

Amherst County EMERGENCY SERVICES COUNCIL

AGENDA

January 14, 2015

Amherst County Administration Building

7:00 P.M.

- I. Call to Order**
- II. Election of Officers**
- III. Approval of Minutes**
- IV. Old Business**
 - a. Incentive Information - Need by January 31
 - b. Recruitment and Retention survey
 - c. Fire and EMS Study recommendations items for the ESC
 - a. SEE ATTACHED PROPOSED PLAN - FOCUS AREA 4 Delivery of Service and Staffing
- V. New Business**
 - 1. Proposed dissolution articles - See attached
 - 2. Proposed budget request submitted for FY 2015-FY 2016
 - a. Begin replacing fire hose -\$30,000
 - b. Fire Academy - \$20,000
 - c. Increase Turnout gear replacement to \$20,000
 - d. Incentive Plan - \$50,000
- VI. Training:**
 - 1. NFA - DMICO Training Monelison 2/7/15 - 2/8/15 MVFD - state funded - minimum 12
 - 2. Rural Water Supply - March - Pedlar Fire state funded - minimum 12
 - 3. Fire Attack / Firefighter I class - Ongoing
 - 4. EMT Class - ALSC – Ongoing
 - 5. GLAD Manufacturing Visit - 1/15/15 - 1830
- VII. Council Comments**
 - a. Council members to discuss items not mentioned on the agenda for the betterment of our services to the community
 - b. Next Meeting dates:

Fire and EMS Study PROPOSED PLAN

Purpose: Recommend a strategy to improve Fire and EMS services in Amherst County following a comprehensive study by the Virginia Department of Fire Programs.

Fire Programs Report outlined (5) working themes with specific recommendations:

Organizational Development
Communication
Training
Budget and Administration
Delivery of Services

After reviewing and charting all of the recommendations, recommendations fall within six (6) focus areas:

Focus Area #1: Organizational Structure and Administration Lead Responsibility-BOS reporting to citizens

- A. Examine and amend the structure of the Emergency Services Council.
- B. Examine the existing role of the ESC and amend as necessary.
- C. Develop and implement Standardized Administrative policies, procedures , guidelines.
- D. Assist as necessary, work with the Agency Leadership to complete and implement operational policies, procedures and guidelines.

Focus Area #2: Recruitment and Retention

Lead Responsibility – R&R Committee, reporting to ESC

- A. Appoint a R&R Committee consisting of one member of each Fire/EMS agency.(ESC)
- B. Compile membership data on all volunteer personnel for determining baseline statistical information.
- C. Develop a recruitment and retention plan for the County within three months and present the plan to ESC and BOS for consideration.
- D. Analyze first year results of the R&R plan and present data to ESC and BOS.
- E. Adjust R&R strategy based upon year 1 performance measures.
- F. Update R&R Plan at least annually.

Focus Area #3: Budget and Procurement

Lead Responsibility: Fire/EMS Budget Committee, reporting to ESC

- A. Appoint a Fire/EMS Budget Committee consisting of one member of each Fire/EMS agency and the Director or Deputy Director of Public Safety (ESC).

- B. Complete baseline data report of County funding of Fire/EMS agencies over past 5-7 years.
- C. Gather feedback from volunteer agencies as to the effectiveness changes for County funding.
- D. Complete a report for the BOS as to recommended process for requesting and approval for County funding, including accountability.
- E. Develop a 10 year CIP for buildings, apparatus, and equipment exceeding \$25,000.
- F. Develop replacement policy for apparatus and standard apparatus specifications.
- G. Analyze agency purchasing effectiveness and partner with the County to achieve economics of scale.

Focus Area #4: Delivery of Services and Staffing

Lead Responsibility: Chiefs, Captains, Director of Public Safety, Deputy Director of Public Safety, reporting to ESC while in this role.

- A. Compile membership data on all volunteer and career personnel and incident response data for baseline statistical information.
- B. Meet with stakeholder groups to determine effectiveness of the delivery of services and develop strategies for improvement including issuance of radios and equipment.
- C. Seek input from the community as to needed system changes.
- D. Complete a final report for the ESC and BOS with recommended strategies for field services personnel.
- E. Consider the effectiveness of obtaining grant funding and offer recommendations to enhance success in obtaining grant funding.
- F. Evaluate the need for additional dry hydrants and prepare a plan to increase the number of available hydrants.
- G. Analyze response times.....after six months to evaluate effectiveness of service delivery.
- H. Under the direction of the ESC, complete and implement operational policies, procedures and guidelines.

Focus Area #5: Communications

Lead Responsibility: Communications Committee, reporting to ESC

- A. Appoint a Communications Committee.
- B. Evaluate the Dispatch Center....
- C. Determine methods to improve communications between Fire/EMS volunteers, PS Staff, County Administration, ESC, BOS, and the public.

Focus Area #6: Training

Lead Responsibility: Training Committee, reporting to ESC

- A. Appoint a Training Committee.
- B. Compile training data on all volunteer and career personnel for baseline statistical information.
- C. Develop a comprehensive training program including succession planning and leadership training.
- D. Annually update and analyze training data, adjust training program as necessary.