

# ***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, January 24, 2024 | 1800 Hours | COB-McIntire, Room 246

<b>Agenda Item</b>	<b>Name</b>
I. Call to Order A. Moment of Silence B. From the Board: Matters Not Listed on the Agenda C. From the Public: Matters Not Listed on the Agenda	K. Alibertis
II. Approval of Consent Agenda A. December 2023 Minutes	K. Alibertis
III. Committee updates - A. Executive Committee B. Training Committee C. Operations Committee D. Recruitment & Retention E. Quartermaster F. Apparatus Committee	No Meeting No Meeting No Meeting See Attachment See Attachment See Attachment
IV. Unfinished Business – A.	
V. New Business – A. Public Service Calls B. EMS Data Dictionary (NEMIS 3.5) C. FEMS Board Vice Chair & Executive Committee Vote	D. Puckett D. Puckett K. Alibertis

**ALBEMARLE COUNTY FIRE/EMS BOARD**  
**FEMS BOARD MEETING**  
**THURSDAY, DECEMBER 7, 2023 – 1800 HOURS**

A regular meeting of the Albemarle County Fire/EMS Board was held on Thursday, December 7, 2023 at 1800 hours at the County Office Building–McIntire Road, Charlottesville, Virginia.

The following members were in attendance:

Dan Eggleston, Albemarle County Fire Rescue  
Virginia Leavell, Charlottesville-Albemarle Rescue Squad  
Gary Dillon, Crozet Volunteer Fire Department  
Todd Richardson, Earlysville Volunteer Fire Department  
George Stephens, North Garden Volunteer Fire Department  
Michael Grandstaff, Scottsville Volunteer Fire Department  
Greg McFadyen, Seminole Trail Volunteer Fire Department  
Kostas Alibertis, Western Albemarle Rescue Squad

Others in attendance:

Heather Childress, Albemarle County Fire Rescue  
Christina Davis, Albemarle County Fire Rescue  
Alyssa Mezzoni, 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**

Participants observed a moment of silence.

**B. From the Board: Matters Not Listed on the Agenda**

Chief Alibertis said that Chief Grandstaff had an item to add to the agenda, and Chief Puckett would add a discussion to his items already on the agenda.

**C. From the Public: Matters Not listed on the Agenda**

There were none presented.

**II. Consent Agenda**

**A. October 2023 Minutes**

**MOTION:** Chief McFadyen motioned, seconded by Chief Stephens, to approve the Consent Agenda as presented. The motion passed 7-0-1, with Chief Grandstaff abstaining from the vote.

**III. Committee Updates**

**A. Executive Committee**

- B. Training Committee**
- C. Operations Committee**
- D. Recruitment & Retention**
- E. Quartermaster**
- F. Apparatus Committee**

For the Executive Committee, Chief Grandstaff reported that they reviewed the Special Operations Policy and discussed the public service matters.

#### **IV. Unfinished Business**

##### **A. AUP & Budget**

Ms. Mezzoni said that the chiefs should have received budget instructions and a due date of December 22, 2023, which is also the AUP due date. She suggested that they reach out to her with any questions, and she would also touch base with them in January.

##### **B. Volunteer Fuel Reimbursement**

Chief Childress reminded the chiefs that the eligibility list for the Volunteer Reimbursement program for July 1–December 31, 2023 would be due on January 20, 2024, as outlined in the guidelines distributed. She stated that the process has been ironed out and went much more smoothly this time around.

##### **C. Albemarle County Volunteer Tax List**

Chief Alibertis asked when the tax credit list was due.

Chief Childress confirmed that it was due December 31, 2023.

#### **V. New Business**

##### **A. Apparatus & Equipment Work Orders**

Chief Puckett reported that in January, they would be switching from [inaudible] to First Due for submitting work orders, and he would be sending out an instructional video and guide. He said there were teams built for each station, and that would trigger notifications as statuses changed and comments were made. He noted that he would start off with the chiefs and asked that stations send names that he could include as the team for notifications.

##### **B. Training Documentation**

Chief Puckett stated that they had previously discussed the need for consistent training logging, which was brought up in the ISO audit as one of the biggest deficiencies. He said they have not had a good mechanism for logging, but they can now put it into First Due. He said that there would be a few bumps with the new process, but they shouldn't be too hard to address and they could ask for enhancements.

Chief Dillon asked if they had to use the First Due to log in, because a lot of their training is already logged into Agency 360 for release information, and their own station's separate training log. He noted that this is what they submitted last time.

Chief Puckett responded that it would be preferable for everyone to use the same thing, but at the end of the day, they had to be able to report out. He said that he did not want to compile information from different systems and wasn't sure if ISO would want to do that, and he noted that ACFR is no longer using Agency 360. He added that this is not due to the release process, which they are currently using [inaudible] for.

### **C. Special Operations Team Training Policy**

Chief Puckett reported that the Executive Committee had moved this forward, and it was based largely on the existing policy that FEMS had already adopted, with some small changes primarily to formatting. He said that it already brought into line some of the technical rescue items that DFD had changed, including class layout. He said they have already updated some of the hazmat and continuing education items.

Chief Alibertis asked if the water rescue and boat operations could be grandfathered in, noting that they must have Virginia State Boat Operators certifications.

Chief Grandstaff pointed out that you had to have that certification to operate on the James or any other river anyway.

Chief Puckett commented that he thought that certification was done online.

**MOTION:** Chief Dillon moved to accept the policy as presented.

Chief Grandstaff asked where the policy differentiates between the agency team lead versus the County team lead, as he wanted to be clear on the language.

Chief Puckett said that "agency" is defined in the policy manual, and in Section 6.20.5, it states, "Alternative courses should be submitted for approval by the team lead or water rescue agency lead prior to attendance."

Chief Grandstaff said that it also appears in 6.20.7, number 3.

Chief Puckett clarified that Chief Grandstaff is referring to the hazmat team and technical rescue team are led by a specific person system-wide and water rescue is more decentralized—with each agency responsible for their own training. He said that those agencies would be Scottsville Rescue and CARS, who would manage that.

Chief Puckett added that "agency" is defined in the policy manual as "any fire/rescue agency in the system."

Chief Grandstaff seconded the motion, which passed unanimously (8-0).

### **E. Logistics Update (NEW)**

Chief Puckett reported that Chief Walker had already emailed this information out, but it would be another week before things are fully functional again. He encouraged chiefs to reach out for anything emergent.

Chief Puckett stated that they have ordered the 2.5-inch national standard hose, but it wouldn't be implemented until 2025. He said they still had to go around and assess all the adapters and swivels, and they have calculated for replacing everything on the trucks with every station having 10 spare sections of hose. He noted that they probably couldn't afford doing more than that. He added that the company was giving them credit for any Mercedes hose that's less than seven years old, as they would recouple and sell it themselves, which would help fund the new adapters.

Chief Puckett reported that they are running low on turnout gear and masks, and he encouraged the chiefs to get any gear back to the quartermaster. He noted that they had a burn recently where there wasn't sufficient gear, but they were able to use what was at the station.

### **D. 2024 FEMS Board Meeting Dates**

Chief Grandstaff noted that this was his last meeting as chief, and he was retiring from Scottsville but would be assisting Chief Tim Cersley as he took over again. He added that this would leave a spot open on the Executive Committee, as Chief Cersley did not wish to serve.

Chief Eggleston thanked Chief Grandstaff for his service, noting his diplomacy and leadership in navigating through some difficult conversations.

Chief Eggleston stated that they would publish the upcoming 2024 FEMS Board meeting dates to provide adequate notice.

Chief Alibertis read a note from Chief Jason Tetterton, stating that Chief Williams had resigned as fire chief and Chief Tetterton was serving as interim until the board could appoint a new chief January 11. He offered to forward the note to anyone interested.

Chief Dillon agreed to serve on the Executive Committee to fill Chief Grandstaff's vacancy.

### **Adjournment**

At 18:21 hrs., the FEMS Board adjourned its meeting.



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

Date: Thursday, December 7, 2023

**VOTING MEMBERS (OR DESIGNATES)**

Chief Dan Eggleston (Albemarle County):

*[Handwritten signature]*

Chief Virginia Leavell (CARS):

*[Handwritten signature]*

Chief Gary Dillon (Crozet):

*[Handwritten signature]*

Chief Todd Richardson (Earlsville):

*[Handwritten signature]*

Chief Dwayne Williams (East Rivanna):

*[Handwritten signature]*

Chief George Stephens (North Garden):

*[Handwritten signature]*

Chief Mike Grandstaff (Scottsville Fire):

*[Handwritten signature]*

Greg McFadyen  
Chief ~~Dennis Hahn~~ (Seminole Trail):

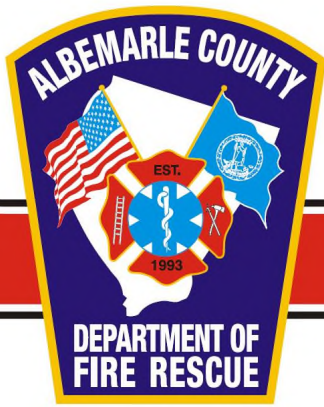
*[Handwritten signature]*

Chief Dustin Lang (Stony Point):

*[Handwritten signature]*

Chief Kostas Alibertis (Western Albemarle):





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

<b>AGENDA TITLE/ISSUE:</b>	<b>AGENDA DATE:</b>	
Consent Agenda	Thursday, December 7, 2023	
<b>MOTION:</b>	<b>MOTION MADE BY:</b>	<b>SECONDED BY:</b>
To accept consent agenda	Chief Greg McFadyen	Chief George Stephens
<b>SUBSEQUENT MOTIONS/AMENDMENTS:</b>		

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Dan Eggleston (Albemarle County)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Virginia Leavell (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 Dwayne Williams (East Rivanna)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief George Stephens (North Garden)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Michael Grandstaff (Scottsville Fire)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chief Greg McFadyen (Seminole Trail)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Dustin Lang (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

December 7, 2023

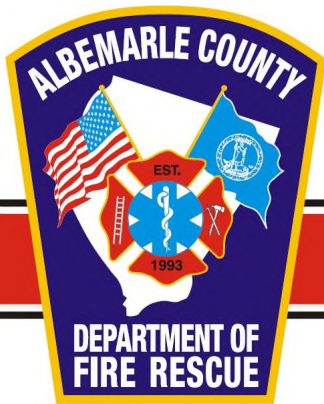
Clerk

Date



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





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

AGENDA TITLE/ISSUE:	AGENDA DATE:
Special Operations Team Training Policy	Thursday, December 7, 2023
MOTION:	MOTION MADE BY:      SECONDED BY:
To accept policy	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 Virginia Leavell (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 Dwayne Williams (East Rivanna)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief George Stephens (North Garden)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Michael Grandstaff (Scottsville Fire)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Greg McFadyen (Seminole Trail)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Dustin Lang (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

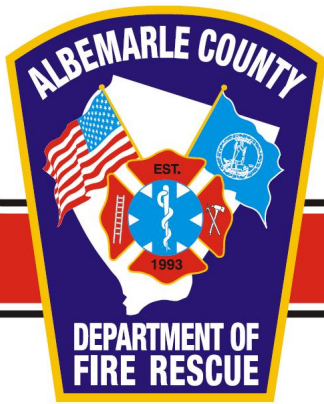
December 7, 2023

Clerk

Date



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



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### **Albemarle County Fire Rescue Apparatus Committee Minutes**

Wednesday January 10, 2024 @1630hrs

In Person Meeting Public Safety Operations Center

Attendee's: G. Robinson (Sta. 2), G. Stephens (Sta. 3), T. Richardson, C. Taylor (Sta. 4), G. Dillon (Sta. 5), G. McFadyen (Sta.8), R. Curtis (R5), C. Butler (ACFR), C. Walker (ACFR)

Absent: (Sta. 6), (Sta.7)

#### Apparatus Committee Meeting Updates

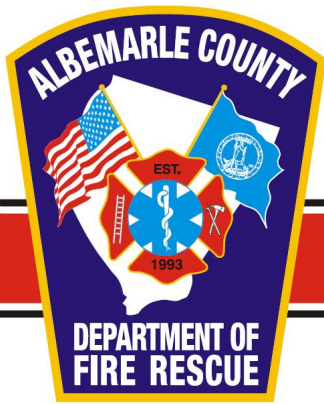
- Facility
  - Old JC Penny's at the Fashion Square Mall. Albemarle County Public Safety Operations Center commonly referred to as the "PSOC". Located at 1639 B Rio Road East, Charlottesville VA 22901.
  - Hours of Operation Monday-Friday 0700-1600.
  - After hour access if needed is same as other after hour needs, contact On Duty Battalion Chiefs @ 434-531-6646 (BC 202) or 434-282-7293 (BC201). If unable to contact them contact Chip Walker 434-825-8432 or Calvin Butler 434-566-2040.
    - Please do not contact Eric Lohman directly during business hours or after hours. Trying to maintain a good work/personal life balance for Eric, additionally Calvin and Chip manage his work schedule.
  - Committee members received a tour of the facility.
  - Discussed capabilities since we are in the facility.
    - Full-service shop: Virginia State Inspection Station, tire mounting and balancing equipment, hydraulic hose machine, AC machine, diagnostic equipment, fabrication equipment, in house ground ladder and pump test capabilities.
    - Plans moving forward.
      - Would like to be the first attempt at service and repairs before utilizing outside vendors. Please contact Chip Walker or Calvin Butler to schedule and/or receive directions on using outside vendors vs. PSOC.
      - Still have limited staff but significant cost savings to complete maintenance and repairs internally vs. using outside vendors.
        - Requesting an additional Emergency Vehicle Technician in FY 25 budget. Too early to know if that position will be approved.

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- Pump Testing. Purchased a pump test trailer. It is a mobile unit so we can test at your station, and it can test two trucks at one time. Will test in late March or early April this year vs. May. Exact schedule TBD.
- 2024 Ground Ladder Testing. Will be tested throughout the year when we have rigs at the PSOC for annual PM and State Inspections.
- Will continue to contract Aerial Testing.
- 2024 Annual Preventive Maintenance schedule will be revised and fluid for a year or so.
- Virginia State Inspections may also be done out of sequence (early) to help better align with PMs on some units.
  - Interesting fact about ACFR being a Virginia State Inspections Station. Utilizing outside vendors, it cost 51.00 for a large vehicle inspection and 20.00 small vehicle inspections.
    - In CY23 ACFR did 73 state inspections on various size vehicles which cost the County \$50.40 in inspection supplies, less than the cost of one VSI on a large vehicle through a vendor!
  - Commonality in parts/rigs.
    - Discussed the need when/where feasible to utilize common make/model/style components on new and existing vehicles. This reduces cost/inventory/out of service time. Example Station x wished for a different style headlight on a new engine vs. what was being utilized in the rest of the fleet. After several years of use that new engine required several replacements of that newer style/different headlights. The replacement cost of that different style headlight was 1,000.00 vs. 200.00 for the ones that fit the rest of the fleet. Since the initial decision was made the chief position at that station has changed. After having conversations with the new chief, he agreed that we should transition to the other style light that the rest of the fleet is using for cost savings, commonality of parts, and quicker turnaround time.
- Other functions (upfits and updates)
  - Logistics is often asked to and agrees to help stations with ancillary items such as new vehicle (station purchased) upfits and/or upgrades on existing vehicles. We believe there is a value in honoring those requests for both the station (cost savings) and for Logistics having the knowledge of the build/vehicle. We do however need for folks to understand that often when we are doing this type of work, often we must contract out other work that we would normally be doing to vendors costing unnecessary expenses. We will continue to fill these requests, but we will be unable to provide timelines and this type of work will be triaged with other higher priority work. We simply wanted to explain the situation and ask for your understanding and patience in such situations.
- Current and upcoming apparatus replacements.
  - Utility 38 (aka new Car 30). Existing Car 30 moved to Car 35. Utility 35 retired/sold.
  - Brush 64, Brush 36, Brush 43
  - Car 89
  - WARS Medic 503, ACFR Medic Units

- Currently planned for in FY25 CIP Budget a couple of Chief Cars and a few more Medic Units
- Frequency of meetings
  - Discussions regarding frequency of meetings. Noted with the limited upcoming heavy apparatus and recently updated Engine Specification no significant pending needs. Acknowledged Fleet Plan Policy work is needed but that should occur at the FEMS level or during FEMS Work Session. Discussion regarding time of day, day of week/month, and frequency changes in the past have yielded little improvement in attendance. Group settled on the ability to call a meeting if needed at any time otherwise we could meet again in 6 months (July 2024) to provide updates on progress Logistics/Fleet related information as we will have six months in the PSOC at that point.
    - Next meeting Wednesday July 10<sup>th</sup>, 2024 @ 1630hrs at PSOC.

CW 1/19/2024



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### **Albemarle County Fire Rescue Quartermaster Committee Minutes**

Wednesday January 10, 2024 @1730hrs

In Person Meeting Public Safety Operations Center

Attendee's: G. Robinson (Sta. 2), G. Stephens (Sta. 3), T. Richardson, K. Shifflett, C. Taylor (Sta. 4), G. Dillon (Sta. 5), P. Hayslett (Sta. 6), G. McFadyen (Sta.8), R. Curtis (R5), B. Madison (ACFR), C. Butler (ACFR), C. Walker (ACFR)  
Absent: (Sta.7)

#### Quartermaster Committee Updates

- Facility
  - Old JC Penny's at the Fashion Square Mall. Albemarle County Public Safety Operations Center commonly referred to as the "PSOC". Located at 1639 B Rio Road East, Charlottesville VA 22901.
  - Committee members received a tour of the facility.
  - Hours of Operation Monday-Friday 0700-1600.
  - Discussed areas that will be accessible after hours. PPE area only.
  - Requested a list of names from each station to grant after hour access.
- Moving forward.
  - Fittings
    - Now that we are centrally located onsite @ PSOC fittings we will discontinue onsite fittings at Stations.
    - Primary fitting days will continue to be Tuesdays and Thursdays by appointment. If extenuating circumstances exist may accommodate fittings on other days.
  - Deliveries
    - Switching to one delivery day per week (Wednesday).
      - Clarification that we don't automatically go to each station each delivery day. We only go to stations that we have Logistic related deliveries for or have been notified of Logistics related items to pick up at a station.
        - We will be unable to honor pick up or drop off of non-Logistics related items such as MSA/SCBA or other items unless previously discussed and along our scheduled path of travel.
  - After hour pickup and/or returning items to PSOC.
    - Access through double glass door (swipe card), then down the hall on the left enter ACFR Quartermaster Room (swipe card).
    - Reviewed locations of items as well as Station Pickup/Drop off shelving.

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- Station Pickup/Drop off shelving could have items for your station on them. If so, please grab them while you are here.
- After securing items needed, please complete Check In/Out log in the notebook located on desk.

### 2024 ACFR Logistics Log Check In/Out Log

Date	Name Items Issued To	Station #	Item/Description	Size	Serial #	Quantity	Completed by Name	Incoming/Outgoing

- If securing turnout gear, please remove tag containing sizes from turnout gear. Please write the name of the person that will be receiving the gear on the tags and then place the tags in the bin on the desk.
- If returning items, please:
  - Make sure items are cleaned before returning them. And simply place them on the floor or shelving unit and fill out the Check In/Out Log Located on the desk.
    - If for some reason items aren't or can't be cleaned, please place them in clear trash bags (trash bags located on shelving unit) and leave them on the floor.
- Requested stations return any extra PPE items that may have accumulated while we are in Scottsville to get the PSOC as fully stocked as possible.
- Discussed that all PPE items have a shelf life therefore when possible if there is an in date correctly sized used item and a correctly sized new item to please utilize the used item first so we can get the most use out of it before the item expires.
  - Noted completion of the Check In/Out Log is extremely important to capture serial #'s so we will know when issued items will expire.
- Discussed if there is a need for multiple items to please notify us in advance, if possible, to allow us to make sure we have enough items to fill the need/request and or get additional items ordered.
  - Please only take what you need, within reason please allow the PSOC to be the central supply vs. each of your stations.
- Reiterated that PPE is County property and should be returned if not in use. We've heard stories that in some instances members have been given some PPE items when they have separated from the department, been promoted, demoted, taken life membership etc. In certain instances, if an item is at the end of its lifespan this may be appropriate, but Logistics should be involved in that discussion otherwise items should be returned to PSOC for redistribution.
- Discussed the need to gather data from turnout gear and update in our system (First Due). Existing data points have some gaps from transitioning from Image Trent to First Due, human error, or simply never been documented. Advised we would be completing

a gear inspection in the spring (exact dates TBD) to capture data and complete inspection since the last inspection was in 2022.

- Several stations indicated they had or could gather that data and send it to us. Discussion included that if the County could provide the information requested/needed each station could gather and send that information to us. Several stations wished to gather information differently. We landed on one of two means whichever is easiest.
  - Taking pictures of the placard/tags inside of the turnout coats, pants, boots, barrier hoods, and helmets or capturing the following information on a spreadsheet.
    - Who the items are assigned to.
    - Turnout coat
      - MFG Date
      - Serial #
      - Chest Size
      - Front Size
      - Back Size
      - Sleeve Size
    - Turnout pants
      - MFG Date
      - Serial #
      - Waist size
      - Inseam size
    - Glove
      - Size
    - Helmet
      - MFG Date
      - Make (Bullard or Cairns)
      - Serial #
      - Color
    - Barrier Hood
      - MFG Date
      - Serial #
  - The group agreed that six weeks was adequate time to complete the task, making Wednesday February 21<sup>st</sup> the anticipated completion date.
    - Please forward that information to [ACFRQuartermaster@albemarle.org](mailto:ACFRQuartermaster@albemarle.org) when completed.
  - ACFR still hopes to get around in the spring to put eyes gear for a gear inspection since the last gear inspection was 2022. Date TBD.
- Discussed that our inventory for IDLH gear is extremely low. Asked stations to check to see if they have any IDLH gear that isn't being used, that has been left behind from a member leaving etc. and contact us for pickup or return.

- Additionally suggested if you have any folks that may have a non-IDLH role (such as a life member that only drives at this point) that we could transition them into a set of red-line gear to capture the IDLH gear for a IDLH firefighter.
  - After the meeting two stations indicated they had gear to return that was a mix of red-line and IDLH to be turned in, just between those two stations they believed they had 20 sets, which is awesome!
- Discussed ongoing increasing cost of turnout gear. Exploring options to save cost and even looking at different manufacturers. Purchased a small quantity of Globe and Innotex gear and assigned it to career and volunteer members for wear test. Will be seeking feedback from that group and reviewing with QM committee for a possible manufacturer change next FY.
- Discussed the new PFAS Free Outer Shell turnout gear on the market and the tradeoffs/pro's con's that the new gear has to offer and noted it is a new product. We also noted that the gear we've purchased for the last couple of years is "FreeFAS" liners.
- Frequency of meetings
  - Discussions regarding frequency of meetings. Noted this committee hasn't met for several years and haven't had any issues. Group settled on the ability to call a meeting if needed at any time otherwise we could meet again in 6 months (July 2024) to provide updates on progress of QM related information as we will have six months in the PSOC at that point.
    - Next meeting Wednesday July 10<sup>th</sup>, 2024 @ 1800hrs at PSOC.

CW 1/19/2024



**Recruitment & Retention Committee**  
**Date: Monday, December 11, 2023**  
**Time: 1800 hours**  
**Location: Microsoft Teams Virtual Meeting**

A virtual meeting of the Recruitment and Retention group was held on Monday, December 11, 2023, at 1801 hours.

Those that were in attendees are as follows:

Deputy Chief Heather Childress, Albemarle County Fire Rescue  
 Jason Tetterton, East Rivanna Vol. Fire  
 Jeff Bozzone, Seminole Trail Vol. Fire  
 Chief Gary Dillon, Crozet Vol. Fire  
 Elise Lindquist, Crozet Vol. Fire  
 Virginia Leavell, Charlottesville-Albemarle Rescue Squad  
 Olivia Hale, Charlottesville-Albemarle Rescue Squad  
 Chief Kostas Alibertis, Western Albemarle Rescue Squad  
 Christina Davis, Albemarle County Fire Rescue

- I. Volunteer Tax Voucher  
 The volunteer tax list for the Tax Voucher's is due by December 31, 2023, unless you have already communicated you needed a little more time. Chief Dilon said Crozet will have their list in the first part of January 2024, as he had already spoken to Christina about this.
- II. Volunteer Reimbursement Program  
 The distribution for the Volunteer Reimbursement Program will be done in February. The list of members who will be eligible is due by January 20, 2024. Ms. Davis will send out an email as a reminder this list is due. Chief Tetterton asked how this program worked and Chief Childress explained the program.
- III. UVA Lady's Basketball Tickets  
 The flyer for the UVA Lady's Basketball tickets will be sent out in late January. Registration will be open from February 1 to February 16. Ms. Davis will reach out to each person who pre-registers to confirm they will be going to the game the last week of February and after confirmation tickets will be emailed out to the person who pre-registers.
- IV. Chest X-rays  
 Chest x-ray bills have started to be received by some volunteers. Ms. Davis will be meeting with WorkMed and Imaging about how to reduce or eliminate these bills going to the volunteer. Chief Bozzone said the billing is probably due to the volunteer being a student or a patient of UVA. Chief Childress said Fire Rescue felt like we had this issue solved, but it seems to have started back. If any of your volunteers receive a bill regarding chest x-rays or their physical, to please forward a copy of the bill to Christina and she will get with WorkMed to have the bill updated so Fire Rescue receives the bill.
- V. Gear  
 Logistics and Light Duty staff will be going to the stations to do inventory on gear. We currently have roughly 712 sets of turnout gear in the system. This way we will know who

has what gear, and be able to bring in the gear, which is not being used, so new members in the system will have something to use.

Once we have an idea of where the gear is, we will be working on a better way of onboarding and offboarding members to better track when gear should be issued or turned in.

- VI. Chief 20  
Chief Tetterton asked if Chief 20's email could be forwarded to Chief 21 until someone is appointed as Chief 20.
- VII. Recruitment Event – East Rivanna  
Chief Tetterton reviewed the Odd Hours, No Pay, Cool Hat Screening Recruitment opportunity with the Committee. East Rivanna is planning this event to be sponsored by Virginia Tractor. The current date for the event is January 20, but this could change based on input. If anyone is interested in being a part of this event, contact Chief Tetterton at [jtetterton@ervfc.com](mailto:jtetterton@ervfc.com). Chief Tetterton will also send out some information by email.
- VIII. Firefighter Training  
Chief Bozzone brought up the lack of number of people each station has to go through the Firefighter Academy. He feels like there is a need for more opportunities for people to get firefighter trained. Chief Tetterton stated the lack of Hazardous Materials Operations is where he sees a problem. He feels like the Fire Academy and Hazardous Materials Operations should be combined. A discussion was held. Chief Childress suggested sending these items to the Training Committee, as it is a discussion they should have, but she would pass along the information to Chief Ascoli.

The meeting adjourned at 1837 hours. The next scheduled meeting is on Monday, February 12 at 1800 hours.