



**AMHERST COUNTY EMERGENCY SERVICES
COUNCIL**

**119 Taylor Street
Amherst, Virginia 24521**

(434) 946-9307

EMERGENCY DIAL 911

DECEMBER 18, 2024

MEETING MINUTES

Location: County Administration Building @ 1800

IN ATTENDANCE:

Council Members:

Amherst Fire Department
Monelison Fire Department
Amherst County Fire/EMS
Amherst County Board of Supervisors

Steve Drummond, 1st Assistant Chief, ESC Chair
Joey Malott, Chief
Bradley Beam, Chief
Chris Adams

Non-Voting County Members:

Amherst County 911 Communications
Amherst County Fire/EMS
Amherst County Fire/EMS
Amherst County Fire/EMS

Brooke Coleman, Division Manager
Jarred Scott, Deputy Chief/Fire Marshal
Ben Bond, Division Chief EMS Operations
Marcia Gilpin, Office Manager, Scribe

Public Attendees:

Lee Day – Pedlar Fire Department
Shannon Daniel – Captain Monelison Fire Department
Jeff Tanner – 2nd Assistant Chief, Amherst Fire Department

- I. The meeting was called to order by Chair, Steve Drummond.
- II. The invocation was given by Chris Adams. Pledge of Allegiance was let be Steve Drummond.
- III. Approval of Minutes:

Approval of November 13, 2024 Meeting Minutes

The minutes were presented for the November 13m 2024 meeting for approval. Motion to approve minutes was made by Brad Beam and seconded by Steve Drummond. Motion carried.

IV. Old Business

SOG Formatting

Chief Beam asked if there was any feedback from the departments regarding the SOG's and the suggested formatting from last month's meeting. There was no feedback. Therefore, he will have the formatting completed by next meeting for council vote. He hopes to submit to the Board of Supervisors at their meeting in February 2025.

Command Board/ICS

Per Steve Drummond, the need is there for establishment of Command Board. No feedback from Amherst Fire. Chief Malott stated that Monelison Fire had purchased some boards and will approach McBride Signs to complete an overlay for the boards. It was also suggested that an area be designated on the board as a white board type area in the center. Discussion on whether to customize overlays with specific department logos at top or watermark at the back. Design to include a small Passport area on one side, with Benchmarks on left side, area to identify utilities. Brad and Jarred Scott will work on a design and bring to next month's meeting.

Honor Guard

Chief Beam stated that so far, the following are committed for the Honor Guard: Chief Martin, AFD, Chief Malott, MFD, and Captain Byrnes from Amherst County Fire/EMS. The consensus was that there should be 3-4 from each department (i.e., 6 needed for pallbearers). Great for funerals, parades and possibly a recruiting tool. Still awaiting feedback from Pedlar Fire Department. A date will be established in the near future for a kick-off meeting.

Fire Training Facility (Burn Building)

Jeff Tanner brought to the floor the need to add a 20-foot box to the stack for additional training purposes. Chief Beam handed out conceptual design pages to attendees. The cost for this addition would be \$75,000. It was discussed that this could be funded from the Capital Expenditures budget line with prior year rollover. This line is a "county-wide" line and not individual department line. What funds are not used for budget year are "roll-over reserve funds" and are rolled over to the next year and so on. There is currently a total of \$465,000 in that line.

After discussion a motion was made by Chief Drummond and seconded by Chief Malott to request the \$75,000 from the Capital Expenditures Budget Line to pay for the add-on. Chief Beam will take this to the BOS for approval.

SCBA Maze Trailer is almost completed. The care fire area is almost finished as well.

Chief Drummond asked if there was anything else needed for the Fire Training Facility and Jeff Tanner stated that there is a need for a Propane Tank for training. Chief Drummond said he would make a call after the meeting to try to secure this.

V. New Business

Fire Inspectors

The Board of Supervisors graciously gave extra money in the budget to add two (2) Fire Inspectors. The individuals are Jonathon Thompson and Clay Maddox. Each one does one day a week. They have been working for several weeks now, and have already completed 25 fire inspections. Jarred Scott has developed a pre-plan they are using. (Brad passed around a sample of such for attendees to view). The desire is for each station to have a notebook the pre-plans with pertinent information for each business in their zones. The inspectors will obtain information, and update such with Dispatch. They are also opening knox boxes and testing knox box keys. Starting points have been primarily food chains businesses. At some point the guys want to have a training event every six months to inform departments of what they have determined.

Monthly EMS Training

Ben Bond, Division Chief, EMS Operations discussed the plan for monthly EMS Training. This would take place at the Monroe Community Center. The plan is for training to be held the third (3rd) Thursday each month.

CAD Updates

ACFE has asked for funding for a CAD replacement in FY26. Eventually hoping to have CAD on phones. Dispatch currently cannot update all of the location data in the system. Timmons must do that.

Expectation for Structural Fire Responses by Medic Crews

Chief Bean stated that ACF&E currently has established a plan whereby when a Medic Unit responds, and they are "Fire Trained", they will unload their stretcher, with cardiac monitor on top, and donning their turnout gear. This procedure will alleviate trips back and forth to vehicles. The non-certified staff arriving will have red helmet and safety vest on. The ESC members felt this was a great idea.

Chief Bond also stated that he currently carries an awning type and chairs should rain arise or the need for a rehab area.

Concerns brought up by Chief Drummond about law enforcement apparently receiving dispatch notifications on structure fires before Fire/EMS are dispatched.

Per Brooke Coleman, 911 Communications Manager, law enforcement receives traffic notifications first but not fire, such as structure. Some law personnel keep their radios on scan and may self-dispatch. After a lengthy discussion it was understood.

VI. Matters From The Floor

5-Year Capital Budget Needs

Chris Adams briefly discussed the EDA Building Ribbon Cutting Ceremony. A great commercial structure that the County hopes to rent space in a timely manner. Chris also brought up the Capital Budget Workshop and the need for the ESC members to discuss their needs with their respective departments and give their inputs to him. Really needs 3-5 year Capital Needs. The Capital Budget Line currently holds \$465,000, less \$75,000 for the training facility. AFD need for Brush Truck and Generator. Chief Malott stated that they have a new Board and expectations are great.

Mutual Aid Response

Chief Beam brought to the floor that Amherst County is not receiving mutual aid responses from Gladstone, Roseland, and rarely from Big Island on the EMS side. Chief Beam asked for support from vote to move those agencies to Mutual-aid vs automatic-aid on EMS calls.

Motion made by Steve Drummond to make EMS calls Mutual Aid throughout the county. Chief Drummond added in the motion to eliminate Gladstone Fire from automatic aid and make them mutual aid on fire calls as well, Seconded by Joey Malott. Motion carried.

Steve Drummond discussed the walkthrough at the new CENTRA PACE location at Ambriar. Should an incident occur where the ladder truck is required, they need to hook up behind the CENTRA MEDICAL Group Building.

VII. Motion to Adjourn:

Motion to adjourn was made by Steve Drummond. The motion was seconded by Joey Malott. Motion carried. The next Emergency Services Council meeting was agreed to be held on Wednesday, January 8, 2025.