



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

## ***CURRITUCK COUNTY***



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### **Minutes**

**Thursday, Jan 26, 2012**

**Currituck County Courtroom "C"**

**7:00pm**

- I. Call to Order - Meeting called to order at 7:00PM
  
- II. Roll Call of Advisory Board Members
  - Present:** Vice-Chair Stanley Griggs, Chairman Hugh McCain, Paul Beaumont, Deputy Chief Bergamini. Mitch Copeland, Charles Berry, Chief Glover
  - Absent:** Michael Lesinski, Commissioner Aydlett, Northern District (open)
  - Attendees:** Aaron Gay, James Mims, Mary Beth Newns, Chief R. Galganski, Chief B. Jones, Chief C. Dailey, Rebecca Christenbury, Wes Liverman, Ken Ferrell
  
- III. Reading and Action on the Oct 2011 Minutes

Motion to approve minutes was made by Mr. Berry and seconded by Mitch Copeland, motion voted and passed.
  
- IV. Public Comments – No participation –
  
- V. Comments from FEAM Members:

Chief Glover – announced the move of the Administration staff from the old white house to the old parks and recreation building beside the Farm Bureau. The Operations supervisors will remain at the white house along with Logistics.

Chairman McCain - stated that he was looking forward to coming up with a plan for the purchase of the apparatus in a more structured way. The committee that was designated has been sufficiently working to take care of the needs moving forward. This will be what is good for the overall county long term.
  
- VI. Initial Damage Assessments – Rebecca Christenbury (Program Assistant/Emergency Management)

The Emergency Management department is working on improving the Initial Damage Assessment process. Rebecca expressed a few goals that they are looking to reach in hopes of strengthening some weaknesses that the county has. The first goal is to divide the county into sectors. The next, to agree on how to cover the sectors. And finally, a form created and approved on what the county will use to document this information. The first meeting will be Feb 1, 2012 at 3:00pm in the courthouse

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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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conference room. The agenda will be to look at the sectors and discuss the breakdown. Ms. Christenbury along with her department asks for support in their efforts as well as offered an open invitation to any volunteer fire department Chief's or anyone on the Fire Advisory Board.

### VII. Old Business

#### Discussion on the Apparatus Purchase Process

Chairman McCain turned the meeting over to Deputy Chief Bergamini, who is Chairman of the Apparatus committee. Bergamini discussed the moving forward with the purchase of the next apparatus. The truck will be purchased for Knotts Island but can be used as a specification for all locations excluding Carova. Bergamini expressed his thanks to all who helped in the committee. A brief overview of the specification was handed out. McCain asked what needed to change in order for Carova to utilize this specific apparatus. The short answer was to put the platform on a 4x4 chassis. However, due to the different atmosphere at Carova numerous details would need to be changed, such as a six man cab. A separate specification would be needed when the time shall arise to accommodate the needs of Carova. Chief Galganski spoke up to say that he agrees with the specifications of the model truck for the use at Corolla, but disagrees on the location of the water pump. Beaumont stated that the idea was to find a base line specification that would work as a platform for the county. Minor changes can be modified on a case by case situation, such as Corolla.

Mr. McCain showed concern for any additional cost with these trucks to be completely outfitted upon delivery. Chief Glover states that not every truck will need to be refitted with all hoses, etc. Some purchases will need new items to outfit each truck which could possibly be financed from a general account.

Bergamini discussed the purchasing options for the apparatus. There are too many changes to the original idea to "piggyback" as discussed in earlier meetings. The thought is to let the finance department determine what the avenues will be for the purchase. There is a national procurement process that has several options (HGAC website). Chief Jones asked if the bid process is the avenue that is chosen, on the next purchase would the process start from the beginning. Mr. Beaumont explained that after the first purchase is a success, it can be duplicated.

Chairman McCain brought forward his concern with the trucks serviceability.

Deputy Chief Bergamini assured him that there are several representatives nearby that could be out to service the apparatus as early as hours depending on the manufacture.



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Bergamini states the average built time for this apparatus is ten months, once funding is determined and the bidding is complete. The committee feels secure in the decision of the specification and would like to make a motion to the board to accept the specification as submitted with editing. All in favor.

The next step is to take the specification to the Finance department and the County Manager, which will determine a procurement avenue. The bid process will take longer than the HGACbuy process. The committee will meet after the process is determined to finalize purchase.

A second motion is made by Paul Beaumont that once the approved specification is approved the first truck belongs to Knotts Island. All in favor.

Chairman McCain wants to reiterate the appreciation for all of the dedication and cooperation from all involved on research that will better the county.

### VIII. New Business

#### Reappointing the board

Chairman McCain announced there are only two meetings left (February & March) that the current sitting board sits on. Preparations need to be made to replace the members. Chairman's time is up and cannot be reappointed. Mr. Lesinski can be reappointed. Mr. Griggs can be reappointed. The northern district needs to be appointed for a new term.

#### Budget Process

At the February meeting, the Fire Chiefs need to submit their budgets for one year. Chairman McCain states February is not a deadline, but a starting point and would like to have something in hand. McCain states the budgets will have no increase. Chief Glover states that the general budget has no increase of funding. If there is a special need, the Fire Chief will need to prepare and discuss the addition. Chairman McCain has not gotten a date from the county manager, but does not want to wait until the last minute to prepare.

Chief Glover shares that Fema has approved the reimbursement submitted from the hurricane. The dollar amount is unclear at this time.

Chief Dailey added that any adjustments in contracts need to be brought up for addition in the budget. Dailey also brought up a concern that the trucks at the stations are double insured. The volunteer departments are paying insurance and so is the county. Wes spoke about his department correcting the issue and suggested Chief Dailey talk with Sandra.



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Chief 101 class in Corolla

Thursday, February 16<sup>th</sup> at 9:00am

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Friday, February 17<sup>th</sup> at 8:00am

Taught by the state Fire Marshal. The course will give credit towards ISO.

Anyone interested shall contact the Corolla station to sign up.

IX. Next Meeting – February 23, 2012.  
Discussion on Part Time Paid Firefighter Assistance

X. Adjourn – 8:22 p.m.

Minutes respectfully submitted Chief Rob Glover

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