



FIRE & EMS ADVISORY BOARD

CURRITUCK COUNTY



Minutes

**Thursday, June 27, 2013
Currituck County Courtroom "C"
7:00pm**

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

2) Roll Call of Advisory Board Members:

Present: Chairman Stanley Griggs, Commissioner Vance Aydlett, Mr. Jim Cason, Mr. Charles Berry, Mr. Mitch Copeland, Chief Rob Glover

Absent: Mr. John Wheeler, Ms. Evelyn Henley, Deputy Chief Bergamini,

3) Reading and Action on the March and April 2013 Minutes:

March minutes were not voted upon at the April meeting due to it being a Special Call Meeting with the strict agenda on budgets.

Mr. Mitch Copeland made a motion to approve the March minutes. Mr. Berry seconded the motion which was voted upon and carried.

Chairman Stanley Griggs requested a paragraph be corrected in the April minutes. Mr. Berry made a motion to accept the minutes as written with the requested change. Mr. Copeland seconded the motion which was voted upon and carried.

4) Public Comments:

None

5) Board Comments:

Commissioner Aydlett questioned the status of the Volunteer Coordinator position approved by the FEAB several months ago. He inquired if the FEAB still supported or wanted the position. Chairman Griggs stated that the position request had been forwarded to the County Manager's. Also, he stated that there was some finesse work to be done to complete the job description to the actual need and functions of the position. A question to the board members was asked if there was any change in support of the position. Chairman Griggs also stated that he was not aware of any changes with the support of the position. A lengthy discussion regarding this

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position, proposed functions (i.e., split duties, recruitment, retention, training, etc.) and the potential objectives and concept of the position was held. No member objected or commented regarding the question. Mr. Aydlett stated that he had spoken at length with the County Manager regarding the position. He stated that he would follow up with County Manager on the status.

6) Old Business:

a. Update on Mask Fit Testing:

Training for the mask fit testing equipment recently purchased is scheduled for July 17 & 18, 2013 at the Cooperative Extension Center. The training will take approximately one and half days. Two members from each station and CCFEMS employees have been invited to attend. G. Bergamini is coordinating this training for the county departments.

There are some procedures and processes to be developed (check out, return and inventory). There was some discussion regarding disposable materials for replacement and recurring costs throughout the year. Mr. Cason inquired about how the fit testing process will be scheduled with the county VFDs. Chief Glover responded explaining that each fire department will schedule their department and reservation/use of the equipment. Chief Glover and Mr. Cason discussed the feasibility of establishing a system scheduled to ensure (annual) consistent testing. Mr. Copeland added that most of the departments have used various scheduled meetings to accomplish this and other important tasks meeting regulatory requirements. Discussion about required testing to include, annually, change of masks or equipment or significant physical changes of a member.

A discussion regarding the requisite member (medical) physicals and issuing individual masks to members/employees. Chief Ferrell added that Crawford VFD has issued some members masks that may have small physical features but has masks on the trucks for general membership use.

b. Update on the Assessment/Study:

Chief Glover reported that the assessment team was in town on June 24-26, 2013. The team met with him and other CCFEMS staff, as well as, every county fire chief and president or other representative. They also visited every station and reviewed apparatus and equipment. The next step for the Assessment Team is to take the information obtained and develop a draft document. After review of the draft document and vetting of information, the document and team representative will



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bring the final product to the County Commissioners. Mr. Aydlett stated that he has asked that they bring the information to the board for a work session of which is open to the public for attendance. Chief Glover stated that the departments were well represented with each meeting and most information was provided. The Assessment Team stated that they were please with the personnel they were able to meet with and the facilities they visited. Chairman Griggs added that he had an opportunity to meet with the team briefly and provided historical information regarding the development of the system and funding processes. Mr. Aydlett added that some comments were made by the assessors that h Currituck County system has the same challenges as most jurisdictions and systems they visit and assess. Additional discussion was held regarding the commonalities of the system with others.

c. List of Pending Items for the FEAB:

- Fire apparatus purchase – complete and ongoing with current and next
- Volunteer Coordinator – discussion conducted during earlier part of meeting – Commissioner Aydlett
- Coordinated System Ordinance – forwarded to County Manager/Attorney for review and action.
- Paid Part-Time positions – the item and discussion was based on coverage (daytime). There was discussion on
- OSHA Medical Requirements for Career and Volunteer members – some departments are making efforts to meet the intent and minimal regulatory requirements. The board discussed the implementation of physicals prior to the fit testing. It was noted that many departments have begun membership physicals. Also, there was question about how the departments will meet this requirement and associated funding concerns.
- Inventory (List) of departments apparatus and equipment – there was discussion on clarification of what type and detail of information that FEAB is requesting or needing. Chief Glover stated that the FEAB will receive some of this information from the study. More conversation regarding lists for ISO and capital purchases of these equipment and apparatus needs to be provided to the FEAB for future consideration and funding of the needed equipment.
- Group Purchasing and Standardization of Capital Items – Mr. Copeland stated that currently this is approached as equipment is requested or needed. Chairman Griggs stated that his understanding is that this is a key item that the BOC has requested that the FEAB pursue. Discussion about current SBCA replacement and upgrade needs and some changes in available vendors which would influence a decision on the type of equipment to be purchased. The discussion on potential processes, industry guidance, purchasing opportunities



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and the use of a Volunteer Coordinator position to facilitate this and other processes was conducted.

- Meeting with the Board of Commissioners – discussion about having a minimum of one meeting with the FEAB and BOC at least once a years. One meeting was conducted the past year to discuss the assessment projects. Chairman Griggs suggested that the scheduled
- Membership Requirements – a discussion regarding the residency requirement was held. Chairman Griggs stated that his understanding was that the BOC was looking at all advisory boards and this and other questions. Mr. Griggs also informant the board that he had taken the item to the County Manager for input.
- Board Member status – discussion about the renewal of members eligible for reappointment and any new appointments (i.e., Mr. Beaumont), Mr. Copeland mentioned how the reappointments have been getting further into the year instead at the time specified. Chief Glover stated that he will place a marker in the calendar to address this item and get it back on track for action by the BOC in January of each year.
- FEAB schedule dates – a conversation regarding frequency and requirements of advisory board meetings. Some discussion on creating a variable meeting schedule as business and items are placed on the agenda or as workgroups have completed work. Chief Glover asked the membership if they were proposing a bylaw change. Mr. Aydlett suggested that Chief Glover contact the County Manager and discuss item.
- Carova Staffing – has been addressed through FY budget

Mr. Copeland has suggested that the FEAB and Fire Chiefs begin working on the identification of need and potential of the purchase of the next apparatus. Mr. Cason inquired about a press release regarding the receiving of the new fire apparatus and recommended that this be done. Board members agreed and a recommendation to work with the Knotts Island leadership and the County PIO (R. Edwards) to achieve this item. Also, Mr. Aydlett mentioned that the assessment team requested a copy of the specification of the new apparatus. Chief Glover was directed to provide that information as requested.

7) New Business

a) Election of Officers:

The meeting was turned over to Commissioner Aydlett for the facilitation of the Election of Officers:

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Chairman - Stanley Griggs was nominated by Mr. Berry with a second by Mr. Jim Cason. A vote was conducted with all voting members approving.
Vice-Chairman – Mitch Copeland was nominated by Mr. Berry and a second by Mr. Cason. A vote was conducted with all voting members approving.

The meeting was turned back to Chairman Griggs for further business.

8. Other:

Also, Commissioner Aydlett complimented the actions and response of the Carova Beach VFD, Corolla Fire-Rescue, Duck Fire Department and CCFEMS personnel on a recent structural fire in Carova Beach. The responding units made a good stop of the fire spread by preventing a third house from burning. He was impressed with the fire ground and water supply operations that were conducted. He stated that he visited the site while the departments were in the final stages of managing the situation and there were several firefighters and members from the stations on scene. He expressed his confidence in the fire departments personnel who responded and managed the incident.

9) **Next Meeting Dates: August 29, September 26, October 24, November 21(?), December 19 (?), 2013**

Minutes respectfully submitted by Chief Rob Glover