

FIRE RESCUE

ALBEMARLE COUNTY

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Albemarle County Fire and Emergency Medical Services Executive Committee Agenda

Monday, March 11, 2024 | 1630 Hours | Fire Rescue Conference Room 2

Agenda Item	Name
I. Call to Order A. From the Board: Matters Not Listed on the Agenda	H. Childress
II. Approval of Consent Agenda A. February 5, 2024 Minutes	H. Childress
III. Unfinished Business A.	
IV. New Business A. Training and Registration Policy	H. Childress
V. Next Meeting A. Monday, April 8, 2024	

ALBEMARLE COUNTY FIRE/EMS BOARD
FEMS BOARD EXECUTIVE COMMITTEE
MONDAY, FEBRUARY 5, 2023 – 1630 HOURS

A virtual meeting of the Albemarle County Fire/EMS Board Executive Committee was held on Monday, February 5, 2023, at 1631 hours.

The following members were in attendance:

Dan Eggleton, Albemarle County Fire Rescue
Gary Dillon, Crozet Volunteer Fire Department
Virginia Leavell, Charlottesville/Albemarle Rescue Squad
Dennis Hahn, 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
David Puckett, Albemarle County Fire Rescue

I. Call to Order

Chief Eggleston called the meeting to order at 1635 hrs.

A. From the Board: Matters Not Listed on the Agenda

Chief Hahn stated that he wanted to add discussion of the fleet plan to the agenda. Chief Alibertis said he would like to briefly discuss an ER item.

II. Consent Agenda

A. November 6, 2023 Minutes

MOTION: Chief Hahn motioned, seconded by Chief Alibertis, to approve the Consent Agenda as presented. The motion passed unanimously (4-0-1), with Chief Dillon abstaining because he had not been present at the meeting.

III. Executive Session

There was none held.

IV. Unfinished Business

There was none presented.

V. New Business

A. Drug Box Exchange

Chief Puckett reported that proposed DEA and FDA regulation changes meant that the drug-box exchange process through the hospitals would terminate in November 2024. He said they had been planning to start this in FY26, but now they are behind the curve and are trying to get information from the hospitals beyond the word-of-mouth information they have been receiving. He added that this would likely accelerate over

the next six months.

Chief Eggleston said that there's nothing official yet from UVA, but they had received an email from Martha Jefferson.

Chief Dillon asked if every station had a Schedule 6 license.

Chief Puckett responded that he didn't think any of the fire departments had them—just the rescue squads and ACFR.

Chief Leavell asked if it would be station specific.

Chief Puckett responded that jurisdictions could have licenses, but stations had to have a CSR and DEA registration. He said he had learned that if you needed to take a box off of a vehicle and put it at a station, that station would need to be licensed. He explained that they are contemplating using the new P-SOC as the procurement receiving location, then doing a hub and spoke and using an automatic dispensing device—placed at P-SOC and stations 15, 16, and 11 so they could be accessed from any location. He stated that any schedule drugs 2–5 must be a kit-for-kit exchange, not one for one, and any of those locations must have a DEA registration. He noted that the CSR license had to be upgraded, and there were still decision points to be made.

Chief Eggleston said if they did something with the City, ACFR would be responsible for the City's actions as the primary agent and vice-versa, which would not be advantageous. He stated that they had met with the Board of Pharmacy the previous week, but there was no real guidebook for this.

Chief Hahn asked if the boxes themselves would be the same, as it wasn't possible to get those anymore.

Chief Puckett replied that it was yet to be determined what would happen with the boxes, and UVA and MJH may require them to be returned—but the plan is to not reuse those boxes.

Chief Alibertis said they didn't need anything as big as those boxes.

Chief Hahn stated that all the setups like IVs were in the drug boxes also, which take up a lot of room.

Chief Alibertis said those and syringes, etc. all had to come out by June.

Chief Hahn commented that they've put in a lot of work to get these boxes to fit on the apparatus.

Chief Puckett emphasized that they would decide on the configuration, but narcotics would need to be in a separate container—and the primary change would be in the

amount of tracking and compliance. He said that they would likely be doing multiple signatures as people were going off and coming on shifts, and he had obtained a number of draft policies and procedures from other departments. He stated that they varied from the medic on shift to having controlled substances carried on the person. Chief Puckett expressed concern about the level of documentation and compliance for both career and volunteer, which would add a layer of accountability to ensure proper reporting to the DEA.

Chief Hahn asked if the drug box would have to stay locked up on the apparatus if there wasn't a medic on duty.

Chief Puckett stated that they can set up a specific dispensing system that was based on fingerprints for access to ALS drugs, but once it came out of the ambulance, there was basically a hanging key that was available. He said that there could be several days' time before the drugs were inventoried, and you'd have to backtrack as to who was on duty, etc.

Chief Alibertis said that perhaps a Knox Box with a card or something would work.

Chief Childress stated that she had bought something in Lynchburg for drug diversion that had a swipe and an audit code, which was expensive.

Chief Hahn agreed that a Knox Box might be a good option, as those were accessible now with fobs that had trackable, transmittable data.

Chief Eggleston said that the goal was to make the user accountable but not make it onerous on them.

Chief Alibertis stated that there was still a piece of paper they had to sign.

Chief Puckett reported that the FDA policy change was effective November 27, but he would like to have some time for implementation and the hospital box to fall back on.

B. Patient Care Report Data Update

Chief Puckett reported that for the EMS agencies, NIMSIS 3.5 was approaching, which is the data dictionary behind the PCR. He stated that the deadline has been moved from March to June, but they are still aiming for the end of March to provide ample time. He said there would be changes to the patient care report in Image Trend; in some cases, it would just be the number of dropdowns or the actual codes. He stated that Chief Lambert and others were working to streamline the process.

C. FY25 Budget

Chief Eggleston reported that they've had several recent budget meetings, and the revenues were fairly low compared to last year—which means budgets were tight and had to be cut to accommodate that. He said that based upon the most recent

conversations, stations may be hearing from [Ryan] about individual cuts. He noted that ACFR had cut about \$700K at this point.

D. Additional Items

Fleet Plan

Chief Hahn stated that the fleet plan had been based on a 10-year timeframe, which was a good model in 2012—but things have changed dramatically, and stations have apparatus that isn't turning at all, whereas others are being run nonstop. He said that he feels they should base fleet plan replacements on hours, miles, and calls and not just sitting in the station. He commented that the previous weekend, they had a DPO class and were staffing two trucks, and both trucks being used for training broke down. He stated that 81 and 112 were the highest-used trucks, but other trucks were sitting in stations that don't turn a wheel. He said the warranty clocks were ticking on those, yet they never left the building. Chief Hahn emphasized that replacement shouldn't be based simply on time, but on usage.

Chief Eggleston replied that there would be some pushback, but it was something they should look into. He added that anything done now would be for the following year.

Chief Puckett stated that there are proposed timeframes and annual assessments, and the perception is that apparatus would be replaced at certain times.

Chief Alibertis noted that maintenance costs also needed to be factored in.

Chief Hahn said that there are 23 engines in the County, and 7 of them run the majority of the calls. He stated that they are wearing the trucks out and should probably be looking at replacing something at Station 8, but it's not slated for another 3 years.

Chief Eggleston responded that they should look at this and discuss it, but there was a lot of resistance due to access to available reserves. He said that typically, the Apparatus Committee would look at this and then come back to the FEMS Board for a full recommendation.

Chief Puckett expressed concern about that approach because this was a policy decision, not a statistical assessment.

Chief Alibertis suggested that this group drive what that group does, and perhaps they come up with a recommendation based on that guidance.

Chief Hahn emphasized that this was why they should base it on the data. He stated that Chief Walker was the fairest person in the County, yet he still took a lot of flak. Chief Hahn said that it might be worth it to have a third party come in and look at the numbers so it's not "the County" doing this. He added that some engines were running more than two or three stations combined.

Chief Eggleston said that he agreed, but there would be tremendous pushback, and perhaps they should move the less-active stations from two engines to one.

Chief Hahn stated that if there were more seats than members in a station, that was a problem. He added that the tankers were mostly at the volunteer companies and were not getting out on calls. He said if Medic 12 was on a call, they didn't get Tanker 121, and so forth. He pointed out that they were running the whole County on about nine pieces of apparatus.

Chief Eggleston suggested that they look at some of the data at the next EC meeting, as he would rather have this group discuss before going to the full FEMS Board.

Chief Dillon asked if he wanted call data, mileage data, etc.

Chief Eggleston responded that they would want call data, mileage data, and possibly hours of usage. He mentioned that they had a shorter replacement time for heavier-used engines.

Chief Hahn pointed out that they didn't have a shorter timeframe though, and it was still at 10 years. He suggested that something like a second engine from Station 4 or 6 would be possible, and Station 2 was pretty good about loaning apparatus out.

Chief Eggleston commented that they still get a lot of resistance when they request an engine for training.

Chief Hahn reiterated that the maintenance costs were also a factor, as there was likely a point where repairing an engine was not as cost-effective as replacing it. He said that he would rather have the other stations getting busy.

Chief Eggleston said there were some stations struggling, and the issue of apparatus use was parallel to that. He stated that they could send out some data ahead of time and look at trends before they met again.

Chief Puckett stated that anything they did would not likely affect the FY26 capital budget, but they could start now and this wouldn't likely be a quick process.

Chief Eggleston asked what was slated for replacement.

Chief Puckett responded that Year 5 of the budget had \$9–10 million in apparatus costs, and the budget office has already pushed half of that out a year due to budget constraints. He said that it was great to look at the fleet plan, but the reality was that stations would actually be getting less, in all likelihood.

Chief Hahn stated that they need to be looking now for something to be here in Year 5.

Chief Puckett said that the build time was getting longer and the wear and tear was getting heavier, so they were getting hit from both sides.

Chief Hahn noted that every engine hour is equated to 3.3 miles, on top of the mileage already on the apparatus.

Chief Eggleston agreed it was a huge expense.

Chief Puckett stated that it was easy to write the policy, but the pinch points would be making decisions about replacing one thing over another or reducing apparatus levels at stations.

Chief Eggleston commented that it's hard to go backward once they make these decisions, but it makes sense to revisit the policy.

Media Coverage of Responses

Chief Eggleston stated that the media has not been fully reporting rescue responses to certain incidents, and Abbey Stumpf from the County would like to bring reporters in so they understand the combination system, what it means, and how stations respond.

Chief Hahn said they tend to put a twist on stories to get the most interest in their coverage.

Chief Eggleston asked the chiefs if they would be willing to attend a media meeting as he described.

The chiefs stated that they would.

Chief Dillon emphasized that you can never control what the media wanted to put out.

The chiefs commented on the positive aspects of direct social media usage.

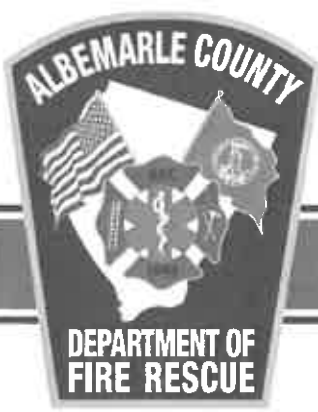
VI. Next Meeting

A. Monday, March 4, 2024 at 1630 hours

The next FEMS Board meeting will be held on Monday, March 4, 2024 at 1630 hours in the Fire Rescue Conference Room.

Adjournment

At 17:11 hrs., the FEMS Executive Committee adjourned its meeting.



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ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD EXECUTIVE COMMITTEE

ATTENDANCE LOG

Date: February 5, 2024

VOTING MEMBERS (OR DESIGNATES)

Chief Virginia Leavell (CARS):

[Signature]

Chief Gary Dillon (Crozet):

[Signature]

Chief Dennis Hahn (Seminole Trail):

[Signature]

Chief Kostas Alibertis (WARS):

[Signature]

Chief Dan Eggleston (Albemarle County):

GUESTS & OTHERS

Guest/Other

Organization/Agency/Affiliation

Christina Davis

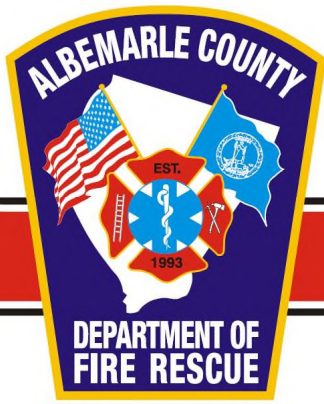
ACFR

David Puckett

ACFR

Heather Childress

ACFR



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

AGENDA TITLE/ISSUE:	AGENDA DATE:	
Approval of Consent Agenda	February 5, 2024	
MOTION:	MOTION MADE BY:	SECONDED BY:
Approve Consent Agenda	Chief Dennis Hahn	Chief Kostas Alibertis
SUBSEQUENT MOTIONS/AMENDMENTS:		
1.		

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Dan Eggleston (ACFR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Virginia Leavell (CARS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Gary Dillon (Crozet Fire)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chief Dennis Hahn (Seminole Trail)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Kostas Alibertis (Western Albemarle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

 Christina Davis
 Clerk

 November 6, 2023
 Date

Training Course Registration and Cancellation

600.1 PURPOSE

The purpose of this policy is to provide guidance on the registration process, number of required students, and cancellation of classes taught by the Albemarle County Fire Rescue Training Division. [It is our intent to ensure equitable access to all system members.](#)

600.2 SCOPE

This policy applies to all members of the Albemarle County Fire Rescue System as defined in Albemarle County Code Chapter 6, Article I, Division 2, Section 6-102.

600.3 DEFINITIONS

Active Network –registration and course management platform of the Albemarle County Fire Rescue Training Division

Cornerstone On Demand (CSOD) – registration and course management platform of the Virginia Department of Fire Programs (VDFP).

600.4 REGISTRATION

600.4.1 COURSE APPROVAL

[Any system member who joined after 2013 must complete a LODA physical and provide proof of "fit for duty". Members will not be admitted into any ACFR sponsored course without a "fit for duty" status.](#)

Members must obtain approval for course enrollment through their agency.

Once approved, each member will register through [Active Network](#).

VDFP courses require each participant have an account in [Cornerstone On Demand \(CSOD\)](#) before course registration closes.

600.4.2 REGISTRATION PROCESS

Registration for all classes will be open to the public from the time classes are posted on Active Network until they close (3 weeks before class start date). [The system will automatically accept the first two All-registrants ~~are automatically registered in a class in Active Network for any class~~ . Note: Automatic acceptance of the first two registrants for each class in Active Network is a system configuration issue that ACFR cannot change. Remaining registrants are placed on the waitlist until registration closes.](#)

- The first 2 registrants from each agency are guaranteed admittance to class and will be notified within 1 week of registering in [Active Network](#) ~~ration~~.

Albemarle County Fire Rescue System

Policy Manual

Training Course Registration and Cancellation

- All other registrants will remain on the waitlist until registration closes 3 weeks before the class start date.
- When moved from the waitlist, registrants will receive an email confirmation from Active Network.
- After registration closes, registrants are moved from the waitlist in the following order:
 - Members will be admitted from the waitlist, in rotation, one member per station in the order they were received until the class is full.
 - If additional spots remain, out-of-locality registrants will be admitted in the order they were received.
- Students enrolled in a VDFP course will receive an additional email directing them to register for the course in CSOD.
 - This step must be completed prior to the registration close date listed in CSOD. Students will be notified of the CSOD registration close date when they are notified they can register in CSOD. a minimum of eight days before the class start date.
 - If a course pre-requisite is not listed in CSOD, students must register with an exception request, which alerts VDFP that prerequisites must be manually verified.
 - If the class has a test, students may be directed to register for that separately.

600.5 MINIMUM STUDENT NUMBERS AND CANCELLATION

Minimum required students:

- Firefighter I: 12
- Firefighter II: 12
- Emergency Medical Technician: 12
- Live Fire Training: 12
- DAO: 3
- Basic Life Support Continuing Education sessions run for East Rivanna, Earlysville, and System volunteers: 4
- All other classes: 6

Classes may be canceled in the following circumstances:

- A class with less than the minimum required number of students after the close of registration in Active Network will be canceled.
- Any student in a VDFP class who does not register in CSOD by the stated deadline ~~(8 days before class starts)~~ will be removed from the roster.
 - The CSOD roster will take precedent over rosters generated from Active Network when deciding whether a VDFP class will be canceled.

Albemarle County Fire Rescue System

Policy Manual

Training Course Registration and Cancellation

- If student registrations [in CSOD](#) fall below the minimum within 4 days of the class start date, the instructor and Training Division Chief will have final authority to cancel the class.

600.6 CLASS REGISTRATION STATUS

Regular emails will be sent to Training Officers, the FEMS Board and others as applicable to provide current information regarding class registration status.

- Number of students enrolled and on the waitlist for each class
- Date registration closes for each class
- Student name and agency affiliation for each class
- Class start date(s)
- Date and time of registration
- Registration status
- Class specific requirements