

## **Minutes of the Fire and EMS Commission**

**Thursday, November 18<sup>th</sup>, 2014**

**ATTENDEES:** Fire and EMS Director Frank Davis, Supervisor David Weiss, Planning Director Brandon Stidham, Sheriff Tony Roper, Matt Hoff – EMS Representative, Jacob White – Fire Representative, Laure Wallace (chair), and Bryan Conrad, - citizen at large representative.

**ABSENT:** Beth Leffel

### **MINUTES:**

The meeting was called to order at 7:03 pm and the agenda approved with one addition by Matt Hoff – a discussion about staggering terms for the Fire and EMS Representatives which became item 6 on the agenda.

Minutes from the Oct. 2014 meeting were approved by motion of Jacob White, seconded by Bryan Conrad and with full approval of the Commission members present.

**Action Items from Oct. 16<sup>th</sup>, 2014 Meeting:** The Commission began discussion with the list of action items developed at the Oct. 2014 meeting. Members reviewed the actions to date. The list is on file with the handouts from the Oct. 16<sup>th</sup> meeting. It was noted that we had discussed having members of the commission attend meetings with the Director when he gave citizen talks about the Fee-for-Service Program. It was added as an action item for the Director to inform Commission members about opportunities. Frank noted two opportunities the next week.

- Wed. Oct. 19<sup>th</sup> at noon with the Rotary – Matt Hoff agreed to join Frank
- Wed. Oct. 19<sup>th</sup> at 7 with the Ruritan – Laure agreed to join Frank

It was noted that Beth sent a note saying that her action item should be updated to note that they are talking about a back-back flyer to county students and recommended that a link to a county website would be helpful.

The chair passed out a draft list of question for the Director to use at any public discussions to gain citizen input on the future of fire and EMS in the county. This will be one mechanism for gaining public input on our strategic planning efforts. The list of questions was reviewed and approved by the Commission. Matt Hoff noted that he has already asked the Volunteer Companies to provide input on strengths, weaknesses, opportunities and threats to the system. The Commission also agreed to have the Director develop and hand out a list with the Director's contact information and contact information for Commission members so that public knows where they can reach someone to talk about their ideas and concerns.

Frank will be holding a meeting on Dec. 1 with all company members to update on the process that we are going through in planning for the next few years.

**Update on the Status of Work Toward Fire and EMS Workgroup Recommendations:**

The Director and Chair developed a list of recommendations and populated an excel spreadsheet to show actions to date on the individual recommendations. The Commission reviewed the status of work toward these recommendations.

David asked for clarification on the need for a SAFER grant for Recruitment and Retention. It was agreed that Bryan and Frank will provide both the Commission and David with an assessment of the need for a Recruitment and Retention person by January 15<sup>th</sup> so that he will know how to proceed with the county budget. Assessment will be based on how well the joint recruitment and retention initiative is working. Frank noted that the real issues in the county are on retention more than on recruitment.

Frank will be giving the BOS a pro and con on the Fee-for-service initiative on the second Monday, Dec. 8, at the BOS work session.

David Weiss noted that the BOS approved \$7,500 for Image Trend.

**Report from the Director:**

Frank noted that, "The house fire on Tuesday was a picture perfect response. They did a great job – just textbook." He noted that it looked like a team out their working and everyone was working very well.

Frank got out to the Community Service Council. The Director is hearing from groups that want him to come and talk.

Frank talked about the F-F-S program with Valley health and they provided a lot of good answers. He noted that there is a potential for a program running by May or June. Valley Health will do an assessment of potential income, but they are thinking 300 – 400 thousand. David noted that if the volunteers do not want F-F-S, then the BOS will not approve the program. Company representatives and Frank noted that companies are saying they are in favor of this. Commission members will need to get people out to speak on behalf of the value of the program. Frank will ask the departments to develop a letter of support for the program to send to the BOS. David noted that revenue will come into the county as designated funds within the county funds. There will be an agreement that this is for fire and rescue. It will not be sent directly to the companies but will be appropriated through the recommendations of the Commission and the Director. It was suggested that the allocation of funds should be addressed in the Fee-For –Service Ordinance with a recommendation to earmark all income to fire and EMS service. This will be an action taken by Frank. Jacob noted that one option that is being used is to give the companies all of the mileage income and a percentage of the general funds for the specific type of call.

Frank is working on a grant due on Dec. 6 for a new ALS chase unit which will be designated as a county-wide unit. It will also have a command center.

Planning on beginning a community paramedic program by the first of the year. This will not require additional certification. Frank will be looking at the Talbot County program which has met with a lot of success.

Frank is working on a work schedule for the career staff to provide more help throughout the county. He wants the career staff out in the county and to help carry more weight for housework at Enders. Frank will also be looking at the current scheduling of staff to make it more efficient.

Bryan discussed current initiatives of the joint recruitment and retention committee.

**Staggering Terms for Fire and EMS Representatives on the Commission:**

Matt brought forward a request from the Fire and EMS Association to have the Commission stagger the appointments of the Fire and EMS representatives. Brandon noted that the association appoints these members and they can appoint on a staggered basis. Matt will report back to the Association that they can make this decision. Terms end on Aug. 31<sup>st</sup>, so that can simply carry one over for the next year and then appoint for a 2-year term.

**Strategic Planning:**

The chair noted that since she will be leading the process, that she will opt out of any voting on the future of the process.

The Chair walked the Commission members through a basic discussion on Strategic Planning, how it works, what is involved and what is produced. The presentation included a list of sample Mission Statements and a sample of goals and measurable outcomes from another organization.

The Commission decided to plan a 3 - 4 hour planning session for early December in lieu of the regular December meeting. The group agreed to look for a weekday time.

The meeting was adjourned at 8:50 pm by approval of the Commission members.