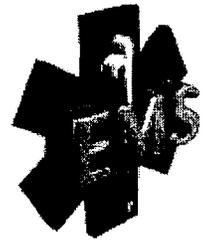




FIRE & EMS ADVISORY BOARD

CURRITUCK COUNTY



Minutes

**Thursday, July 25, 2013
Currituck County Courtroom "C"
7:00pm**

1) Call to Order – Meeting called to order by Chairman Stanley Griggs at 7:00PM

2) Roll Call of Advisory Board Members:

Present: Chairman Stanley Griggs, , Mr. Jim Cason, Mr. Charles Berry, Mr. Mitch Copeland, Ms. Evelyn Henley Deputy Chief Bergamini
Chief Rob Glover

Absent: Commissioner V. Aydlett

3) Reading and Action on the June 2013 Meeting Minutes:

Mr. Copeland made a motion to accept the minutes as written with the requested change. Mr. Berry seconded the motion which was voted upon and carried.

4) Public Comments:

None

5) Board Comments:

Ms. Henley stated her regrets for not being able to attend previous meetings due to family matters. She expressed her condolences regarding Mr. Johnny Wheeler. She is providing donations to both the Moyock and Crawford VFD's in his memory.

6) Old Business:

- **Update on Mask Fit Testing:** Update of training was provided by G. Bergamini and M. Copeland. Chris Ayers and Brooks Hart have agreed to develop procedures and processes for schedule, use and data management. Eighteen system members attended. The group recognized that they were short two (2) adapters for Survive Air (2 different types of face pieces) and Scott Training. CFFEMS will absorb the costs for these adapters.

All meetings will start promptly at 1900 hrs

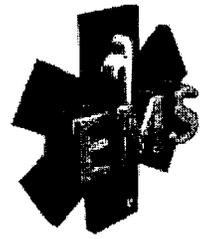
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At ninety (90) minutes, the agenda will be continued to the next meeting, unless there is a "motion to continue" that is seconded and approved.



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Mr. Cason asked questions regarding the types of SCBA now are being used. He asked if there was a decision by the local VFD's to moving towards a single brand/manufacture. It was mentioned that there were potential problems regarding the continuation of Survivair products or materials.

Question regarding capital outlay approval for Moyock VFD purchase of SCBA. Chairman will look into the approval or status of this item in the approved budget.

Chief Glover discussed the methods for documenting and capturing the testing data. The participants had discussed the various methods of obtaining and maintaining the master record of information. He offered to research the purchase of a laptop computer, flash drive and printer to be used by all departments. He further discussed that much of the information would be combined with various masks and department(s) (i.e., N95 testing with SCBA). He requests that the departments make a decision on how this information will be obtained, maintained, updated and secured. Questions were asked by class participants (Chief Ferrell and Mr. Copeland). Mr. Copeland offered explanation of the use of a printer and laptop pro's and con's. Mr. Copeland expressed his concern about the accidental deletion of the information when placed on the laptop. He feel that the flash drive concept. He discussed the use of a flash drive, 2 copies are printed and stored into the flash drive. The information will be downloaded into a "master database" and a copy of information sent electronically to the individual stations. Examples were discussed. Chief Bergamini suggested organizing a meeting of the class participants (VFD representatives) and notification of the fire chiefs to decide on the most suitable method to achieve the recording, storing, maintain and updating of the information acquired from each testing.

A motion was made by the Mr. Cason and second Mr. Berry seconded to get the fit testing group to meet and formulate a policy/procedure for the acquisition, management and security of the information obtained from each station fit testing process.

ACTION ITEM: Meeting of the Fit Test participants and VFD Chief to decide the method and process to be used for acquiring, recording, maintain and securing the information obtained from the station fit testing process.

- **Update on the Assessment/Study:** Chief Glover reported that there was little information available from the assessment team. Information was still being obtained for VFIS by various county departments. Chief Glover also stated since the team visited and interviewed six fire departments and only one EMS department. Chief

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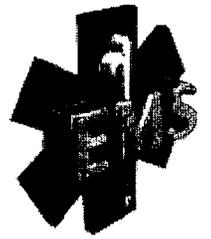
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Glover asked the assessment team leader to contact CCFEMS supervisors so that they receive input from the various levels of the department.

Also, the Chief mentioned that a draft document will be made available for select reviewers to provide feedback and comments in the next few weeks. Chairman Griggs asked if there “was going to be any public input” provided to the assessment. Chief Glover responded by advising the Board that a public survey had been prepared and was placed on the County, VFD, EMS website, place in the electronic publications and use Tweet and FaceBook to get the information out to the public for the survey. The information was made available effective the day of the FEAB meeting. The results will be captured after several weeks and provided to the VFIS Assessment Team.

- **Update on the Volunteer Coordinator Position** – Chief Glover mentioned that Commissioner Aydlett was pursuing this item. He did ask Mrs. Gilbert – Clerk of the BOC if she knew of any BOC action, progress or determinations regarding the position. Chief Glover reported that she was not aware of anything at this time.
- **Update - Discussion on career and volunteer requirements of mask fit testing/physicals for departments** – Chief Glover stated that he had begun to research this item but did not complete the process. He will continue the research as well as contact DOL to ask the questions. He stated he would report out next meeting. Mr. Cason asked if the VFDs have a standard for physical of members. It was determined that there was not a system standard but a few county fire departments had been providing an opportunity for some type of physical assessment for their membership.

Lower Currituck VFD was using a medical contractor for this item which provided feedback to the leadership recommending or identifying those who are recommended for various levels of fireground or administrative activities and functions. LCVFD have been pleased with the process and outcomes. Moyock VFD also has begun providing physicals for their membership. No details were available regarding this process.

CCFEMS has funding in this year’s budget for employee physicals. They will be looking at various local and regional opportunities to work with the county to achieve developing and implementing a plan and process. Chief Glover was asked if the funding included full-time and/or part-time employees. He stated that full-time employees only this year. However the program will need to be expanded to part-times in the future. An explanation of the vision and implementation of the CCFEMS program was provided.

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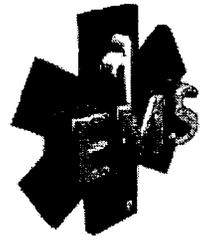
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Chief Bergamini asked if the county or VFD's have considered a "smoke free" workplace policy. Chief Glover responded that the system has not collectively discussed this item. However, the county is providing incentives for employees for wellness, fitness and smoking cessation efforts. He stated that it is very noticeable that members of his department have begun reducing smoking by using various means to include the vapor cigarettes. He stated that the county's efforts for wellness are being used with good results. But, there are no requirements for employees regarding weight maintenance, smoking or other wellness directives at this time.

The Chairman recommended that the FEAB should make a recommendation in favor of a tobacco free environment for all employees and members of the fire-EMS system. A discussion regarding this topic was held. Mr. Berry made a motion seconded by Mr. Cason to promote a tobacco free environment for the fire-EMS system. Mr. Cason added that the purpose is to join and support the county-wide effort of a healthier workplace/environment through wellness and other efforts to improve member health and wellness. It was also stated that the FEAB is not imposing any requirements on the system but is supporting the efforts to make the environment for members and employees healthier. A vote was conducted and the motion was approved.

ACTION ITEM: - Chief Glover will research and report out to the Board regarding requirements and recommendations for member/employee physicals.

- **Update on the KIVFD Apparatus** – Chief Bergamini reported that construction of the apparatus has been completed and the it is at the dealer in Rocky Mount KIVFD has purchased additional equipment and accessories to be place on the truck to accommodate various needs and functions. The truck will be on display at the statewide firefighter's conference in Raleigh. Also, the truck will be delivered after the conference to the station and training will be planned and conducted county-wide to orient employees and other members to the new apparatus. More discussion was held on the types, functions and flexibility of equipment and materials purchased for the truck and the items discovered corrections made during the site visit at the manufacturers. The changes or revisions have been added to the county-wide apparatus specifications.

An overview of the site visit process and discoveries was provided to FEAB members unfamiliar with the purchasing and reviewing process.

Additional conversation was held regarding the opportunities for public relations, recruitment with getting information out through the PIO channels.

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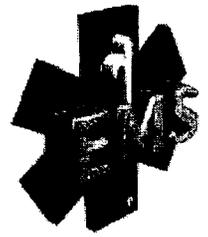
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- **Next Meeting Dates:** A discussion regarding meeting frequency and need was conducted. Chairman Griggs entertained open discussion from the members regarding meetings in the summer months or fall-winter holiday months. It was determined that the Chairman would received feedback from the members or activities listed on the agenda.
 - Chief Glover proposed building the agenda by the 10th day of the month, and if there are no pressing issues, action items or outstanding agenda items a decision to conduct or cancelling a meeting will be made and communicated.
 - Future meeting dates - August 22, September 26, October 24, November 21(?), December 19 (?), 2013.

7. New Business:

- **Future Apparatus Needs and Procurement** - Mr. Copeland raised the questions regarding initiating the next process for procurement of the next apparatus. Discussion regarding identifying the next apparatus needed, timing, and funding was held. Also, as part of the discussion Chief Glover and members discussed the potential of the outcomes from the VFIS system study in identifying the need and type of the next and future apparatus and other equipment. There was consensus that the process needs to be continued into the next fiscal year in determining equipment standards and apparatus needs.

ACTION ITEM: Ongoing meetings of the apparatus working on identifying the standards and specifications on future apparatus.

- Chief Glover and Mr. Copeland suggested that a letter be crafted by the FEAB and sent to the county fire chiefs with a list of three items requiring their input or commission workgroups to discuss and develop standards for the following: other types of fire apparatus (tankers, etc.), SCBA's and current and future facilities.

ACTION ITEM: Letter from the Chairman to the county fire chiefs regarding meetings to determine priorities, standards and other associated decisions regarding the three listed items.

- Questions regarding the VFD budget format and process were discussed. The Chairman is going to work with the county financed department to help standardize the process, accountability and spending procedures to include end of the year (spend down) procurements. A future workshop for the county VFD's was recommended by Chief Bergamini.

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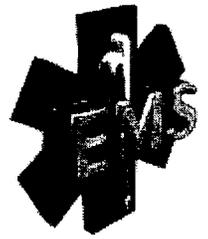
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Meeting adjourned at 2023 hours.

Minutes respectfully submitted by Chief Rob Glover, FEAB Secretary.

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