



# **FIRE & EMS ADVISORY BOARD**

## **CURRITUCK COUNTY**



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### **Minutes**

**Thursday, March 22, 2012  
Currituck County Courtroom "C"  
7:00pm**

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

**II. Roll Call of Advisory Board Members:**

**Present:** Vice-Chair Stanley Griggs, Chairman Hugh McCain, Mr. Paul Beaumont, Deputy Chief Bergamini. Mr. Mitch Copeland, Mr. Charles Berry, Chief Glover, Mr. John Wheeler  
**Absent:** Mr. Michael Lesinski, Commissioner Aydlett  
**Guests:** Chief Chris Dailey, Chief Bill Jones, Fire Marshal James Mims, Mr. Wes Liverman, and Deputy Chief Ken Ferrell

**III. Reading and Action on the February 2012 Minutes:**

Motion to approve minutes was made by Mr. Beaumont and seconded by Mitch Copeland, motion voted and passed.

**IV. Public Comments – No participation**

**V. Old Business:**

*Volunteer Coordinator/Part-Time Firefighter Assistance:*

Chairman Hugh McCain brought forward documents that were created in 2008 regarding information created by the volunteer fire departments. The information reflected the paid part time firefighter assistance and or the volunteer coordinator needs from each department. Mr. Hugh McCain stated his concern regarding the figures that were based on the economy of the year 2008. He stated that this numbers are outdated and would need revision to reflect true cost estimates. Chief Glover was asked to meet with the Currituck County's Human Resources Department to assist with a classification of the position and to update the numbers in the document to reflect current position levels and salaries. That information was asked to be brought back to discussion at the next meeting.

Chairman McCain then stated that the draft Ordinance that had been created and forwarded back to the FEAB by Currituck County's legal department may have a

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direct tie in with the possible positions. Chief Glover was asked by Mr. McCain to comment on the Ordinance.

Chief then explained after meeting with the County Manager, County Attorney, and Mr. Stanley Griggs the approach of the draft Ordinance was “less is more”. This meaning is not to lock into definitions that could possibly not be carried out in the future, but to set definitions of parameter. Chief Glover then discussed the reasoning for the edits, modifications and strike outs within the document. The reason offered was that due to the type of information proposed, this information should be placed in operational guidelines or specific position descriptions not in the Ordinance. The definitions were left for clarification in the future. Other changes were based on the need to list all departments as one, which was determined to referred to as the “system”. Chief Glover described this change was due to the possible increase or decrease of various departments or organizations within the system in the future. Another change within the document was specific titles changed throughout for consistency.

Mr. Stanley Griggs commented that the decision to change the draft Ordinance was driven by the County Attorney and his advice with discussion and input. Furthermore, Mr. Griggs expressed the amount of work left due to the need of creating a document containing the information taken out of the draft Ordinance. Mr. Stanley Griggs suggested entertaining any ideas of what the definition of the Volunteer Coordinator would be. Chief Glover was ask to bring to the next meeting the work that was previously done on the definition of the position.

Mr. Stanley Griggs made a motion that after updates are made to the old worksheet to reflect current rates, the document be brought back to the board along with the budget for the Volunteer Coordinator position. The second part of this motion was to clean up and email out the draft Ordinance to entertain any comments by the members of the Fire/EMS Advisory Board and table the Ordinance to the next meeting. Motion seconded by Mr. Charles Berry, motion voted and passed.

### *2012-2013 Volunteer/Contract Fire Department Budget:*

Chairman Hugh McCain received Corolla and Carova’s budget for the current year. Lower Currituck stated they were not ready at the time to submit their budget. Mr. McCain handed out documents he had copied regarding the one year budget total, pervious budgets that were submitted from each station, and letters to be considered. Chairman McCain discussed the request of increases in the budgets that were delivered thus far. Mr. McCain then explained for consideration the idea of putting



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no funds into contingency which would give each department an increase of 3.31% as an addition to the budget given to each department last year.

The president of Lower Currituck Fire Department, Mr. Wes Liverman, shared that their department has been working on writing justifications to each line item increase and that is the reasoning behind not being ready to submit their budget.

Fire Chief Bill Jones then educated the board members on his recent Occupational Safety and Health Administration (OSHA) visit which mandated physicals be done on anyone wearing respirators. Various discussions were started on how to fund these physicals for each volunteer and paid employee. Mr. McCain agreed that safety is the number one concern in a stressful situation such as fighting fire. Chief Glover agreed and stated that his opinion is to have the system gather an approach on how the county can fund the physicals. It was suggested by Mr. Paul Beaumont to address the situation to the County Manager once determined a total, requesting an annual addition to the budget. Chief Glover stated once the physicals are complete, there may be several individuals that are not able to continue to wear the gear and fight fire which will be a challenge and change for many departments.

Fire Marshal James Mims educated the board with his knowledge and understanding regarding the topic. Mr. Mims stated that generally once an investigation is started, a business is clear from any other investigations of the sort for the next three years. Mr. McCain stated that since the issue has been brought to attention, now the situation cannot be ignored.

Mr. Paul Beaumont was designated to write a memo to the County Manager describing the issue, concern, and resolution. Mr. Beaumont will submit the memo with a copy of the document from OSHA. Chief Glover made a recommendation that a meeting request be sent as well following that memo to include himself and the author of the letter. At such time, Mr. Beaumont made a motion for the board to suggest that the funding for the physicals be a separate line item and not involved with the volunteer fire departments budgets. The motion was seconded by Mr. Stanley Griggs and passed.

Chairman McCain stated that he does not have any budget submitted from Moyock or Knotts Island. Mr. Wheeler spoke on behalf of those stations to say their budget will need to be submitted exactly the same as last year.

Chairman McCain is waiting on confirmation from the county's Finance Director Sandra Hill in regards to funds left in the contingency line item. Mr. McCain

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suggested that once the total is confirmed, that total could be split between the fire departments and added to the original delegated budget.

Chairman Hugh McCain expressed his concern in waiting until April 26 for the next scheduled meeting date to determine final budget request. The County Manager will need time to research the request. It was decided amongst the board that a special call meeting be held April 5, 2012. The agenda for this meeting will be a budget work session as well as the topic of a Volunteer Coordinator.

At 8:30 hours a motion was made and seconded to extend the meeting an additional 30 minutes to cover other discussion and business.

### **VI. New Business**

#### ***Seating of New FEAB Board Members***

Chairman McCain was under the impression that information would have been passed forward on the members to be replaced by charter at the close of this meeting for those who are no longer eligible to serve, due to the two year term. Mr. Paul Beaumont stated that in the bylaws it is stated that until there is a replacement, the Chairman will continue his duties until fulfilled. With verification, Chairman McCain will continue to serve until a replacement is appointed. A motion was made and passed.

### **VII. Old and New FEAB member comments**

- Mr. Paul Beaumont spoke of his appointment as president to the new Currituck County Community Emergency Response Team (CERT). The initial concept is to be aligned with the volunteer fire districts/townships to act as untrained first responders. The members will be 100% volunteers. Members will have some training such as traffic control and storm response. Mr. Beaumont suggested that these members could potentially serve as volunteer fire fighters.
- Chairman Hugh McCain brought attention to the letters that were submitted from Corolla. One letter was a request in budget to purchase new turn out gear. Mr. McCain tabled this letter to speak of at the next meeting with the topic on budgets. The second letter was a request to receive a new pumper. Mr. Beaumont suggested tabling this request concerned about the amount of money now needed to fund the physicals previously spoken about.

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VIII. Next Meeting – April 5, 2012.

Topic: Work session on budgets and the Volunteer Coordinator position.

IX. Adjourn – 9:08 p.m.

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

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