



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

## ***CURRITUCK COUNTY***



---

### **Minutes**

**Thursday, September 26, 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. Charles Berry, Mr. Mitch Copeland, Ms. Evelyn Henley, Commissioner Aydlett, CCFEMS Chief Rob Glover, and Mr. Jeff Shell

**Absent:** Mr. Jim Cason, Deputy Chief Bergamini

**3) Reading and Action on the August 2013 Meeting Minutes:**

Mr. Berry made a motion to accept the minutes as written. Mrs. Henley seconded the motion which was voted upon and carried.

**4) Public Comments:**

#### **VFIS Study**

Deputy Chief VanHise stated that Crawford Chief Daly wanted to get an understanding of why he was not included in viewing the first draft of the study that was distributed to several other Chief's. Chief Glover discussed that the first draft of the study that is released is not released to everyone due to changes and corrections that have to be made. It is however sent out for feedback on accuracy and validation. Chief Glover stated that to his understanding the next draft that will go out to be released to all Chief's. Glover said that a lot of information on the county was included and not a lot of recommendations. Glover also assured Chief VanHise that the discussion being held at the moment was the very first discussion held as a group. The draft was so inaccurate that Chief stated he was asked to collect all copies and return them to the assessors.

Commissioner Aydlett stated that Dr. Bill Jenaway of VFIS was the project lead of the assessment group and was the one who made the recommendations on who to distribute the draft document to as reviewers. The small group he identified was only to review the document and make comments to be sent back to the VFIS assessors for corrections and additional work.

---

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.



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

## ***CURRITUCK COUNTY***



---

Lower Currituck Fire Chief Jones stated that there were no solutions to address the issues found within the county. Corolla Fire Chief Galganski stated that the results were good as a starting base but agreed with Chief Jones about the solutions.

### **News Media Error**

Chief Jones wanted to go on record and state that The Daily Advance newspaper printed a huge error in stating that Lower Currituck is missing funds. Chief Jones stated that they can account for every penny. The Daily Advance is supposed to print a retraction to correct the error. Commissioner Aydlett spoke of the special meeting that was held in reference to grant agreements with non-profits and discussed that the meeting was turned around and put focus on the volunteer fire departments by one commissioner. The original purpose of the meeting was to discuss how to treat non-profit organizations that operate with tax payer's money.

### **Request For Funding**

Chief Galganski approached Chairman Griggs about approving the funding to complete the purchase of the headset project on the apparatus that was started last fiscal year but not completed due to the department's capital funding not being approved this current year. The remaining cost of this project is \$9,250. Chief Galganski also brought up the need for vehicle chargers for the new portable radios that have been provided to the county. Mitch Copeland suggested to hold on the purchasing of these chargers at this time until the radios are being used by all departments and a collection of needs are combined to request all at once. Jeff Shell made a motion to combine all additional needs related to the new radio system into one request before presenting to the Board of Commissioners. Mitch Copeland seconded the motion which was voted on and carried. Mr. Berry made a motion to recommend to the Board of Commissioners the funding of the \$9,250 for the purchase of the headsets. Ms. Henley seconded the motion which was voted upon and carried.

*ACTION ITEM – Letter to County Manager and BOC recommending funding and purchase.*

Chief Jones requested to get approval to fund the remaining balance of three grants that Lower Currituck Fire Department obtained. A letter was submitted to the board describing each three request listed below:

---

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.



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

## ***CURRITUCK COUNTY***



- 
- The *first* request is for a 50/50 grant that was obtained for the purchase of a thermal imaging camera. Lower Currituck has paid the remaining portion out of their operating budget.
  - The *second* request is a 95/5 grant to purchase fifteen SCBA and other supplies. \$5,181 is their portion of the payment, which is in the operating budget; However, permission is needed to spend the money since the total exceeds \$5,000.
  - The *final* request is another 50/50 grant for hydraulic rescue tools. The department's cost on this item is \$13,849. Chief Jones stated that if the grant is received in December they will need funding.

Mr. Copeland made a motion for the fire department to recommend spending \$5,181 from LCVFD funds to match the 95/5 grant and for the FEAB to request funding from the BOC for the 50/50 grant to purchase the tools needed. Mr. Shell seconded the motion which was voted upon and carried.

*ACTION ITEM: Chairman to craft letters to the County Manager for the expenditure of funds and request funding for hydraulic rescue tools as requested.*

Mr. Aydlett asked Chief Jones where the tool that was being replaced would go. Chief Jones stated that the tool would be placed at the Waterlily Station so that all locations for Lower Currituck will have this tool. Chairman Griggs commended Chief Jones and his station for being awarded the grants and saving the county money.

### **5) Board Comments:**

Chairman Griggs- Introduced new FEAB member, Mr. Jeff Shell representing District 4.

### **6) Old Business:**

- **Update on the VFIS Study:** covered in the public comments
- **Update on the working group for apparatus, equipment standards:** Chief Galganski explained that all of the Volunteer Fire Chiefs were yet unable to meet.
- **Update on the 800 MHz radio system progress:** Chairman Griggs reviewed information obtained from Emergency Management. Currently the Sheriff's Department is operating under the new system, which communications are reporting clear transmissions and operational issues. All fire stations have been issued portable radios and everyone has completed training.

---

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.



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

## ***CURRITUCK COUNTY***



- 
- **Update on the VFD Budget-Capital requests:** Chairman Griggs shared that the board discussed a way to standardize the budgets before submission. Griggs stated by using the same form all budgets would uniform and eliminate a lot of confusion. The FEAB requested a matrix be developed. Per Chairman Griggs, Ms. Sandra Hill, County Finance Director clarified that any item over \$1000 is considered Capital Outlay and anything under is a supply.
  - **Update on the Carova Station progress:** Chief Glover spoke in Chief Vann's absence. The work has been completed to the station. They are waiting on a certificate of occupancy issued by the county.

### **7. New Business:**

- **Discussion and consideration of fire-EMS system wide Mask Fit Testing Guideline:** Mr. Copeland stated that the board wanted to implement a county wide policy for the mass fit machine before implementing the process. A policy was created and sent to Chief Glover, which was then sent to the fire departments for observation. Mitch Copeland asks permission and feedback on proceeding with the process as it was implemented. Chief Glover brought up a concern on the facial hair statement. He stated that once CCFEMS implements the guideline the department has to follow OSHA/DOL standards without exception. Mr. Berry recommended adopting as a standard for the fit test machine for the county and volunteer fire departments. Ms. Henley seconded the motion which was voted upon and carried.

*ACTION ITEM: FEAB work with county volunteer fire departments in developing and implementing mask fit test policy and procedure.*

- **Next Meeting Dates:** Future meeting dates – *A motion was made by Mr. Berry and seconded by Mr. Shell that there be no October FEAB meeting. The motion was voted upon and carried.*

**November 21, 2013** - next scheduled meeting date

Meeting adjourned at 8:05pm.

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