to work on it, as it had been a short turnaround time. She said the group should fill these out and send them back to Chief Childress, and in December, they both would be holding meetings with the group to collect information and ask follow-up questions, such as what's been done in the past. Chief Childress said they would then hand everything over to OMB the first week of January, and the county executive's recommended budget would come out in the first week of February.

Mr. Alibertis wished Chief Childress good luck, noting that he may not see her the next time.

Chief Childress said probably not and mentioned August 8 as her possible due date.

## **VI. New Business**

### **A. Capital Improvements to Facilities**

Mr. Lance Stewart, Director of Facilities and Environmental Services department of Albemarle County, said FES maintains county buildings and schools as well as works with environmental services and water resource protection. He said he had been in his position since October 2018 and before that. Mr. Stewart said he worked with Charlottesville Public Works for almost 18 years and knows the area well.

Mr. Stewart said he had been involved in a number of discussions on the pilot program that had been approved for the current fiscal year for capital maintenance of volunteer fire and rescue facilities, and how it might evolve in the future. He said they have submitted base level funding for the full five years of the CIP plan, with \$300,000 as a starting point to cover needs over time, which was based on estimates received for the facilities study which the firefighters cooperated with to allow a contractor to assess their buildings, equipment, and lots. Mr. Stewart said this scored better in prioritization than the new training center, though not very high. He noted that just because a limited number of projects were prioritized doesn't mean that other projects wouldn't be funded. Mr. Stewart said the smaller the ask, the better the chances are for prioritization. He said he was hopeful that the program would develop.

Mr. Stewart said there was funding for the current year (\$250,000) that was intended for the Crozet station parking lot. He said he would like to visit the station to get a feel for exactly what was going on with the lot, noting he understood there were some drainage problems.

Mr. Stewart said the reason this program was called a "pilot" was to assess how the agreement would work, noting that in the past, the county had done a major project at the Seminole Trail station and was not a problem since the county owned the land. He said generally speaking, counties and cities cannot perform any work on private land or private properties. Mr. Stewart said the attorney's office had firmly said there was no exemption in the state code that would allow the county to directly perform work. He said to get around this, there would be an agreement to which the funds would be donated by the county to do the work, which would be necessary to ensure due diligence. Mr. Stewart said the full amount of the contracts for the work would be in a paid donation form. He said this was more steps than anticipated, but it does place more control with fire and rescue, and added that FES was available to offer them any assistance they might need to estimate costs or get opinions on work to be done.

Mr. Stewart concluded his update and offered to answer questions, and also expressed his desire to arrange a meeting at the Crozet station to assess the lot.

Chief Eggleston said Mr. Stewart's presentation addressed earlier concerns the group had about FES's involvement with improvements to the stations. He said the issue had

been discussed about using capital funds to improve stations on private land, and that the concept Mr. Stewart presented meets the legal requirement as well as puts the county in a better spot to manage its own projects, regarding it as a win-win. Chief Eggleston noted that there was more work to be done as far as making sure it was funded.

#### B. Water Usage, Notifications & Service Impacts from Fire Flow

Mr. Jeremy Lynn said he had been with the ACSA for 42 years and knows many of the people in attendance, as he used to volunteer and fight fire with them. He said he was a member of Seminole Trail before it had built. He said he was with the Charlottesville Volunteer Fire Department for more than 20 years, serving the rank of Assistant Chief, and was with the Albemarle County Fire Department and Fluvanna County. Mr. Lynn said he understands the members' situations, concerns, and issues.

Mr. Lynn said the ACSA does not wish to shut the departments down from doing their training activities as they realize and understand how important they are. He said, however, that there are certain things for everyone to understand. Mr. Lynn said that the Rivanna Water and Sewer Authority (RWSA) are the water holders who runs the water to treatment plans, and sells water solely to ACSA and the City of Charlottesville. He said for this reason, they are in communication with RWSA and that sometimes, though not intentional, the RWSA's activities have an impact on the ACSA.

Mr. Lynn had now set up through the county that if the county fire departments run a structure fire, he receives a text message from the system stating where the department was going. He said that if a tank level dries up, this structured fire may be the issue. Mr. Lynn said that if the tank level starts to drop and if the ACSA isn't aware, they receive calls from RWSA, both authorities begin scrambling and looking for water leaks as the last thing they want was a drained tank. He said if a tank drains, the ACSA had to go through a process of refilling the tank (once they find out where the issue is), issue a low water notice, and perform water sampling with two samples passing 24 hours apart. Mr. Lynn said the public may have water to flush toilets with, but the ACSA would have to issue a low water notice or "do not drink" notice. He said these were the ACSA's concerns and that they do not wish to impact customers.

Mr. Lynn said that Charlottesville-Albemarle Airport keeps the ACSA informed of the trainings going on. He said if the fire departments are performing their annual hose testing, the ACSA does not need to be informed, as it does not use much water. Mr. Lynn said if they would be doing training in which a large amount of water would be used, this had an impact on the system, especially in areas such as Crozet and Scottsville. He said the airport had two trainings and on the night there was a fire in Scottsville where Skippy's Market burned down, the system indicated low water levels.

Mr. Lynn said if he knows the fire department would have a training taking place, the ACSA could make adjustments with RWSA, and RWSA could put extra staff in place as needed. He said Scottsville and Crozet are not planned operational 24 hours a day, and

employees go home after their shifts, but if there was a planned training activity, they could hold employees on overtime.

Mr. Lynn said that Observatory Treatment Plant and South Rivanna Treatment Plant are operational 24 hours a day. He said the Camelot Treatment Plant was on an 8-hour plan because the tank levels under normal operations won't drop so much. Mr. Lynn said he personally wants the tank levels to stay full all the time so there was a buffer of water if they need it, but because of water quality issues, they have to let the tank level drop so that the age of the water doesn't lose its chlorine and they could maintain a good water quality to provide to the customers at all times.

Mr. Lynn asked that if there was training the fire departments must do, the ACSA needs to know as soon as possible. He said the last thing he wanted was a scheduled training class the ACSA was not notified about, and a water tank was out of service due to maintenance or inspection. Mr. Lynn said the Piney Mountain tank behind G.E. had been out of service for 6 or more weeks, meaning there was no backup water supply for firefighting, putting the entire system into trouble. He said there are two pumps at Kohl's that Rivanna could push fire trucks on so they could run, but it takes time to get there to set it up. Mr. Lynn said if you try to keep the system over pressurized, and a water line was out, there would be water leaks everywhere.

Mr. Lynn reiterated that the ACSA was not trying to shut down trainings, but that they need an open line of communication to prevent issues. He mentioned the airport even modified its airport training schedule because the tank was going to be taken off, which was publicly communicated.

Mr. Lynn said there were over 2,600 items in the system that they take care of and does not expect the fire department there in the way the city does. He said since the county departments are volunteer, he does not expect them to run hydrant flushing or hydrant inspections the way the city does. Mr. Lynn said he had a hard-working individual who had inspecting every hydrant in their system every nine months, although AWWA requires them to be inspected every 12 months. He said they are exceeding what everyone else was doing.

Mr. Lynn added that he had a two-person hydrant repair group who inspects the hydrants, performs routine maintenance and repairs, and keeps them up to date. He asked the fire departments that if they see a hydrant that was inaccessible to call the ACSA and let them deal with the customer. Mr. Lynn said if they put a fence up and they cannot access it, let the ACSA deal with it because they would take care of it in a way that would prevent the fire departments from having to get involved and possibly getting into a situation in which customers would see them in a negative light.

Mr. Lynn asked that when the fire departments do their trainings, they keep track of the water meter, explaining that ACSA had to give a report to the city and RWSA about how much water was produced and how much was not reported. He said he would greatly appreciate the meter data, or even an estimate.

Mr. Lynn said if the fire departments hear a request from the school to come in and soak down the kids, that was against county policy. He said it was non-metered and from a liability standpoint, they strive to stay away from this. Mr. Lynn said the ACSA would appreciate them refraining from doing this.

Mr. Lynn said there are seven yellow fire hydrants in the county, with one on Pantops towards State Farm Road. He said these are the hydrants that they have designated for water haulers. Mr. Lynn said they have a hydrant meter to record the amount of water for which they are then billed. He said if someone wants to borrow a fire hose to fill their swimming pool, the ACSA doesn't have a problem with this as long as they could produce either the hydrant meter or the permit they received from the ACSA to prove the request was legitimate. Mr. Lynn said he also doesn't want to take business away from the water haulers, as they are paying for business licenses and taxes on their vehicles. He said the ACSA does not want them to be paying for a license to operate in Albemarle County without the county honoring this.

Mr. Lynn asked the fire departments notice discolored water after there had been a fire, rather than shutting off the hydrant, to inform the ACSA so they could begin to flush the system and ensure the system was cleared. He said there have been a number of calls and claims filed against the county in the past about white laundry being ruined, and so they try to stay ahead of these issues.

Mr. Lynn said the ACSA was there to assist the fire departments and was willing to support them in various ways. He said as an example, Earlysville had a structure fire in Free Union several years ago on a Sunday. Mr. Lynn said the ACSA was called to provide assistance, so they took one of their excavators to the site to remove debris from the basement to find the victim. He said that while the victim was found before the ACSA arrived, they were already committed so they showed up to help.

He said another example was that a tree spey blade was put through a propane tank at the Montessori School on Pantops, and the ACSA went there that night to dig out around the propane tank. Mr. Lynn provided another example of when the county did a regional school, the ACSA went to the Monticello station to dig trenches for the [inaudible] class. He said the ACSA was here to assist, and if they are needed for anything to please call them.

Mr. Lynn provided handouts of some of the ACSA's resources for the chiefs to take back to their companies, stating again that if the ACSA was needed and could help, it will. He said he had also made those resources available to the county police department. Mr. Lynn said he had a ground penetrating radar unit that he uses to locate water and sewer pipes, and that the police contacted him in the past to possibly use it for a body search at a construction site, for example.

Mr. Lynn said if a station gets held up on a structure fire that was a long-term operation, and if fuel was running low, to contact him as he had a pickup truck with a 100-gallon

diesel tank on it. He said his station would come out and fill up their trucks and settle up later, noting he prefers to take a full tank and whatever isn't used goes back to the station, and that they would refill the tank there.

Mr. Lynn asked if there were any questions.

Chief Alibertis said there had been previous discussion about running the water line from Sugar Hollow out to some of the other reservoirs that runs through some of the rural area, and whether a hydrant could be tapped into this for firefighting use. He asked about the status on this.

Mr. Lynn said this would be a RWSA issue as it was in the White Hall area. He said that this would be a matter of making sure the line was in service, as sometimes it was taken out of service. Mr. Lynn said he wouldn't want the fire departments to try to tap into this line if it was out of service as it would waste valuable time and resources. He said he could pose the question to RWSA.

Chief Alibertis said he thought there was one that runs through Batesville as well near the Miller School.

Mr. Lynn said this was private.

Mr. Lynn said there are two lines that run on Ragged Mountain and comes down through there in various locations, out near the forestry and runs through the Fontaine Research Park, and typically goes to the Observatory Treatment Plant. Mr. Lynn said there was another one that runs down through Ivy, comes under Route 250 and runs through Cherry Hill Farm. He said it come in through Owensville Road and was RWSA's line as well. Mr. Lynn again offered to pursue asking the earlier question to RWSA.

Chief Alibertis replied that it wouldn't hurt to have this information, and if it was out of service it could be marked off.

Mr. Lynn noted the City of Charlottesville owns the South Rivanna Reservoir, Sugar Hollow Reservoir, and the land around Ragged Mountain Reservoir. He said though the land was in the county, the city owns it, and RWSA runs the reservoirs.

Mr. Lynn said that when Albemarle County does a DCO school, he gives a presentation and an overview of the system. He said he would be happy to do the same for the firefighters' trainings so the fire departments have a better understanding of how the system works and operates. Mr. Lynn said the presentation would take about 90 minutes to 2 hours, depending on how many questions are asked. He said also did this with the county's police department and gave a presentation on the security aspects of the system. He noted that he was the operations manager for the water and sewer department and in charge of all maintenance. He said he had also inherited the emergency plan and safety tasks as well.

Mr. Lynn said he just finished a regional emergency response plan for Charlottesville, Albemarle, and Rivanna, with 28 different emergency action plans. He said he took the plan to Nashville last March under the OLE? Act, which the ACSA doesn't have to comply with until 2021, but the EPA and Homeland Security put their stamp of approval on it. Mr. Lynn said Albemarle County was likely ahead of the other utilities across the country. He said any utility company that serves 3,300 people or more had to develop a vulnerability assessment and emergency response plan. Mr. Lynn said he would also be working with Allison Crowley in the LEPC group, and that she would get a copy of the plan to be on file with the emergency operations center.

Mr. Lynn said he had a signup sheet for the county chiefs to sign up for the response group. He offered the chiefs to add their names to it, and also offered his business cards.

Chief Alibertis said that Chief Lagomarsino had something to discuss about fire hydrants and that Mr. Lynn may want to stay for that discussion.

Chief Lagomarsino addressed the Charlottesville mural project, "Art on Fire." He said the county and Albemarle Water and Sewer Authority have a pilot program in the Jack Jouett district that would mostly affect Station 8. He said this project would include murals on fire hydrants. He said there was a meeting that Fire recently attended during which they expressed several concerns, including functionality of and visibility to the hydrants.

Chief Lagomarsino said there was a design metric presented in which the artists cannot use dark colors or any colors that would hide the hydrants or impede their visibility. He said the designs have to have good decorum, with no political messages or things of this nature. Chief Lagomarsino said that doing a Google search for designs, one design actually looked like a firefighter from the waist up wearing a full face mask. He said after performing research prior to attending the meeting, he found that there was nothing in the fire code that prevents this project, and there was a NFPA standard about painting a hydrant for fire flow, but it was a voluntary standard and was not mandatory. He said currently, the hydrants are not painted to show fire flow.

Chief Lagomarsino said that the way the process would work was that in August, they would be taking applications from artists, and that the artists would be paid \$300 per hydrant. He said the firefighters are looking at the four hydrants in the Jack Jouett district and the hydrant in front of the Service Authority building. He said there would be a selection committee that looks at the designs to make sure they are appropriate, and the Service Authority had guaranteed that they would inspect the hydrants after the painting had been done to ensure functionality and make sure the design was well presented as well as it does not impede the operation of the hydrant. Chief Lagomarsino said that from the Board of Supervisors, Diantha McKeel was spearheading the project, along with Gary O'Connell (director of the Service Authority).

Chief Lagomarsino said he would try to take any questions.

Chief Alibertis asked if the program were to be expanded, if they would lose the capability to have reflective caps on the hydrants in Crozet.

Mr. Lynn responded that they would not, and that the reflective caps are a requirement to provide visibility at night.

Chief Lagomarsino said that one of the caveats of the program was that the Service Authority reserves the right to paint over any artwork at any time, for any reason.

Chief Alibertis said this was important in some settings.

Chief [?] expressed his disapproval of the painted hydrant designs and that the firefighters already know to look for red hydrants, unless filling water and looking for yellow ones.

Mr. Lynn said he was not a fan of the program either. He said many of the new hydrants that they are buying now are manufactured with enamel finishes. Mr. Lynn informed the program that the hydrant cannot be scuffed up to make the painting work, and that the paint would not stick to the enamel. He said they wanted to put a hydrant in at the corner of Route 29 at Stonefield, and Mr. Lynn told them no because they were all new hydrants with enamel. Mr. Lynn said Ms. McKeel with the Board of Supervisors was driving the project, adding that only 4-6 hydrants would be painted. He said he would be attempting to prevent the project from progressing any further.

Chief ? said he wondered that if the project catches on, if people would think it would be okay to paint hydrants on their own (e.g. in front of their houses).

Mr. Lynn said if the fire departments see any examples of this happening outside of the designated areas to inform him so that he could take care of it.

Chief Alibertis thanked Mr. Lynn and asked Chief Oprandy to come forward.

### C. Tree Downs

Chief Puckett said the FEMS Operations Committee, several months ago, looked into tree down calls and provide options as far as Fire and Rescue's response to them. He said in these few months, they have researched what their normal call volume was and where the distribution of the calls are, as well had discussing with VDOT their process. Chief Puckett said along the way, as an example, they learned that VDOT does not send anyone when the call was received and that they wait for fire, police, or someone else to come on the scene to confirm that it's a real call and what resources they might need. He said they did discuss the possibility of having multiple calls, and that the committee wants to go back and verify what this looks like, and if fire/rescue could tell VDOT there have been multiple calls. Chief Puckett said outside of some known storm [inaudible] things, they might have people out quicker.

Chief Puckett provided printed information to the group. He explained that it was broken down into five options with supporting material. Chief Puckett said the first option was obvious, and it was what was presently done right now as far as not restricting calls at all. He explained the data provided was all 2018 data, and that there were 480 true tree down calls that were not calls involving power lines, structures, on fire, etc.

Chief Puckett said as far as possibly restrict this, the committee spoke to VDOT, who already had a system in place with roads they have prioritized as either higher or lower (or at least not within the same time frame). He said VDOT did not have anything specifically to this nature, so the committee looked at primary roads (which do exist) and VDOT also had what they call "high-volume secondary roads," which VDOT said was not a hard definition but they believe it was around 400 vehicles, though they couldn't give an exact amount.

Chief Puckett said they tried to look at primary roads and secondary roads that have more than 400 vehicles daily, which reduces the call volume to around 337. He said if this was moved up to 1,000 vehicles per day, it cuts out some of the roads and reduces it further to 264 for 2018; and that going to primary roads only, the number drops down to 144.

Chief Puckett said the last option was not wanting tree down calls at all, and they would allow PD and VDOT to manage them. He described an exception to be a hurricane or another natural disaster that comes through and the EOC was open – in this case, they could coordinate crews to go out to help clear roads. Chief Puckett said this was option involves more routine events with some wind and rain that would blow down trees.

Chief Puckett indicated to the pros and cons listed and that he also provided a breakdown of the stations of where calls were made to over the past three years ending in 2018. He said primarily, the southern end of the county gets hit worse than the northern end, which makes sense. Chief Puckett indicated to the map of what the options look like for primary versus high-volume secondary roads.

Chief Puckett said particularly with option 2a and 2b, they are variations of the same option. He said they talked to EOC about the potential to even implement something like this, and that it was too complicated to try to manage programming wise in CAD to go through and try to pick all the different roads and try to assign different responses to them. Chief Puckett said he talked to ECC about how this would look if they were doing primary roads, which was defined as anything with a route number of less than 600 (for example, Routes 250, 29, 20, 22, etc.), which would be about a dozen roads. He said this was probably manageable from a call process and call-taking standpoint where they could manually say if it's on a certain road, to call PD and/or Fire. Chief Puckett said as the list grows, however, they cannot do it manually and there isn't a great way to program it from a CAD perspective, and that things get dicey on options 2a and 2b. He said with 2b, they may be able to manually string down the list more so that they are picking up Earlysville Road, Old Lynchburg Road, and other heavily traveled roads that are not primary.

Chief Alibertis mentioned Route 810 and Garth Road.

Chief Puckett said those were good examples.

Chief Puckett said these are roads that they would have to manually add in where, for instance, they wouldn't include a road like Berkmar Drive, which had more than 1,000 cars on it, but maybe they wouldn't consider it as one with a lot of trees. He said the list had to be manageable enough that ECC could do this from a manual standpoint and that he didn't know what this number was – whether it was dozen, or 15 – but that at some point, it was too complicated for a non-emergent call. Chief Puckett said they would be spending a lot of effort on non-emergent to figure out how they are going to process and respond to it.

Chief Puckett said ultimately, the Operations Committee in the last meeting recommended option 2b. He noted the breakdowns and said Damon was able to model the options in the GIS and model how many calls were based off all the options. Chief Puckett said when they discussed 2b, it was before they actually had the number of calls, and the committee felt like it was going to be a bigger reduction than what it was from looking at the map. He said they chose the option without the benefit of knowing how many actual calls there were.

Chief Puckett said he would open the topic up for discussion and direction.

Chief Eggleston asked if the effort was to try to reduce the number of responses.

Chief Puckett said he didn't know if there was a specific direction from FEMS to ask them to reduce the number of calls, but that he believed the request was to simply look at and evaluate tree down calls in general.

Chief Grandstarff recalled an ice storm that happened one night where they received about 20 calls and never saw a VDOT truck.

Chief Puckett said with some of the calls, they don't record the information because it cannot be easily obtained out of the CAD or Image Trend, but that there was recently a call that came through with many people running tree down calls that he listened to, and bets that generally half were marked as trees that were already removed or "no tree found," go end service; or, seeing that VDOT needs to come out. He said by the time they get there, there was some amount of incidents where someone had already removed the trees, but he could not quantify this. He added that there was a percentage in the middle in which fire rescue was actually doing something, but he wasn't able to say what the percentages are.

Chief Pugh said that speaking for a company that ran the most tree down calls in 2018, he expressed his opinion that the process should not be changed, based on an incident that happened the prior Sunday afternoon. He said there was an EMS call and that their

EMS vehicle was able to get past a tree blocking a road with an 800 route number, and that the ambulance could not have gotten past it. Chief Y said his guys got there and took care of the trees, and the ambulance came in and took a woman to the hospital. He said he had a hard time picking a road and saying it was not as important as another road when there could be an emergency on it beyond the tree down. Chief Y said that someone could be on their way home, round a blind curve, and crash into the tree, which generates a call for a vehicle accident with injury. He said his personal opinion was that the process should be left as it is, and the guys at his station would back this up.

Chief Dillon agreed. He said they just had a discussion about a cell that came through Crozet and gave several trees down, and as far as running these calls, said he could paint the scenario of having a tree down across the road in a curve, and if one's family comes around the curve and hits the tree, fire/rescue wouldn't do anything about it because they wouldn't answer tree down calls. Chief Dillon said they could at least go to the site and drop flares, mark it, or do something to at least slow traffic down so that no one gets hurt. He said that if part of this discussion was the option of not responding to these calls, he definitely disagreed and that this would be a huge liability for them.

Chief Puckett noted that PD also responds, and their primary function was traffic control, using flares, etc. He said fire/rescue may be quicker, depending on what their call volume was as well. Chief Puckett said there was also no way to do different things, either – that they either have to all be on the same page from an ECC/dispatch protocol rather than having a different protocol in different areas, and that they all have to go in collectively on whatever they decide.

Chief Pugh said that Chief Puckett he had made a comment about VDOT's response as well, but in his experience, they would send someone in a pickup truck regardless of what ECC was told to tell them when they call (that they need a loader, a backhoe, etc.). He said this person had to go back to get the equipment, resulting in the road being blocked even longer. Chief Pugh said that most of this was financial because the longer they are out, the more it cost.

Chief Eggleston said that it's a hazard, and part of the job they have was to address any hazards. He said his biggest concern was after storms, noting that they hold tree down calls when a storm moves through because what often happens in these cases was that they get structure fires. Chief Eggleston asked the group to please talk with their members about not self-deploying tree down calls, because when they deploy members on brush trucks to a structure fire and they have to come back to the station to pick up the brush truck, they lose precious time. He added that they may not even hear the call come in.

Chief Eggleston asked again to please not self-deploy and to wait until at least an assessment was received of what's going on in dispatch calls accordingly, and then they could go out when they have a handle on what's going on to remove the hazards. He said they have had a couple cases where units were deployed and then they

needed them to go to fires, resulting in a longer response time. Chief Eggleston said he agrees that the protocol should be kept the way it is, and unfortunately this jams up the process sometimes because VDOT's tied up elsewhere. He said it was worth opening a road for vehicles as well as removing a hazard for anyone who may come around the corner and be surprised.

Chief Lambert said that the JPRs in the Firefighter 101 class do not complete any sort of tree cutting. He said that saw work includes ventilation and how to use a saw in that capacity, but it doesn't talk about any of the dynamics of falling a tree or bucking a tree. Chief Lambert said unless they are sourcing one of the forestry classes, there was potentially the situation where someone was out in a high-risk event doing somewhere where there was no training provided. He said if they need to do something, there would be a push for this, but that it was a high-risk event and that firefighters die from dealing with downed trees in precarious situations. Chief Lambert urged that this be addressed in the training class.

Chief Alibertis said he would think training would be incumbent upon them.

Chief Lambert replied that Forestry had chain saw classes, but they only travel certain times of year because of their busy season. He said they have a class in May on Longwood that that addresses falling and bucking, and that it would be challenging with new kids having a branch smack a leg and break something.

Chief Grandstaff asked if with non-emergency call, if ECC had toned fire/rescue a couple times with no response, shouldn't this stop after three tones versus continuing to try.

Chief Richardson responded this was the way it's currently written and should be the case for any call.

Chief Puckett said he thought the toning went longer than rollover.

Chief Richardson said he heard a rolling EMS call the other day, which shouldn't happen either, unless it's cardiac arrest.

Chief Grandstaff said he doesn't agree with Chief Pugh that with the station with the second highest calls, they get VDOT with them during any storms and it gets a little obsessive which was why they brought it up.

Chief Puckett asked if the direction was no change to the protocol, and was it now referring to the Training Committee to determine the training needs and if that should be incorporated.

Chief Grandstaff asked if a non-emergency call doesn't count against them.

Chief Eggleston said this was a problem in itself because if they are expected to run the call, they ought to run the call. He said he would hate to think that they do it just because they don't want to do it, and that it was the wrong message to send. Chief Eggleston said if they are saying collectively it's a hazard, then they ought to go to the call, regardless of if it's a pain to run the call. He added that on the training issue, they do not have the capacity to teach saw classes.

Chief Lambert said they could outsource it, but he doubted the Training Committee would recommend adding this to the basic Firefighter 1 and basic contact hours. He said it could be a specialty add-on and that Forestry had a 4-hour, 8-hour, and 32-hour saw class, depending on what version was wanted. Chief Y said that this could be easily outsourced.

Chief Alibertis stated that he believes they should make it available.

Chief Eggleston agreed it should be made available. He said it was dangerous, especially laying on one's side in the road during a rainstorm.

Chief Alibertis said training should be addressed on whatever was decided, and that people shouldn't sent out with a false sense of ability.

Chief Eggleston said that some of it comes down to judgment – that if it's a big tree that's down and there aren't people qualified there, they should take a time-out and [inaudible]. He said this was a dangerous situation, and that a large oak tree laying the road was not something you could tackle unless there was someone who knows how to use a saw under different pressures.

#### D. SOC Data Dictionary

Chief Puckett said moving past the SOC performance objectives getting adopted, some of the measures they haven't tried to or be able to produce the data on previously. He said they want to start through some of the measures and discuss, from a data dictionary standpoint, what constitutes what so that it was all put together the right way to which everyone understands and agrees upon the information.

Chief Puckett said the thought process was to go through one measure per meeting, and that some may involve more conversation with others. He said the first one was Failed Response, which was the first one that passed and one of the ones they already know how to do. Chief Puckett indicated to a metric and the definition of the two that have been adopted, and said the data criteria was how they are defining. He said "Excludes Non-Emergent Incident" was obvious, and also noted "Excludes units exchanges in which the same type of unit responds in place of the originally dispatched unit."

Chief Puckett said revisiting the definition of "Failed Response," he said it was "an emergency incident in which a unit was designated as inserts available, and fails to

response after being dispatched.” He said this was targeted at the stations in the best positions to know what resources and personnel they have available to organize. Chief Puckett said they want to maintain CAD as up to date as possible so they are dispatching resources they think have a high likelihood of actually getting on the road, and that this relates directly to the definition.

Chief Puckett explained “Excludes unit exchanges” by saying if MS Engine 72, for example, gets dispatched, Engine 73 was marked in place of Engine 72. He said this was not a failed response, but rather a different vehicle and unit number with the same kind of apparatus. Chief Puckett said these have been excluded, as well as incidents that were canceled within 2 minutes of dispatch. He said, for example, a call that was marked up as a fire alarm and then was canceled a minute later and called back with a proper code would go in as a canceled incident, which was probably captured in a non-emergent incidence as well. Chief Puckett said these would not be regarded as failed responses.

Chief Puckett asked if these all made sense or if there were other items. He prefaced before starting conversation that it would be impossible to develop any sort of system that would capture every scenario possible. Chief Puckett said they are trying to hit the bulk, and looking a year’s data, there would be outliers that do or do not make sense, but they would likely not impact the statistics of a year’s worth of data significantly.

Chief Grandstaff said during a transformer fire, or a tree on a power line, an engine was toned, but most stations in his area run brush trucks to these incidents. He asked if this would show a failed response.

Chief Puckett replied this was a good question.

Chief ?? asked if they got toned for a brush fire, but [inaudible] responds.

Chief Puckett said he thinks what this speaks to, and perhaps it goes to the Operations Committee, was that a cross-reference was likely needed. He said that the calls could be defined with a responding unit and an acceptable substitution (engine and brush truck serving as reasonable substitutions for each other; or if there was a structure fire and an engine was toned, there was no substitution). Chief Puckett said if these definitions are created, this would give them an ability to avoid failed responses. He said he can’t speak to whoever would have to put this together and pull out the data, and that this would get into what could be done versus what they would like to have done.

Chief Grandstaff said he was thinking about a case where there was a tree on a power line, and a brush truck was sent in, to cancel the failed response.

Chief Puckett said in some of the cases, such as a power line, it would be non-emergent anyway and likely would be excluded anyway.

Chief Alibertis said if there was a fire, it would be an emergent response.

Chief Richardson said if it's not a Class 9 in CAD, but it's an emergency response.

Chief Grandstaff said during transformer fires, they run their brush truck out.

Chief Kester said there was another scenario where they are staff 2-3 units overnight, and the day crew comes in the next morning, it doesn't update the CAD to take the other two off the board. He said they get dispatched either on a second call or on multi-unit calls, and asked if this was a failed response.

Chief Puckett said strictly speaking about data, yes, and that the exception wouldn't be able to be pulled out of the data as there was no flag there that explains what happened. He said they would either have to figure out a better way to manage them to prevent it from happening, or the exception was so small that it wouldn't sway the data one way or another.

Chief Puckett said, for example, if that happens three times a year, it wouldn't be a big deal in the grand scheme of things, but if it was happening weekly it's a larger problem. He said this may be something they could work with the Flow crew; or when a crew leaves, it could be marked out of service to be done, as it's not the status Board but what's in CAD.

Chief Kester said if it would be the 5:50 a.m. job of the outgoing volunteer crew.

Chief Puckett said that would be the ideal way, as long as they are talking amongst themselves and figuring out who's doing the job.

Chief Eggleston asked about brush fires and if they call for an engine tanker.

Chief Puckett said it depends on the area. He said it starts off as a brush trucking tanker, but it would accept an engine as a backup if it's within a certain area. Chief Puckett said in a rural area, it would still look for a brush truck even if there was an engine.

Chief Eggleston stated in the case of the power lines, perhaps this would be the only exception, and wondered if there was a way to address it in the response protocol.

Chief Puckett said he believed so, in some cases. He said this would probably not be the case in every scenario, but some of them they may be able to navigate through with a CAD perspective, noting that he didn't want to try to create too many responses in CAD to have to manage and that it was enough trouble managing the ones they already have.

Chief Puckett asked if there were more questions or discussion. He said he didn't know what was necessarily needed as far as a vote but was looking for some level of

agreement. Chief Puckett said that this was ultimately building their reference guide for reports going forward.

Chief Grandstaff said a guide was definitely needed for what was an acceptable exchangeable unit.

Chief Alibertis asked where the two minutes came from.

Chief Puckett replied that this came from the lowest turnout time. He said a line had to be drawn somewhere, and that this was used because if turning out, it theoretically doesn't matter as the call had already been answered.

Chief Grandstaff asked if it was six minutes and canceled at minute five, if it shouldn't pick up as a failed response.

Chief ?? asked how it would be separated between urban and rural.

Chief Puckett replied that he didn't, but that this was a good question.

Chief Alibertis said this would be the question that some thought should be put into, and asked if anyone had suggestions or feedback, adding that it would be good to know what the impact of this is.

Chief Puckett said that these are incidents that are canceled out.

Chief Eggleston asked if it was referring to disregarded calls, or canceled ones altogether.

Chief Puckett said the call was canceled altogether.

Chief Alibertis offered the example of falling down the stairs, and then canceling the EMS unit two minutes later.

Chief Puckett said correct, that the dispatch fire got a call back to cancel the call.

Chief Alibertis said that if one was in a rural area, it was 6 minutes, that it could conceivably be canceled at minute 5, and if they didn't get it out it would be a failed response.

Chief Lambert said if you exclude call site 93, which would exclude a canceled call from the response time, anything that was a canceled call doesn't constitute a failed response but would be driven by the type code. He said that once the call was canceled, you don't look for the call to see if there's a failed response on it.

Chief Grandstaff asked if the data comes out of CAD and not out of Image Trend.

Chief Puckett said it could come from both. He said they could look at crossing the incident with CAD information and Image Trend information.

Chief Grandstaff asked if the information they would be getting from the committee comes from CAD.

Chief Puckett said yes, because it's all related to response time, and they have to try to tie in the disposition of the call and the dispatch type. He said that this was likely a relatively small number of calls.

Chief Eggleston asked how many canceled calls he thought there were.

Chief Puckett said he didn't know.

Chief Grandstaff said Scottsville gets them all the time for rescue.

Chief Puckett said the call was not canceled in that case.

Chief Grandstaff said it was canceled for them and that he had one that morning.

Chief Puckett said this would be different than the data he was referring to.

Chief Alibertis asked if Chief Puckett was looking for direction for the Operations Committee to look into the acceptable exchanges of units.

Chief Puckett said this seemed appropriate to him. He said he was unsure if it was valuable for the group to take this call type by call type and sort through it.

Chief Alibertis asked if he needed a motion.

Chief Puckett said he just needed direction, not a motion.

Chief Alibertis asked if he could look into the two-minute question as well.

Chief Puckett said he was writing a note on that.

Chief Alibertis said this was going to the Operations Committee.

Chief Puckett asked if otherwise, the process they went through of discussing the measures was working.

Chief Alibertis said this was good, because otherwise they wouldn't know the criteria, and that it was valuable to have. He asked Chief Puckett if all his points had been covered.

Chief Puckett said yes, that he was finished and he was making notes.

Chief Alibertis invited Chief Pugh to speak.

Chief Pugh said that at the North Garden Volunteer Fire Company on September 8 at 10:30 am, they in conjunction with the Coveseville Baptist Church would be holding a 9/11 remembrance service, noting that lunch would be provided afterwards. He said it would be a non-denominational service, adding that they may get the same gentleman they had last year, who was great. Chief Pugh asked the group to spread the word.

Chief Pugh said that Mr. Lynn had reminded him during his comments that on his station's utility truck, they also have a 100-gallon diesel tank which could be used if a truck was caught up and was running low on fuel. He said his station could be toned and one of his members would bring the truck as it was usually full, noting that the same situation applies in which it's great if they could run by and top off the truck, but if not, it would be filled. Chief Pugh noted that they ran short on fuel recently on the mountain on Route 52, and James River arrived before they ran out of fuel, so North Garden took the diesel truck out of the line and sent it back to the building, and they were able to finish without it. He said this truck was available if anyone needs it.

Chief Alibertis said they have one as well.

Chief Eggleston asked if there was a way to identify these trucks in CAD so the stations know that they are available resources.

Chief Puckett said if they all knew how to ask for this capability and the dispatchers all knew to put this capability on the call, then theoretically the trucks could be found.

Chief Eggleston said he couldn't recall exactly what the situation was, but it was a brush fire.

Chief Pugh said this was last summer on [inaudible].

Chief Alibertis said they met with Stokely, who does their insurance, and that the meeting was very useful and productive. He said if the others haven't done this yet, it may be worth hearing how things are insured, to what degree, what counts and what doesn't count. Chief Alibertis said Stokely had many insights on things such as, if someone was deputized at the scene and they are injured, they are covered by insurance. He said there were nuances discussed that aren't often thought about that are potentially insurable and that the insurance company was very willing to work with the stations on. Chief Alibertis said the meeting was 1.5.-2 hours long, and that perhaps presidents and treasurers could be sent to those meetings.

Chief Grandstaff said on this note, they had a water leak with compounded mold issues. He said they reached out to Stokely to file a claim and found that their insurance policy does not cover mold remediation or anything of this nature. Chief Grandstaff said they

would have to pay for the mold remediation out of pocket, as the insurance company doesn't do anything for it.

Chief Puckett said there are some things they cover that you wouldn't think they would cover, and other things that they don't. He asked if they wouldn't cover mold under any circumstance, or if it was because this was a drain backup.

Chief Grandstaff said they wouldn't cover any of it.

Chief Alibertis said they don't cover earthquakes either.

Chief Puckett said there are many things that most insurance companies don't cover.

Chief Grandstaff said they didn't even send out an adjuster, but a structural engineer to make sure that the building was structurally sound.

Chief Eggleston asked if this was from a roof leak.

Chief Grandstaff explained that a drain backed up from the ground up and soaked into the drywall. He said their building was metal, and that the water got into the metal rafters.

Chief Puckett wondered if it was a drain backup versus a water leak.

Chief Grandstaff said if it was a water leak, it would be covered with a water leak repair, but not the mold.

Chief Alibertis said insurance was very good about explaining the policies and provided a package. He said the other thing they found out was that they are somewhat lacking when it comes to pay reimbursement, saying that their insurance covers \$600 per week, which works out to be about \$15 per hour. Chief Pugh said if anyone makes more than \$15 an hour, they would not be receiving much and that it was somewhat low. He added that their life insurance benefit was about \$50,000, which was not very high either.

Chief Eggleston noted that this doesn't include line of duty. He said that if it was life insurance off the job, perhaps, but that line of duty benefits was different.

Chief Pugh agreed and said this was life insurance off the job and loss of pay, and said \$600 was not much money in today's world.

Chief Eggleston asked if Laughlin had geared up to redo this.

Chief Walker said this was the last renewal on the existing contract and in January, Laughlin was hoping to get a panel to sit on the Selection Committee. He said he wants to reach out to have some of the committee members to sit on the panel as the time gets closer for the new contract for next July. Chief Walker said this was upcoming and

that they have been in contact with Locklin about this and the necessity to include the committee to sit on the panel. He said as they approach this date, he would see who had interest in this, but that unfortunately it would probably take up a business day or two to gather the input.

Chief Eggleston asked if this would be separate from the contract they would draw up in terms of coverage.

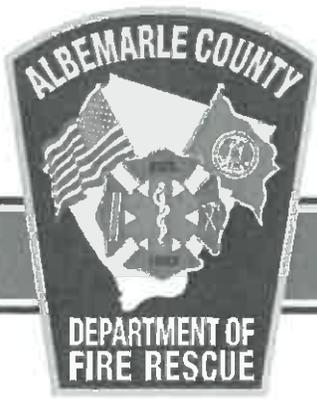
Chief Walker replied that currently, the existing vendor had a certain number of renewals, and they are on the last year of this. He said it would be sent out to bid and wants to make sure that the committee includes all the components they want and the shortfalls they may have with the current contract. Chief Walker said they should put together exactly what they deem necessary to send out to bid, and that there should be involvement from everyone in selecting the new company.

Chief Alibertis asked if there was a way to know what was and isn't insured and to what degree, noting that there are many surprises. He recommended reaching out to Jim about this.

## **VII. Adjournment**

**MOTION:** Chief Dillon moved to adjourn the meeting. Chief Grandstaff seconded the motion, which passed unanimously (9-0).

The FEMS Board adjourned their meeting at 1941 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](http://www.ACFireRescue.org)

### ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD ATTENDANCE LOG

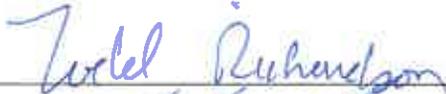
Date: Wednesday July 24, 2019

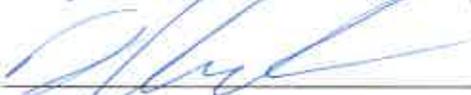
**VOTING MEMBERS (OR DESIGNATES)**

Chief Dan Eggleston (Albemarle County): 

Chief Noah Hillstrom (CARS): 

Chief Gary Dillon (Crozet): Gary Dillon (comp - forgot to sign)

Chief Todd Richardson (Earlsville): 

Chief Danny Vanderploeg (East Rivanna): 

Chief George Stephens (North Garden): 

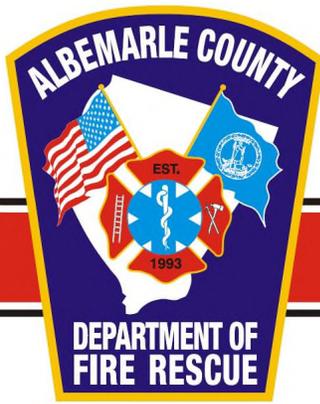
Chief Mike Grandstaff (Scottsville Fire): 

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

### ALBEMARLE COUNTY FIRE RESCUE EMERGENCY AND MEDICAL SERVICES BOARD ACTION RECORD

AGENDA TITLE/ISSUE:	AGENDA DATE:
Consent Agenda	July 24, 2019
MOTION:	MOTION MADE BY:      SECONDED BY:
To approv with correction	Chief Gary Dillon      Chief Michael Grandstaff
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 checked="" 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 checked="" 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 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 Davis

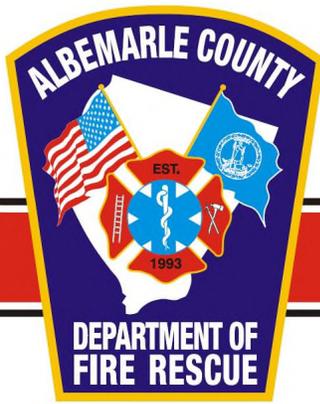
July 25, 2019

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

### ALBEMARLE COUNTY FIRE RESCUE EMERGENCY AND MEDICAL SERVICES BOARD ACTION RECORD

AGENDA TITLE/ISSUE:	AGENDA DATE:
Adjournment	July 24, 2019
MOTION:	MOTION MADE BY:      SECONDED BY:
To adjourn	Chief Gary Dillon      Chief Michael Grandstaff
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 checked="" 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 checked="" 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 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 Davis

July 25, 2019

Clerk

Date



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

**ALBEMARLE COUNTY FIRE/EMS BOARD**  
**FEMS BOARD MEETING**  
COUNTY OFFICE BUILDING, MCINTIRE ROAD – ROOM 241  
MONDAY, AUGUST 12, 2019 – 1630 HOURS

A meeting of the Albemarle County Fire/EMS Board was held on Monday, August 12, 2019, at 1630 hours in the Fire Rescue Conference Room of the County Office Building, Stagecoach Road, Charlottesville, Virginia.

The following members were in attendance:

Dan Eggleston, Albemarle County Fire Rescue  
Mike Grandstaff, Scottsville Volunteer Fire Department  
Kostas Alibertis, Western Albemarle Rescue Squad

Others in Attendance:

John Oprandy, Albemarle County Fire Rescue  
Heather Childress, Albemarle County Fire Rescue  
Greg Grayson, BIRCHbark – Envirosafe  
Nelsie Bisett, BIRCHbark – Envirosafe

**I. Call to Order**

Chief Alibertis called the meeting to order at 1630 hrs.

A. Moment of Silence

Attendees observed a moment of silence.

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

There were none presented.

**II. Consent Agenda**

A. April 2019 Minutes

**MOTION:** Chief Grandstaff moved to approve the Consent Agenda. Chief Alibertis seconded the motion, which passed unanimously (3-0).

**III. Unfinished Business**

A. Strategic Planning

Chief Eggleston said that now that the Standards of Cover project was done, the strategic planning process needed to be revisited. He recalled that the decision had been made to postpone the strategic planning, as there was a lot on their plate at the time, including Standards of Cover and having to work through the issues surrounding that project. Chief Eggleston said that collectively, the board felt that though Mr. St. Clair had done the process many times and that perhaps needed to seek out other people who could help with the process.

Chief Eggleston said he would let the board's guests introduce themselves and provide background, explaining that this will help determine whether the consultants are a good fit for Fire and Rescue, and if the board should reengage and start the strategic planning process again. He noted that it had been some time since they went through the last strategic planning process, that things have moved rapidly with many opportunities and issues to pay attention to. Chief Eggleston said that the fall would be a good time for the board to reengage with the process before entering the holiday period.

Ms. Nelsie Birch introduced herself and said she owns her own consulting business within Albemarle County. She said she moved to the area three years prior from Northern Virginia and Washington, D.C. Ms. Birch said she spent her career working in city management, finance and budget. She said she was a finance director and on an interim basis in Petersburg, VA, she was a part of the Emergency Turnaround Team and worked with them to get them to a place where they were more fiscally solvent. Ms. Birch said before that, she spent time in Alexandria as a budget director, noting that much of her experience has been in finance and budgeting.

Ms. Birch said that she has been recently consulting with Albemarle County, including leadership training and strategic work with the County Executive's office. She said she was excited when she heard about the opportunity to consult with Fire and Rescue and expressed her hope to provide her skills. Ms. Birch acknowledged that the most important part of anything related to fire service is to ensure that she has a partner who understands it, as it is not her forte, though she is a critical thinker. She said that Chief Greg Grayson and she used to work together in Greensboro, NC where he was a fire chief and she was working for the city manager. Ms. Birch said that ever since that time, they have maintained contact and have had opportunities to work with each other over the last few years. She said she would not try to take on this opportunity without Chief Grayson and turned the conversation over to him.

Chief Grayson said he has been working in the fire service in North Carolina for about 37 years. He said he started as a volunteer firefighter in the community he grew up in and is still a volunteer today in between his career service, working his way up in the Wake County system. Chief Grayson then decided he wanted to be a fire chief, and switched to the municipal side, serving as a fire chief in Burlington for about 50,000 people, in Asheville for about 80,000, and in Greensboro for about 300,000 people. He said he retired in Greensboro after 32 years in the fire system, then started working with cities and counties and still does this today.

Chief Grayson said he joined a company that does crisis management, risk management, and working with cities since 1996. He said they are a full-service fire consulting group, and anything that a city or county needs, they either do or know people that do. Chief Grayson said he has a team of about five retired fire chiefs that works with him on a regular basis, as well adjunct chiefs they call as needed. He said he and his team of five do strategic plans, executive search and selection, contracts and agreements. Chief Grayson said he is currently working on a contract that is converting

from a private non-profit corporation to a municipal department. He said they also do station locations, and in North Carolina they have legal municipalities for which his company has been selected as the sole fire service provider. Chief Grayson explained that anytime the municipalities need services, they come to his company and that they either do the work directly or have partners they do it with. He said that, for example, he has a GIS specialist he contracts with to do GIS work. Chief Grayson noted that he has spent most of his time on the municipal side since retirement, and that he currently volunteers at a combination fire department in the small college town of Elon, NC.

Chief Grayson said that with looking at the fire system overall, he is very accustomed with looking at systems and knows that there are many pieces to them. He said he and Ms. Birch have worked together on Botetourt County and that he does work for Spartanburg, SC. Chief Grayson said that most of what he does is with cities and counties in North Carolina, but the systems are the same. He said though the people and places are different, the issues and challenges they all face are the same wherever they might be.

Chief Eggleston noted that though Botetourt County is smaller than Albemarle, it is similar in many ways and makes for good work experience. He said that from what he knows about North Carolina, many of the volunteer departments are contracted with the municipalities, and that Ms. Birch is used to working with a group that is a 501(c)(3) organization that contracts out. He noted there are many strong volunteer fire departments in North Carolina.

Chief Grayson responded that every county is facing challenges with volunteer groups and retentions. He said in North Carolina, this is a major issue, and they have a [inaudible] Grant, IMC initiative, and [inaudible] to help with this. He said they have their state conference in the coming weeks to determine how to move forward, and that the issue is universal and not just unique to North Carolina.

Chief Eggleston said that Jeff Richardson could vouch for this and know what they intend to strive for in terms of what Mr. Richardson wants, which is to maintain and strengthen their volunteer system where they can while also providing a plan that integrates with the county's direction of having a vibrant, safe community that is economically strong. He said there have been years where economic development was not done, and now there is a strong focus on it while paying attention to things such as affordable housing for people who live and work in the county.

Chief Eggleston asked if the chiefs had any questions for the consultants.

Chief Alibertis asked about Chief Grayson's career experience.

Chief Grayson responded that he was the fire chief and worked with the city manager in Asheville. He said when the city manager became the county manager in Cleveland County (where Chief Grayson grew up), he asked Chief Grayson to come back. Chief Grayson said that Cleveland County was in a situation in which they had not yet

crossed the threshold of having any career firefighters and were still working with all-volunteer fire.

Chief Alibertis mentioned career for-pay EMS.

Chief Grayson said that EMS in North Carolina is different. He said EMS is the county's responsibility at the paramedic level, and there are different statutes in North Carolina that give some responsibilities to counties and to cities. Chief Grayson said that Cleveland County did have a for-pay paramedic system. He said the issue he was discussing was on the fire side, and that the different volunteer departments had not yet crossed the threshold of being paid in any way, not even part-time. Chief Grayson said they had challenges and needs to address, and that he assisted Cleveland County in developing a strategic plan to help them make the move to career firefighters.

He said that as a result of his work with the departments, the Board of Commissioners made a budgetary change and added a set of funds to help pay for daytime, weekday personnel in the departments. Chief Grayson said he reported to Mr. Richardson (when he was county manager for Cleveland County) as the fire chief, and that he did a strategic plan for the fire service to help them move from no-career into a part-time, weekday system. He said there are now two part-time, weekday personnel at all stations and they increased the tax rate 3 to 5 cents to do that.

Chief Eggleston noted that Chief Grandstaff works for Fluvanna Communications Center, and that Fluvanna is a county that is also undergoing change.

Chief Grayson said that every need is different, though there are commonalities. He said it was important from his perspective that people have good communication and that every player knows what is happening. He said the first thing that they did in Cleveland County was meeting with all the fire chiefs to present the scope, goals, and deliverables. He said his company had two designee fire chiefs as part of the team, used a peer review approach with internal and external players, and then reported back to the entire group of fire chiefs before going to the Board of Commissioners.

Chief Grayson said the process was very intentional so that no one felt left out, and communication was provided all the way through. He encouraged the board to speak to the chiefs in Cleveland County (including their fire marshal, Perry Davis), and that he could also provide a list of other counties and cities they have worked with, such as Botetourt. Chief Grayson said that at this point in his life, his goal or perspective is to try to improve systems. He said he has had his career service and now he wants to make things better for other people.

Chief Alibertis said that the last time they did strategic planning, they did a sampling with everyone participating, which is somewhat different as it could involve a bigger undertaking.

Chief Eggleston said this was correct, and there were some problems, but they had included 2-3 full days of meetings in the last strategic planning process that was proposed.

Chief Alibertis asked if there was also a smaller steering group.

Chief Grandstaff said this was 4-5 meetings at night that led up to the weekend meetings.

Chief Eggleston said this bogged down the chiefs, noting that there is a balance to achieve of obtaining input from folks without wearing everyone out. He said when there was going to be a 3-day weekend, it made everyone hesitant and was overwhelming. He said there is likely a more efficient way to gather input, and then perhaps dedicate one day to reconcile.

Ms. Birch said that it was important to she and Chief Grayson that they get feedback from the chiefs on the approach they would use, what the approach looks like to them, and how their stakeholders would react to it. She said the more that is done, the more costly it will be, and that she and Chief Grayson (having worked with municipalities) are cognizant of the costs and want to ensure they are providing value.

Chief Alibertis said it would be ideal to see their proposal and anticipated schedule.

Chief Eggleston said they are more concerned about process than price.

Chief Grayson said that it is important for stakeholders to be informed, and that he often uses online surveys to give stakeholders a chance to voice their opinions. He said that for Greenville, NC, he held individual meetings with 171 people, as that is what they wanted. He said that with other counties and cities, he has met with focus groups or has issued surveys. Chief Grayson said that in all cases, everyone has a voice, and it depends on how the county wants to proceed, being cognizant of costs. He said that interacting with people is important, but perhaps not everyone, and that it depends on what the county wants. Chief Grayson said that Survey Monkey is a particularly useful tool, and that he has received good responses using short surveys with 10 questions or less. He noted that he has issued public surveys as well, such as in Botetourt and Wake Forest, issued either on the internet or with residents' water bills.

Chief Grayson said another option is a business community leaders' group, explaining that it is more like a lunch and follows a SIPSI model, where they look for buy-in from the community. He said these are more qualitative, where they are trying to achieve quality of feedback.

Chief Grayson encouraged the board to consider what options may be right for them, but to somehow give all volunteers and career firefighters a way to voice their thoughts and opinions.

Chief Grandstaff said that some of these opinions would need to also be discussed. He said that feedback from the firefighters should be brought to some formal discussion.

Chief Grayson agreed and noted that they need to determine what to do with the feedback once they receive it.

Chief Grandstaff said someone could formulate an opinion, but the chiefs may have no knowledge of how it was formulated.

Chief Grayson explained that his team will typically ask for further understanding on the feedback they receive. He said that rarely in the front end of the process, it can clearly be stated what will happen, and that usually critical information will come up along the way from both the career and volunteer sides. Chief Grayson said his team will dig deeper for more information through methods such as interviews and surveys, and that it would be their role to bring that information back to the chiefs to help them determine how to proceed.

Chief Grayson said he came in from the outside as a new chief in Asheville and Greensboro and found that the process was important in terms of meeting with stakeholders, identifying SWOT (Strengths, Weaknesses, Opportunities, and Threats), conducting surveys and gathering feedback. He said the same process would be applied here to provide the chiefs with valuable feedback, and that from a SIPSI perspective they have been very successful with this across the country.

Chief Eggleston asked if the consultants could put together a proposal in terms of the process, the chiefs could communicate it to the stakeholders and perhaps make some tweaks. He said as Chief Alibertis alluded to, they have many people in the system, and he wants to make sure there is both access and opportunities for both internal and external folks, adding that the information would need to be reconciled into something useful.

Chief Eggleston noted that it was also important for the board to be informed of current trends in the fire and EMS industry. He said part of the process would be integrating, where possible, with the county's plans, which would be at a higher level. Chief Eggleston said the process is the most important thing to the board as they want to ensure people are heard and valued along the way.

Chief Grandstaff said the big thing that pushed the board away from the last strategic planning process was the idea of meeting for three straight days (Friday through Sunday), noting that the days being consecutive was the concern. He said breaking the days apart has been done in the past and worked well, but the idea of doing it all at once was not palatable.

Ms. Birch asked if there was a time period the board was aiming to have the planning completed by.

Chief Eggleston suggested either engaging in the process in the fall, or after January 1 of 2020.

Chief Grayson asked if this would involve an RFP.

Chief Eggleston replied no, because the consultants are under contract with the county anyway.

Chief Alibertis noted that Professional Services has a higher threshold.

Chief Grayson said he had asked, as an RFP process would extend the possible start date.

Chief Eggleston said that it could be too late to start the process in the fall, but that they definitely did not want to do it during the summer.

Chief Grandstaff asked if the consultants could put together something for the FEMS board meeting.

Chief Grayson asked if the chiefs had a process that they have used before, and if this would be what the board might review during the FEMS board meeting.

Chief Grandstaff said this would be a starting place.

Ms. Birch asked when the FEMS board meeting would take place.

Chief Grandstaff replied it would take place on the fourth Wednesday of the month (August 28).

Chief Eggleston said he would not be concerned about the consultants costing out the work. He said once the process is nailed down, then the costs can be determined.

Chief Alibertis asked if the consultants review previous strategic planning, and if it jades them to an opinion if so.

Chief Grayson replied that looking at history is important, and while the consultants want to look forward, it's also important to look back as well to see where the stakeholders are coming from, and what the issues were. He noted that the current strategic plan is about six years old.

Chief Alibertis said it went back to 2012.

Chief Grayson reiterated that it was important to know where the agencies were coming from and where they are going.

Chief Eggleston asked if the consultants had any questions for the board.

Ms. Birch replied no.

Chief Grayson also replied no and said he and Ms. Birch would be glad to give the chiefs a proposal to review. He noted that going forward, there will be many variables and that the important thing will be determining what works for the agencies. While Chief Grayson offered to provide best practices from other cities and counties, he stressed the importance of achieving the right fit for Albemarle County. He said there would be approaches to choose from and could be adjusted as needed.

Chief Alibertis said he wanted to make sure they remain transparent, and asked if this is something they should work with the consultants on to home in on a presentation for the FEMS board, or if they should not discuss it again until the FEMS board. He explained that he did not want anyone to say that the board had already met with the consultants to come up with the process, but yet, the board could probably add some value and shorten the discussion if some of the work was done ahead of time. He said what they come up with together would still be able to be changed and could be discussed.

Chief Grayson suggested sending the process out to the chiefs to let them know how the discussion is being formatted.

Chief Grandstaff said if not, it may look as if the consultants have already been in discussions with the board.

Chief Alibertis said it would be presented in a transparent way in a manner that will allow others to provide their feedback.

Chief Eggleston said it is important to note that this is adjustable. He said he thought the overriding objective is to provide input, but in a way that utilizes the time of their many stakeholders as much as possible. He said he liked the process about having discussions with both internal and external stakeholders, and noted that the last time they did this, it seemed to work. Chief Eggleston said he felt like long ago when the planning was done, the conversations in the meetings had gone well but they had been cut off due to time constraints, and that there wasn't enough time to work through some of the issues.

Chief Grandstaff added that those meetings were more like free-for-alls, and there was never movement forward from the discussions they had. He said the information had to be extrapolated and that no one was happy with the extrapolation.

Chief Eggleston said this was accurate.

Chief Grandstaff suggested that if those meetings will take place again, they be structured very specifically. He said if everyone knows the schedule of upcoming meeting topics in advance, they will be prepared and be able to take the opportunities to

speak to their topics of interest. He said this will also allow focus on specific topics in terms of thoughts, discussions, and outcomes.

Chief Grayson said there could be opportunities with surveys and pre-work to maximize everyone's time when they do meet.

Chief Alibertis said that those have to be brought to the table, especially to get everyone rank and file.

Chief Grayson said when his team performs standard peer reviews, he likes to have standards of cover, surveys, data, and maps ahead of time and communicated to everyone (both internal and external) to make the most out of a one-day meeting. He said Dropbox could be used to allow people to see and think about documents, then come into meetings with specific agendas. Chief Grayson said they also collect and communicate feedback afterwards. He said his team tries to be cognizant of time and of work hours, and they try to keep the schedule tight (which could involve prep work). He added that lunch is typically provided as well. Chief Grayson said the more information that is collected ahead of time, the better the meeting day goes.

Chief Alibertis said standards of cover was a good example of how it didn't work out the way they anticipated, as there should have been interactions that didn't happen. He said on the backend, they saw it provided a lot of discussion and some things had to be restructured because it didn't consider the sentiment of the rank and file of the agencies. He said while it moved quickly at one level, it got bogged down at the chiefs' level when trying to approve them.

Chief Grayson said the questions his team asks are very important to them, as the stakeholders put in a lot of time and effort on them. He said the surveys are typically 10 questions or less, as most people won't fill out more than that, and that they have to make the best of those questions. He said these questions usually relate to strengths and weaknesses, and that the chiefs can help drive what the questions will be. Chief Grayson said that when a question is written, he will have another person to read it for validity to make sure it isn't a leading question and is valid for all ages, genders, races, etc.

Chief Alibertis said that what helps this work better is to provide people with the questions before they go to the survey. He explained that if, for example, he is answering Question 1 but doesn't know what Question 9 is, he may bring information into Question 1 that would be a better fit with Question 9, but by the time he gets to Question 9, there is nothing left to say because he's said everything out of context. He said this saves from repetition that is wastes time and isn't productive.

Chief Eggleston said that with a 5,650-person system with a diverse and large county that has unique needs throughout the county, diverse issues, concerns and desires will come out of the surveys. He said they have to facilitate and reconcile that information into a plan going forward. He said at the same time, giving everyone an opportunity to

be heard is one of the biggest challenges. Chief Eggleston said, for instance, there is a big difference between Scottsville vs. Hollymead, or Crozet vs. Keswick. He said each section of the county has its own challenges and needs, and that they have run into this problem in general with county planning, adding that Fire and EMS is no different as they are trying to provide protection consistently across the board.

Chief Eggleston said the facilitation of the various stakeholders and information they receive will be important. He asked the consultants if they normally facilitate during the meetings.

Ms. Birch replied that they can and will have to look at the meeting structure as well as the sensitivity to the people in the room and what they are comfortable with.

Chief Grayson said he always has two facilitators, whether it is he and Ms. Birch or another chief, because some people will relate to one facilitator more than another. He added that when they write notes on the board during meetings, the second facilitator can make sure the information isn't being misinterpreted.

Chief Eggleston said it has been his experience that there are very good people in their system, and if they start to trust the facilitators, they will share their thoughts in abundance. He said he was looking forward to the long overdue strategic planning process, tackling the issues, and creating something the people can get behind.

Ms. Birch asked when they would like to receive the proposals in preparation for the August 28 FEMS board meeting.

Chief Eggleston replied that the week before would suffice. He asked if it would give them enough time.

Ms. Birch replied it would give them enough time to develop the approach, but probably not the pricing.

Chief Eggleston said not to worry about costing it out.

Chief Alibertis said that people will want to see the approach first to make sure it seems feasible.

Chief Grayson said it works better for the consultants as well, as they may ask for something they haven't thought of yet and gives them the opportunity to make sure they are meeting the stakeholders' needs. He recognized that every community has different needs and that his team tries to avoid a cookie-cutter approach.

The chiefs thanked Ms. Birch and Chief Grayson for their discussion.

#### **IV. New Business**

Chief Eggleston asked if Chief Childress and Chief Grandstaff may want to discuss the LODA issue, since they were still waiting on Chief Puckett to arrive.

Chief Grandstaff said that he seems to be an anomaly, as he continues to have many consistent issues with LODA. He said it is a struggle, as some of the issues they are finding out by accident. He said first, there was the chest x-ray issue where people were getting bills. He said in the week prior, there was a young man who got billed for his EKG. Chief Grandstaff said he then found out that John Flood had his insurance billed for his physical. He said there was then a major issue with "incomplete."

Chief Childress said she already discussed this with WorkMed, and right now, they are using a form that ACFR has given them where their only options are "Fit for duty" and "Not fit for duty." She said it is as simple as, they are going to add an "Incomplete" option. She said they will need to determine what the timeframe is for start-to-finish when "Incomplete" becomes an issue, but they will solve this issue.

Chief Grandstaff said that if someone didn't finish, they got an "Incomplete."

Chief Childress said what had happened was they got a "Not fit for duty" instead of "Incomplete."

Chief Grandstaff said this was a big problem to be classified "Not fit for duty." He added there was an 18-year-old woman who received news that she had an abnormal chest x-ray and could be a tumor. He said she became emotional hearing the news and that the doctors seemed insensitive. Chief Grandstaff said WorkMed told him that there would be new residents soon, and he had replied that this was not the way to break this kind of news. He said they replied that she would need a CT scan and that it would be at her cost, which took the young woman and her mother by surprise.

Chief Childress said they will have to clarify that, if the firefighters are fit for duty, and then some recommendation is made from the doctors for follow-up, they would take it up with their own personal doctors. She said if they are classified as "Not fit for duty" and need additional testing, the county would definitely pay for it. Chief Childress said that Shelly at WorkMed is completely amenable to any of these discussions.

Chief Grandstaff noted that he had sent Chief Childress the woman's report and it had recommended her to "consider" the issue. He said it did not say she has to get a CT scan, but it did say that she may want to consider follow-up. He said it was dramatic for doctors to tell the young woman that she may have cancer (which may actually be an anomaly from birth) and that she may have to have a lifetime's worth of radiation to get a CT scan that she may or may not want or need without some other options.

Chief Eggleston said it begs the question if, during the physical, they find something that would disqualify the person, it's the county's responsibility to have them provide follow-up for that condition (e.g. diabetes, heart conditions, cancer). He said he didn't recall this ever happening. He said that two years ago during his physical, the doctor told him

he may have prostate cancer. Chief Eggleston said he then went to his primary care physician to follow up, and that he wasn't sure if it would be the same case.

Chief Childress said that when she was hired with Lynchburg, her heart murmur could have been a disqualifier, and that she had to get an echocardiogram to then be released as "Fit for duty." She noted that she had to pay for this, but that it was worth her while as it meant getting a job. She said guidelines need to be established that they can all agree on.

Chief Grandstaff asked if they should at least get a second opinion on the read. He mentioned again how the resident first told the young woman she had cancer, and then blew off the report. He said this scared and confused the woman, and she didn't know what to do with the presentation of the information.

Chief Eggleston said that 18 years old is too young to make those kinds of decisions. He said at this point, it's the patient's responsibility to determine whether they will get a second opinion or go with that doctor.

Chief Grandstaff asked if or how the county should assist them in these cases.

Chief Eggleston asked if UVA would provide guidance on these matters.

Chief Childress said they would be glad to. She said regarding the chest x-ray billing, she would send out the process. She said Christina and Shelly have been in communication for a few days about determining the best way to eliminate the issue. Chief Childress said there would likely be a piece of paper that goes with the person when they sign up, but that she still needs to see the form. She expressed confidence in the problem getting solved.

Chief Childress said except for the random EKG, she was not hearing about the problem, unless people are not noticing it being taken out of their insurance. She said Chief Grandstaff's organization is the only one she hears from, acknowledging they do have many members.

Chief Childress said that the chest x-rays are imaging that is separate from WorkMed, which was the problem. She said there didn't seem to be any reasoning in terms of who receives a bill and who doesn't. She said though the issue had been all but eliminated for about 3-4 months, she and Chief Puckett recently received two in the past month. Chief Childress said that Shelly is responsive and immediately takes care of the issues. She said she would follow up with her about what Chief Grandstaff had discussed.

Chief Grandstaff said he is telling his members not to pay anything and to bring it to the chiefs.

Chief Childress said that perhaps this is happening more often, but perhaps they haven't communicated it correctly. She said part of this could be done when new members are onboarded.

Chief Grandstaff said they have their own packets now and they are specifically sending the message not to pay the physical bills. He also noted that they have always allowed in the past for ladies to have their GYN done with their primary GYN and not have to have it done at WorkMed.

Chief Childress said she didn't have this done when she was hired.

Chief Eggleston asked what part of NFPA 1582 requires a GYN.

Chief Grandstaff recalled a discussion that had happened about the GYN exam from the primary doctor being sent to WorkMed.

Chief Childress said she was missing what part of NFPA 1582 requires a woman to have a pelvic exam.

Chief Eggleston said perhaps this is part of the cancer screening.

Chief Grandstaff said he didn't know what they were checking for with this.

Chief Childress said she would figure this out. She asked if pap smears were also being done.

Chief Alibertis said he vaguely remembered something in NFPA 1582 that had been pulled out regarding GYN.

Chief Grandstaff said perhaps it had been pulled out, and that he was making sure this wasn't being rehashed. He said this was done in the past.

Chief Childress said she just had her physical in late March, and there was no discussion regarding this other than questions about whether she has them done with her regular doctor. She said there was no exam.

Chief Grandstaff said that the woman he mentioned earlier had a student health exam, including a chest x-ray, in February for sports. He asked about recent physicals being accepted as part of their policy.

Chief Childress said that work is being done to determine this. She said that for all personnel, a recent chest x-ray should be accepted without needing another one.

Chief Eggleston said this should work as long as they share it.

Chief Grandstaff said all this means is that the person should be able to sign a document that says that the agency should be able to obtain the information from their doctor, or that the doctor could be provided with a letter and would then send the agency a report.

Chief Eggleston said if they are having to have a UVA doctor, it would be even better as it's all under the same roof.

Chief Grandstaff said it saves money, and it also saves the person another chest x-ray for no good reason.

Chief Childress said they would have to look at all parts of the process and determine what counts within a certain amount of time (such as blood work or chest x-rays).

Chief Grandstaff asked what would need to be done to document that the person has had these tests.

Chief Childress said that would be part of this.

Chief Grandstaff said he wasn't opposed to this, but that they have run into so many problems.

Chief Childress expressed that she didn't understand why.

Chief Grandstaff said he showed up for one crew and found all those issues had happened.

Chief Childress said she was not hearing about the issues except through Chief Grandstaff, so she was unsure if they were happening and she was not hearing about them, or if they were only happening to his station. She said he is the only person who is letting her know about the issues since she got there. She theorized that perhaps people are either paying the bill or taking a hit to insurance and simply not saying anything about it. Chief Childress said instructions about not paying the bills and who they should be sent to should be provided as part of onboarding. She said another problem is the person providing their personal health insurance information, which then has to be undone.

Chief Eggleston said there were things that need to be followed up on.

Chief Childress said these were not difficult things to do but will just take some time.

#### A. Bridges

Chief Eggleston recalled a time when Bob Brown had attended the board meeting and discussed a program that VDOT has that they can get an engineer report and an exception for crossing a bridge. He said Chief Puckett wants to talk about that. He said it will cost them some money and there are challenges associated with it.

Chief Oprandy said that Chief Puckett was not going to be able to attend, and that he asked him to mention the bridges and a new federal guideline they are now being held to. He said that a few bridges in the county have already been done, and that all of them would be done over time. Chief Oprandy said the federal guideline is more stringent, and that some bridges have been downgraded, such as the Proffit Road bridge. He said this affects Fire being able to cross it with apparatus.

Chief Oprandy said Chief Puckett received more information about what the board has discussed in the past, which is a complicated process, and that Chief Puckett had met with VDOT to determine if there is a way to simplify the process. He said Chief Puckett wants to talk about the process again where an engineering study is done on either each individual piece of apparatus or a grouping of apparatus. He noted this has to be done on a regular basis and if the bridge or apparatus changes.

Chief Childress noted it is an annual process.

Chief Oprandy replied yes and said the process is cumbersome, which is why it was abandoned the last time. He said that now, with the new information, they may want to consider it. He said the information will be brought to the FEMS board to be shared.

Chief Childress said in some places it is not as big of a deal, but that it can be in places like Stony Point, where there is limited access.

## **V. Executive Session**

Chief Eggleston suggested ending the meeting with the Executive Session and asked if Chief Oprandy wanted to discuss the restructuring.

Chief Oprandy noted that there was a great deal of information to present, but that he would like to get the board's thoughts on it. He said they had been discussing realigning and redistributing the workload (particularly between the deputies) as a result of what started some time ago during a meeting with Mr. Richardson in regard to the structure of the department.

Chief Oprandy noted he was a division chief at the time and if he wanted to be a deputy chief, how would this work as far as interacting with the other deputy chiefs, how they are working in terms of efficiency, effectiveness, and responsiveness. He said that now there is a new deputy chief position as of the fall, work balance needs to be assessment. He said they came up with goals as far as what they were trying to accomplish by making changes to the organization and distributing responsibilities among the deputy chiefs. Chief Oprandy said the county is on the path towards a high-performance organization, and that some things are already being done with some committees and the FEMS board that are similar, in terms of setting up parallel committees and groups that work on the items to then feed them back into the organization. He noted that this was about determining out existing committees fall into

the project and ensuring that everything is aligned with the specific business operating principles the county recently came up with. Chief Oprandy said that once the strategic plan, vision and values are updated, these should align with the structure as well. He added that the future should be considered as well, and determination made of what to anticipate down the road.

Chief Oprandy said the process began with the meeting of the volunteer stakeholders last fall that included George and Brian, where they discussed how the deputy chiefs work with the volunteer departments. He said this information was collected and a steering committee was formed, and their staff was engaged to share their thoughts on issues with the structure.

Chief Oprandy said he would like to present some ideas on how the department should be structured, but that he first wanted to talk with the board about how to categorize their ideas and get their feedback. He said that ultimately, they will speak with the FEMS board and their staff in August, and then in September, they would determine what the best approach would be. Chief Oprandy said that in this feedback, some of the things that came up (particularly from Tom) was that he felt very overwhelmed, and it seemed that everything that was volunteer related was his responsibility. He suggested that these responsibilities should perhaps be shared among the deputy chiefs, and that they could possibly be more responsive if this was the case.

Chief Oprandy said that all deputy chiefs should be volunteer advocates – not just one – and should be spread across the organization. He said there was a disconnect between the office and field communication (whether career, volunteer staff, or FEMS board), and that consideration should be made to deal with this disconnect in communication. Chief Oprandy said there is often an overlap between the deputy chiefs, with a recent example being concerns that Seminole has had about how the fire academy is structured and when it is offered. He said training is under his purview as a deputy chief, but it's a volunteer issue where the volunteer reached out to Chief Childress, and she found herself working with Scott as Chief Oprandy also found himself discussing it with Scott. He said there is an overlap that exists that is perhaps redundant or creates inefficiency.

Chief Oprandy said there is a need for an effective decision-making process, clear priorities, and accountability of the priorities. He said problems have been heard that could be addressed with reconsidering the division of work. He said they would like to look at categorizing all the work under the three deputy chiefs. Chief Oprandy said that in terms of distributing staff, currently the Deputy Chief of Volunteer Services does not have any staff assigned. Chief Oprandy asked if the departments could be restructured so that there is some staff that are assigned under this deputy chief. He acknowledged that there is not an abundance of people who don't already have a full workload, and that if any work is reassigned, it will come with an existing workload. He pointed out that there is some amount of reprioritization that could happen that could then leverage the workforce to accomplish other things.

Chief Oprandy said the way this might look is to have the three deputy chiefs. He said there would be an Operations Deputy Chief (noting that the title could be discussed) who would oversee volunteer and career operations, logistics, apparatus equipment, and facilities. He noted that the operations not only involve career operations, but also involves the Operations Committee and FEMS involvement.

Chief Oprandy said the second deputy chief would have the main point of contact for volunteer advocacy, reiterating that all deputy chiefs should be involved as advocates for whatever part of the organization they are responsible for. He said this deputy chief would oversee volunteer and career training; health and safety; and recruitment, hiring, and onboarding for all staff. Chief Oprandy said this position would serve like a deputy chief of human resources, whether the people are volunteer or career. He said for example, if this person was Chief Childress (who it would logically be), they would assign nine people under her (as opposed to none currently).

Chief Oprandy said the third deputy chief would oversee Community [inaudible] Production, or Admin. He said logistics could fall under the Operations Chief, as there is the argument that this is largely operationally related, but noted that there is also administrative work involved there as well, and could fall under the Administrative division. Chief Oprandy said this would also involve prevention, emergency management, volunteer and career administrative tasks, budget and finance, IT, performance measurement, and other tasks that he currently handles. He said there is also an idea of creating what there has been discussion about in terms of Chief of Staff, noting that this would not mean "chief" as in rank, but would be a civilian Chief of Staff position that would be responsible for budget, finance, coordination among the deputy chiefs (and perhaps the FEMS board), and in charge of the administrative staff to ensure the office is running appropriately.

Chief Oprandy acknowledged that this was a lot of information and asked what questions the chiefs had and how they feel about the reassignments. He said they are keenly aware that the Deputy Chief of Volunteer Services needs to be focused on volunteer services and that they don't wish to water down the role, but at the same time, some of the roles overlap and it actually could be more efficient (particularly if staff is brought in underneath this deputy role) to accomplish both things. He noted there is a risk associated with this.

Chief Grandstaff said the only thing he sees changing from the current structure is that the training would move under Volunteer Services.

Chief Oprandy replied that training would move, and logistics (including apparatus and equipment) could move, depending on how the restructuring is done.

Chief Grandstaff said that budget tasks would move out from under Chief Oprandy.

Chief Childress replied that Ms. Mezzoni does this now, and that as the volunteer advocate, she herself may have some of those tasks, and she would still be the main

volunteer contact. She said that because Ms. Mezzoni is going out on leave, she herself would be doing all the budget tasks. Chief Childress said her group would always fall back to be the liaison between the two. She said if the restructuring plays out, they would also have more resources to assist and complete the tasks more efficiently.

Chief Childress said that from an onboarding process perspective, she believes that the onboarding coming from one place will further streamline the process.

Chief Grandstaff noted that they were doing packets.

Chief Alibertis said they were doing packets as well, and that they had sent people over to pick up [inaudible].

Chief Childress said that she just did a volunteer recruitment/retention coordinator training two weeks prior where she got great ideas and made contacts that she feels will lessen the burden.

Chief Alibertis said he believed with the new structure, Chief Childress would be tasked with career recruitment, and that he could see that creating some challenges.

Chief Childress clarified that people reporting to her would be responsible for this, and she would not personally be recruiting (nor does she do this now).

Chief Alibertis said it might be better to define that task as a different bullet point. He said if someone else will be assigned this, it should be defined. He said with the way the structure is proposed, he could see Chief Childress being responsible for both volunteer and career, which left him wondering how much time he and the career side would be spending on this task.

Chief Oprandy said the question is still valid, because even if the chiefs are not directly handling this, their staff would be. He said the question will always be about the balance of responsibilities with recruitment. He said with the structures they already have in place, they need to do a better job of holding everyone accountable to their tasks, and determinations and adjustments need to be made to the division of responsibilities.

Chief Oprandy said he believes this question will always be there.

Chief Grandstaff said he sees health and safety, and training, as positives that are combined. He said the recruitment role is the one he sees as being different, as the strategies and energies are different.

Chief Childress said there would be a chief performing the human resources tasks, and then the people reporting to this person would do the same tasks they are currently doing. She said it was her intention to a Volunteer Administrative Assistant as a full-time position who would be tasked with much of this work.

Chief Grandstaff said that as a group, they don't necessarily have someone with the ability or the time to take on these tasks (including fingerprints, packets) and his current staff is overwhelmed. He said he receives all the emails from membership, and there are a couple a day to handle.

Chief Eggleston said that the people do volunteer and career recruitment now are Gilbert and Jason Mercer, who are assigned to Operations (even at the same station).

Chief Grandstaff said that one of the things brought up with Mr. Mercer was the exit interview that they have yet to do. He said they have been trying to do exit interviews for 15 years.

Chief Eggleston said that as soon as they know when people leave, they can do it.

Chief Grandstaff said they could do this if they would put a process in place, and if someone resigns, he could send them a questionnaire.

Chief Childress asked if this wasn't part of the structure that they are working on, in terms of creating a survey to go with this process.

Chief Grandstaff said he didn't mind doing this, but that the group needs to all come together on what this looks like.

Chief Eggleston agreed.

Chief Grandstaff said that he is happy to send out a survey and ask the other agencies if they would like to use it too.

Chief Eggleston said that Scottsville keeps a good handle on people coming in and out, and that there are other agencies that don't do quite as good of a job at this.

Chief Oprandy asked if the chiefs were suggesting splitting the bullet point about recruitment into "volunteer" and "career" recruitment bullets, noting that they are handled differently.

Chief Alibertis said they should at least explain that there will be somebody working under Deputy Chief 2, whether it's Chief Childress, Chief Oprandy, or someone else. He said the career side would be assigned to someone who works for this chief.

Chief Grandstaff said they (volunteer) don't want to see themselves as having elapsed Chief Childress.

Chief Childress agreed and said they are very sensitive to that. She said the roles should be defined more clearly, and that she and Chief Puckett spent a great deal of time discussing operational issues in the volunteer organization alone. She said with

training, with the recent Firefighter 1 training with Seminole, there is a lot of repetitive discussion happening among she, Lambert, and Kester.

Chief Grandstaff said that if he has a problem with someone who works for Chief Puckett, he calls him and doesn't go to other chiefs.

Chief Childress said she thinks there is some confusion about the overlap volunteer services and that people are coming to her out of that confusion. She said this was all an effort to streamline this.

Chief Grandstaff said education was important.

Chief Childress agreed and that people need to be educated on who to contact for certain issues, and that they wished to eliminate any fear and confusion that comes with any kind of change.

Chief Oprandy said they want to have three different options at the end of the month to present at the FEMS board and then gather feedback from that.

Chief Grandstaff said that, as Chief Alibertis had mentioned, the volunteer and career recruitment, hiring, and onboarding should be broken up into separate roles.

Chief Childress noted that the chart of positions would have clear divisions, and that the Volunteer Services office assistant would be listed that would be responsible for those tasks.

Chief Grandstaff said it was brought to his attention that career staff could be recruiting people away from the volunteer service. He said this was not uncommon, and that they are happy for people who go career, but it does create some contention and that these situations need to be reconciled.

Chief Eggleston said this would require some explanation to the fact that they don't have a full-time person that recruits, and they occasionally pull in Gilbert and Mr. Mercer to do this.

Chief Childress said on the same token, she will never be as effective a recruiter for any of the chief's individual organizations as they are. She said she would provide them with resources.

Chief Grandstaff discussed the semantics of the division of the roles, noting that Chief Childress would oversee career recruitment, but participate in volunteer recruitment.

Chief Childress said this was reasonable.

Chief Alibertis said with the way it's currently written, it looks as if Chief Childress would be doing both.

Chief Grandstaff said if they could word it to something like, "Oversight of career recruitment."

Chief Childress acknowledged there does need to be some written notes or explanations with whatever charts they develop to address those kinds of specifics. She said they would be sensitive to being specific about the recruitment piece because it is a valid question, and that she didn't want to think under any circumstances that they are water down the services they provide to the volunteers. She said in reality, this should create more availability and resources for recruitment because Chief Puckett is not Career Operations, but is Operations over everything. Chief Childress said she thinks the restructure more accurately reflects the work they do on a daily basis.

Chief Childress asked the chiefs if, at least at present, they are effectively conveying the message that they are not watering down her position.

Chief Grandstaff said yes, if the modifications suggested were made.

Chief Childress asked if it made sense that they are distributing the work and that all the deputy chiefs would have a role.

Chief Alibertis said yes.

Chief Grandstaff said he didn't know until recently that training fell under Chief Childress.

Chief Childress said this was a good chance for them to educate everyone in general as to the roles.

**MOTION:** Chief Alibertis moved to enter the Executive Session. Chief Eggleston seconded the motion, which passed unanimously (3-0).

The EC entered Executive Session at 1747 hours.

**MOTION:** Chief Grandstaff moved to enter the Executive Session. Chief Alibertis seconded the motion, which passed unanimously (3-0).

The EC ended Executive session at 1811 hours.

## **VI. Next FEMS Board Meeting**

Chief Alibertis said there was a question about who was trained for his company for EMS inspection. He said he kept receiving a notice saying they are not compliant.

Chief Grandstaff said they just did that, because of the demographic, and that Patrick had just fixed theirs today.

Chief Oprandy said it goes into the state system and is not important from their system. He said they have to log into the state system and that it is duplicative, to a degree, but it still has to be done.

Chief Grandstaff said he would need to be granted to permission to do it.

Chief Oprandy said not in the state system. He said Christina sent out an email some time ago, as she was trying to fix some of the problems they had and had figured out some things that were useful. He suggested reaching out to her if needed.

Chief Childress asked if this was something that should be shared with every one of the organizations.

Chief Alibertis said yes, because all of them are not compliant.

Chief Grandstaff reiterated that it had to do with the demographic.

Chief Oprandy said it was shared when it first came out, and they could mention it again.

Chief Childress asked if there were any other issues they have before inspection, noting that Ms. Mezzoni was working on the data for everyone.

Chief Alibertis said he already started all his tasks.

Chief Grandstaff said he would meet with George.

**MOTION:** Chief Alibertis moved to adjourn the meeting. Chief Eggleston seconded the motion, which passed unanimously (3-0).

The FEMS Board adjourned their meeting at 1813 hrs.

**ALBEMARLE COUNTY FIRE EMS BOARD, Training Committee**

**Date: Wednesday, August 07, 2019**

**Time: 600 hours**

**Location: County Office Building - 5th St, ACFR Conference Room**

---

**I Call to order**

**Attendees present**

**II Unfinished Business**

<b>Description</b>	<b>Time</b>
<b>Course updates</b>	<b>5 min</b>
The current EMT class ends August 15th. Currently 16 of the original 19 are testing.	
<b>Resource requests</b>	<b>5 min</b>
As always Chief Walker and Captain Knick are the contacts for requests. The upcoming semester will see a pickup in the resource requests but there aren't many currently.	

**III New Business**

<b>Description</b>	<b>Time</b>
<b>Registration update</b>	<b>10 min</b>
Both the upcoming EMT and FFI registrations have been closed as of 8/11. The EMT class will be full, with 24 on the roster. FFI stands at 19 registrants. As per previous meetings, rosters will go out to Training Officers once registration is closed for all classes with the goal of more oversight on the station's part to work on the no show problem the county is experiencing. Both EVOC and FFII starting in September are right around 12 registrants. Registration for those classes close in early September.	
<b>MFTU update</b>	<b>5 min</b>
As discussed in past training officer meetings, the county has awarded Fire Rescue with the funds to purchase a mobile burn building. It is intended to be an alternative to our current building for now and a unit that can be transported to different locations long term. The mobile burn building process is moving along. The procurement process has been cleared and the training division and a few others are working with the selected company to design the building. The unit is scheduled to be delivered January 2020 or earlier.	
<b>TRT TtT process</b>	<b>5 min</b>
Albemarle County Fire Rescue has been given the ability to hold internal train the trainer (TtT) courses. In late August a TtT TRT course will be run. Those who meet the requirements to qualify are encouraged to attend. For more details contact Chief Lambert at slambert2@albemarle.org.	
<b>Academy schedule</b>	<b>10 min</b>
Chief Lambert asked for input regarding the schedule for the Spring Fire Academy. A request had been made that hours be added in order to accomplish the rookie status for certain members before finishing FFI. To make that happen, 16 hours would need to be added. The question was posed, where and how to add the hours? No final consensus was made as there is no clear path, but it was decided to go ahead with the addition of hours.	

**IV Other Business**

<b>Description</b>	<b>Time</b>
--------------------	-------------

**V Next meeting**

**Wednesday, September 04, 2019 at 1830 hours**

**VI Adjournment @ 800 hours**