



FIRE & EMS ADVISORY BOARD

CURRITUCK COUNTY



DRAFT Minutes
Thursday, April 5, 2012
Currituck County Courtroom "C"
7:00pm

I. Call to Order – Special Call Meeting called to order by Chairman Hugh McCain at 7:00PM

II. Roll Call of Advisory Board Members:

Present: Chairman Hugh McCain, Mr. Paul Beaumont, Deputy Chief Bergamini, Mr. Mitch Copeland, Mr. Charles Berry, Chief Glover, Mr. John Wheeler, Commissioner Aydlett
Absent: Mr. Michael Lesinski, Vice-Chairman Stanley Griggs
Guests: Chief Bill Jones, Fire Marshal James Mims, Dusty Ruscoe

III. Reading and Action on the March 2012 Minutes:

Motion to approve minutes was made by Mitch Copeland and seconded by Deputy Chief Bergamini, motion voted and passed.

IV. Public Comments – No participation

V. Old Business:

Mr. Paul Beaumont asked for additional documentation from Chief Bill Jones in regards to the OSHA requirement in order to submit a request for money to fund the physicals to the County Manager. Chairman McCain suggested that all the paid employees get physicals this year and volunteer's to follow.

VI. New Business

Volunteer Coordinator Position:

Chairman Hugh McCain turned the meeting over to Chief Glover. Chief Glover then spoke on the information gathered during his meeting with the county's Human Resource Director, Derinda Leary in regards to the Volunteer Coordinator position. Mrs. Derinda Leary updated the historical data to reflect current rates within the county. Chief shared the decision that the position would rate as a pay grade 57 with

All meetings will start promptly at 1900 hrs

Turn all pagers, radios and cell phones either off or to vibrate

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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the classification of an Administrative Assistant including benefits. Chief Glover then stated this figure is within the cost of what the County Manager had previously spoke of which he was willing to spend for this position. Chief Glover spoke about the thought of budgeting for the new hire to operate with a cell phone paid by the county, a new computer, uniform outfitting as well as the cost of the drug screening and the advertisement of the position. Furthermore, Chief Glover discussed there was no money to purchase a new vehicle just for the use of this position. However, Chief did speak about allotting this position a vehicle from the department's replacement program if needed.

Chief Glover stated that the position was rated to be non-operational which will mean the individual will not respond to calls or be a provider within the system. Chief shared his belief that the candidate will need a background in Currituck Fire/EMS due to the job responsibilities.

Chief Glover stated that once any changes have been made that be necessary within the document and all additions are made, Mrs. Derinda will finalize the paperwork on the Human Resources end. Commissioner Aydlett suggested that the descriptions be broad to eliminate changes in the future.

Discussion was brought to attention on whom the direction of job task would come from. Chairman McCain suggested rewording the statement for the job description to be made from the FEAB board and delivered through the Chief.

A motion was made by Mr. Paul Beaumont that Chief Glover clean up the document and resend it to the members of the FEAB. A second part of the motion was to have Chairman McCain send the job description to the county to find funding for the position.

2012-2013 Volunteer/Contract Fire Department Budget Worksession:

VII. Next Meeting – _____, 2012.

Topic: _____

VIII. Adjourn – _____ p.m.

Minutes respectfully submitted by Chief Rob Glover and Ms. Crissy Daneker