



# ***FIRE & EMS ADVISORY BOARD***

## ***CURRITUCK COUNTY***



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### **Minutes**

**Thursday, August 21, 2008  
Currituck County Courtroom "C"  
7:00pm**

1. Call to Order – Roll Call – All members present with the exception of the Vice Chair, Hugh McCain.
2. Welcome Board Members and Guests
  - a. Chairman's Comments- Draft on the Volunteer Coordinator position. The Volunteer Fire Chiefs were tasked to give us a draft for this position in 60 days. We are now just beyond this window and have not received anything formal. Hope to hear some great comments tonight. We will also look for ideas from the Advisory Board members and look at the proposed budget submitted by Hugh McCain. – Chairman Messina recently went to a class in Northern Virginia and noticed that the majority of the departments there had a combination volunteer and career system. Speaking with these folks, it appears that we are not alone in our issues. They have some of the same items that we are challenged with, daytime response and staffing.
  - b. Board Members Comments – Commissioner Taylor has spoken with DOT about the Puddin Ridge/Tulls Creek Road areas and they are going to rename the street and place a traffic control device at this intersection. Also Tulls Creek Bridge has been completed and is now open.
3. Additions/Deletion of the Agenda items – Next meeting spend time on final draft on the Volunteer Coordinator. Then allow the rest of the time to turn over to the apparatus committee to discuss their issues with a report to follow in the October meeting.
4. Public Comment – Limit to three (3) minutes - None
5. Approval of the minutes from the August 5<sup>h</sup> meeting. – Approved – Chief Galganski with a second from Mr. Soltow.
6. Update from Moyock Volunteer Fire Department - Deputy Chief Laput Moyock is coming off of probation very soon and they are awaiting the letter from the state. However, we are still in need of daytime members. The Administrative Volunteers are seems abundant, nighttime response is better. MVFD has received a dozen or so applications – two are Moyock residents and

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All meetings will start promptly at 1900 hrs

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At ninety (90) minutes, the agenda will be continued to the next meeting, unless there is a "motion to continue" that is seconded and approved.



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all others are from outside of the district or state. This is an issue as we cannot “tap” into this resource during the daylight hours. Again, daytime response is not any better and without the career folks assisting, there could be issues. A question was posed to how the department has paid for this increase in volunteers. Chief Laput stated that they have used back tax funding to buy radios, turnout gear pagers and spent about \$40,000 to get everything set up properly. Moyock is also looking at scheduling of personnel, but have some reservations as this could detour people or have a negative effect. Additionally, the website is up and running with links to all departments and County. Chief Laput encourages all to review this site at your leisure.

Another question was pose as to if there was a spin off effect from this advertising for Volunteers in Moyock, in the paper and in the County? Station 6 has not seen an increase; Station 4 stated that they have had approximately 2 new members in the last couple of business meetings. They are also feel financial constraints with the increase of personnel. They are using fundraiser/bingo funding to offset these costs. The Chairman asked that ALL departments keep up-to-date and accurate records of their members for future data collection and dissemination.

Lower Currituck Volunteer Fire Department has had some new members as well. They are looking at putting a quarterly report together with Station 4 to show new members as well as members that have left. Several members stated that they appreciate this effort and cannot ask for more. As we move forward to see what our acceptable level of staffing response will need to be and address that at that time. Station 4 has its new Engine – a 3500 gallon Pierce. It is Engine 40 and is now in service.

The Chairman will be putting together a work session with the Commissioners in the near future. This will be to address all of the items we have been working on, give an update and then request the position of Volunteer Coordinator be approved. He would request all of the Chiefs to be in attendance at this work session, showing their support.

### 7. Volunteer Coordinator Job Description

- a. Discussion – Meeting minutes from August 5<sup>th</sup> were reviewed. Budget – was discussed and it was concluded that the figures presented, were about the same as previously presented. Chief Dailey reported that Station 5 and Station 4 would like to see the following in the Volunteer Coordinator Job description: Reports to FEAB Chairman, position should involve grant writing, develop a common events calendar for all promotions, training,

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meetings and the like that are happening in the county, Help to develop promotional events and community days.

Chief Galganski reported that he would like to see standardized training throughout the County. He agreed with a calendar and he would like to see this person maintain a list of surplus equipment and inventory to easily access in a crisis or time of need. Chief Galganski was still not certain of Station 7s commitment to this position. Chief Laput reported that he was uncertain of KIVFD full commitment to this position. However, he requested to see the Vol. Coordinator report to the FEAB and give a mechanism in which to prioritize his workload. He would also recommend grant writing as a item and we need to develop a mechanism to track productivity as well as effectiveness. (Progress Reports)

- b.** Action – The board unanimously recommended the title be ***Currituck County Volunteer Fire & EMS Coordinator.***

### 8. Adjourn