

# Caroline County Emergency Services Commission

AUGUST 18, 2011

1030 HRS

CAROLINE COUNTY  
EMERGENCY OPERATIONS CENTER

<b>MEETING CALLED BY</b>	Lou Simpson, Chair
<b>NOTE TAKER</b>	Kathryn Hoskins, Secretary
<b>ATTENDEES</b>	Lou Simpson, John Nunnally, Bill Wick, Frankie Chapman, Pam Chenault, Deputy Chief Mark Garnett

## Agenda topics

APPROVAL MINUTES OF MARCH 31, 2011

LOU SIMPSON, CHAIR

<b>MINUTES</b>	Motion Bill Wick- Second: Pam Chenault -Approved entered into ESC book
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ELECTION OF OFFICERS FY 2011-12

LOU SIMPSON, CHAIR

<b>MOTION</b>	Nominations for Chair Person Lou Simpson. John Nunnally for Vice Chair	Passed
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CHIEF'S REPORT / UPDATES

CHIEF GARNETT

<b>DISCUSSION</b>	<p>Highlights:</p> <ul style="list-style-type: none"> <li>• Voting Districts will change and the possibility of a 6<sup>th</sup> person being added to the commission for the new district in the next year.</li> <li>• Fire-EMS Chief applications were extended by 1 week.</li> <li>• County Administrator selection will be put off until after the elections and placement of new members on the Board of Supervisors in the next year.</li> <li>• Question on time table for new Chief-thinking it may be end of October.</li> <li>• Grant for Recruiter/ Education position is in the second round of interviews with the hope to have that in place in mid September.</li> <li>• AFG Grant for Turn out gear/washer and dryers approved- will use cannery building on going project.</li> <li>• Grant approved to replace AED units on first responder units.</li> <li>• Received Joint Forestry grant on behalf of all departments to use for gear and hose.</li> <li>• Administration came in over budget on the EMS billing for last FY. Transitioned in July with the new billing company with a lower percentage rate for collections and rate adjustment with transports.</li> <li>• SOP purchasing requirements for the volunteers were sent out regarding bids and purchase order requirements.</li> <li>• Career officers went through the Myers-Briggs training.</li> <li>• Working on our Records Management system. Started using the Fire Programs Software. Hardware and software went to stations. Will be used to track personnel, maintenance and training records.</li> <li>• After Action Report is out on the bus crash</li> <li>• Spring School went well. EMT and FFI class in September</li> <li>• Question on Safer Grant with the 5 new positions what's the status on this? Answer: runs out next October up to the board on keeping this in budget, grant was for 2 years with 100% funding with no penalty if not continued.</li> <li>• CAD system will be updated with in the week.</li> <li>• Question on Volunteer application process- is this smoothing out? Yes Applications are available on line for print out. Updated phone calls are made.</li> </ul>
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### OLD BUSINESS

<b>DISCUSSION</b>	<p>Volunteer work force grant-Paul Ernest is heading this up. Program has not gone as well as expected the program runs till December. Marketing for this has been at State Fair and other community events. A web site has been set up at <a href="http://carolinefirerescue.org">carolinefirerescue.org</a> feel free to check it out. Any suggestions are welcome.</p> <p>County web site-Can minutes be posted and can pictures of commission members be added back to web page? Chief Garnett will check with Mr. Partin and get back to commission. Minutes have been re-instated to the web page on the next day after this meeting.</p>
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### NEW BUSINESS

CHIEF GARNETT

<b>DISCUSSION</b>	<p>Chief Garnett is asking the Commission to do a Process analysis for our central purchasing and fleet maintenance program. Asking Commissioners to meet with Logistics officer go over our system, how it is progressing and how we can make improvements and savings on purchasing.</p> <p>Our county strategic plans are due for revising for the next 5-10 year period Chief Garnett is asking the</p>
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commission if they would like to help with this project.

Tax incentive with the volunteers is over budget. Need for improvement in this area. Any ideas from the commission on this program are welcome.

Awards program-the next one is scheduled for January is this program worth continuing? Decision was that county should do 1 more program and then decide if the county would continue in the future. Captain Ed Bonham is head of this project.

Adjournment

**MOTION**

Adjournment at 11:30. Next meeting: work session with Brian Russell logistics on September 7<sup>th</sup> 1Pm. Other meetings will be decided at a later date.