

Fire and EMS Oversight Committee
Washington County Administration Building, Abingdon, VA
5/21/2012
5:30pm

Members Present:

Nadine Culberson
 Tim Estes
 Scottie Gregory
 Pokey Harris
 Theresa Kingsley
 Kevin Leonard
 Phillip McCall
 Dulcie Mumpower
 Greg Woods

Others Present:

Jarren Strong

Members Absent:

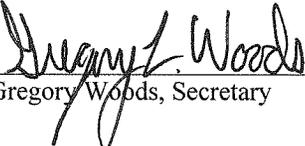
Ernie Doss
 B.J. Scyphers

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Call to Order	The meeting was called to order at 5:43 pm.	
Welcome & Introductions	A quorum was present for conduct of business. Due to absence of both the Chair and Vice-Chair, Secretary Woods appointed Kevin Leonard Chair Pro Tem for the meeting.	
Approval of Previous Minutes	Corrected minutes were distributed via email and hard copy for review. A motion was made by Tim Estes and seconded by Scottie Gregory to approve the corrected minutes as presented. The motion carried.	
Acknowledgement of EMS Week	Director of Emergency Management Pokey Harris shared the Governor's proclamation regarding EMS week and acknowledged the county's EMS providers. Harris shared that there were 1.1 million EMS calls in Virginia during the past year.	
General Discussion	<p>Pokey Harris discussed status of the Capital Improvement Plan. She stated that a meeting was held with County officials and Goodson Kinderhook Fire Department to discuss the procurement process and memorandum of understanding regarding dual title of the apparatus for the department's approved capital project. Harris stated that as the project moves forward Mark Seamon will begin drafting a request for proposals regarding the project.</p> <p>Discussion was held regarding the need to begin looking at conducting an assessment to identify resources in the county. Theresa Kingsley stated that the tool presented by Tim Estes is a fair tool and should be considered. Nadine Culberson concurred and stated that a challenge will be getting departments to come to the middle and be open to finding cost savings. She stated that departments (and their leaders) need to cooperate while cost savings are explored and stop being so adversarial. Phil McCall conveyed that Mr. Stevens has recommended that the assessment team include a representative</p>	

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
	<p>of all departments in the county. Tim Estes discussed the possibility of bringing in an outside representative (emergency vehicle technician) to conduct the assessment. Harris pointed out that money was allocated in the current budget that could possibly be held over for that purpose. Discussion was held concerning where such a representative could be found. Harris stated that the intent was always to have each agency/department conduct their own self-assessment. When requests are made, this committee would review those requests and reassess. Gregory Woods stated that such a process is used for the state rescue squad assistance fund grant application process. McCall mentioned that some agencies stated that they do not keep maintenance records. Woods stated that EMS regulations require any EMS agency to keep vehicle maintenance records. Discussion was held on how to insure that departments/agencies are held accountable as well as challenges to change existing in the current county structure. The purpose of the committee to look at cost savings opportunities as opposed to budgeting matters was reinforced.</p> <p>Woods made a motion to begin an internal assessment of agencies and departments using the assessment tool and plan proposed by Estes. Estes seconded the motion. Discussion was held that the initial assessment will be conducted by the individual departments/agencies, and when a capital request is made this committee will evaluate the request and/or apparatus being replaced. The motion carried.</p> <p>Scottie Gregory stated that the former process used for rotation actually caused agencies to incur debt. The proposed process would eliminate up front debt for agencies and be more cost effective. Nadine Culberson stated that currently the rotation is suspended, so this provides an opportunity to see if there is a better way to address apparatus needs.</p> <p>Harris discussed the status of the Voyager Card. She stated that Mark Seamon has looked at this, and in discussions has learned that it may not be possible for departments/agencies to participate due to their independent 501 (c) (3) status. Seamon is looking at other similar options as well that might be available to reduce fuel costs. Nadine Culberson stated that it may not be cost effective for all agencies and departments, especially those without a fueling station near their location, and that those agencies/departments would not be forced to use such a card. She stated that the county was looking at multiple options to reduce fuel costs.</p> <p>Discussion was held regarding insurance costs. Most agencies report significant insurance costs. In addition to liability, many agencies/departments also carry workman's compensation insurance. Estes made a motion to send out a questionnaire to agencies and departments to identify types of insurance, current provider of coverage, insurance limits, and costs. Gregory seconded the motion. Discussion was held concerning medical insurance. The questionnaire can include that as well. Woods offered to draft a questionnaire and send it to the committee for review. The survey will use an online survey tool. The motion carried.</p>	<p>Assessment tool to be distributed to departments/agencies.</p> <p>Woods to draft survey and distribute to committee for review.</p>

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Mission Statement and By Laws	Culberson discussed the need to clarify the mission and by laws of the committee since it has not been established as a standing committee by resolution and there is some confusion regarding its scope and mission. She stated that much of that was covered during the first meeting and is reflected in the meeting minutes of the March 26 meeting. Culberson offered to draft a mission statement and by laws based on those discussions to be forwarded to the Board of Supervisors after approval of the committee. Dulcie Mumpower made a motion for Culberson to prepare a draft mission statement and by laws to be reviewed by the committee. The motion was seconded by Estes. The motion carried.	Culberson to draft mission statement and by laws.
Unfinished Business	There was no unfinished business.	
New Business	There was no new business.	
Next Meeting & Work Session	The next meeting will be held June 25, 2012 at the Washington County Administration Building at 5:30 pm.	
Adjournment	The meeting adjourned at 6:54 pm.	

Respectfully submitted by:


 Gregory Woods, Secretary

May 21, 2012