

VILLAGE OF SCOTTSVILLE
FIRE COMMISSIONERS MEETING

Minutes of Meeting
Tuesday, December 8, 2009

CALL TO ORDER: Mayor Michael Souers called the meeting to order at 6:00 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL:

Present: Mayor Michael Souers, Deputy Mayor Paul Gee, Trustees Lino Contestabile, Rick VenVertloh and Elizabeth Murray.

Also Present: Fire Chief Bob Emerson (6:05 P.M.), EMS Chief Matt Jarrett, Building Coordinator Frank Wunder, Asst. Fire Chief Dave Sheffield, Treasurer Beverly Martin and recording secretary Elaine Driscoll.

APPROVAL OF MINUTES

MOTION – Approve minutes of Tues., November 10, 2009 meeting

Made by Trustee Contestabile seconded by Deputy Mayor Gee to approve the minutes of the Tuesday, November 10, 2009 Fire Commissioners meeting as submitted.

VOTE: 5-0. Carried unanimously.

PUBLIC BEFORE THE BOARD – None

REPORTS:

FIRE CHIEF BOB EMERSON previously submitted his written report via: email, dated: December 8, 2009. The incident sheet submitted was incorrectly dated October; Chief Emerson verbally changed it to November (on File). There were 16 calls for the month and 155 for the year. Chief Emerson reviewed the call report and also reported:

- Fire Dept. Officers – Fire Chief Emerson verbally presented the slate of 2010 Fire Dept. Officers as follows:
 - Fire Chief Robert Emerson
 - Asst. Chief James Ely
 - Asst. Chief Brian Ely
 - Captain Dave Merritt
 - Lieutenant Steve Bowman
 - Lieutenant Chris Austin
 - Lieutenant Jeff Brown
 - Fire Police Captain Don Brown

Fire Police Lt. Tom Scott
 Fire Police Lt. Frank Wunder
 Safety Officer Jim Craven

Fire Chief Emerson indicated he may make other appointments in January, which would change the line-up. The Board generally agreed that conditional approval of the line officers could be given; condition being that members who need required NIMS courses must complete them in a 3-4 month time frame. Training sessions will be scheduled for Board, EMS and Fire Dept. members. A list of who needs more training and what they need to take, will be provided and reflected in the January minutes with line officers conditional approval. Swearing in of EMS and Fire Dept. Officers will be at the January meeting.

- Holiday Parade - Friday, Dec. 11, 2009 will leave the Fire Facility at 6:00 P.M. and drop Santa off at the Wheatland Municipal Building at 6:45 P.M.

EMS CHIEF MATT JARRETT previously submitted his written report via: email, dated: November 2009, Monthly Call Report for November 2009, a four page Med-Ex Billing summary and a four page draft of a “Scottsville Rescue Squad Policies and Procedures” which is a Member incentive program (on file). Items reported:

- There were 28 Calls for November and 240 for the Year. EMS Chief pointed out that the “Call by Dispatch Type” section was not updated for November.
- H1N1 flu reportedly State wide peaked in November, but approximately 25% of the EMS calls in November were flu related. No responders have gotten the flu. It is anticipated there will be a third wave of the flu in January/February.
- CPR/AED class was attended by nine people and went well. A survey was sent out for feedback. Another class may be scheduled because more have shown an interest. Cost to the Rescue Squad to hold the class is approx. \$25.00 per student (books, disposable supplies, equipment amortization).
- MedEx Billing Update – EMS Chief Jarrett said there will be no change to 2010 MedEx processing fee. Generally MedEx raises fees per cost of living index, which is not going up this year. The YTD financial reports were attached to the report (on file). Comprehensive financial analysis of first year with projections for the future will be completed in the first quarter of 2010. EMS Chief reviewed the 3rd page of the MedEx summary with the Resident Receivable Total was \$14,477.82 and MedEx return rate was 85.4% which is very good.
- NIMS Requirement – Captain Hogue is the only 2010 EMS Officer not in compliance with Village of Scottsville policies and procedures and federal mandated NIMS training. He needs to complete course NIMS I-300. EMS Chief drafted a Rescue Squad Compliance Plan that would require Captain Hogue to complete his training by March 31, 2010. Captain Hogue has requested a longer time frame to complete his

NIMS requirement because he is heavily involved in other schooling for the next few months. Classes are generally offered through the State Emergency Management Office and Office of Fire Prevention and sponsored by the County. Training Sessions are scheduled frequently. Time frame for compliance will be determined at the January meeting.

- MOTION – Approval of 2010 EMS Line-Officers

Made by Trustee Contestabile seconded by Trustee VenVertloh to approve the Line Officers for 2010 Scottsville Rescue Squad (EMS):

EMS Chief:	Matthew Jarrett
EMS Captain:	Russ Hogue
EMS Lieutenant:	James Brown
EMS Lieutenant:	Michelle Hellaby

with the condition that all will comply with the courses and training required by the positions in timeframe to be determined at the January Fire Commissioners Meeting.

VOTE: 5-0. Carried unanimously.

- Volunteer Incentive Program (“VIP”)

EMS Chief Jarrett submitted a draft copy of a “Scottsville Rescue Squad Policies and Procedures – Volunteer Incentive Program” which he compiled from using, as an example, Gates Ambulance Recruitment Policy. Gates has been very successful in recruitment; with recruiting approx. 55 volunteers in a year. The cost estimate if this plan was in place would be approx. \$4000.00 per year. There was discussion and EMS Chief Jarrett asked that the Board review the draft, make recommendation of changes and address at a later date. There was discussion re: having same/similar policy for Fire Dept. Funding for incentive policies was questioned. A policy for the Fire Dept. was being drafted previously and will continue to be looked into.

BUILDING MAINTENCE COORDINATOR

FRANK WUNDER reported:

- Lights in Bays - Electrician Jim Laughlin has worked on replacing lights in bay; three need to have new parts and will be done after Christmas.

OLD BUSINESS

- Dedicated Phone Lines at Fire Facility – after review of which phone lines are necessary at the Fire Facility; it was agreed that having 6 lines is sufficient. The building originally had 10 lines.

NEW BUSINESS

- Gas Log – Mayor Souers had a Gas Log from the DPW with Fire Department trucks on it. Truck numbers/drivers that get gas were clarified:

4616 – Grass Fire Truck
4C16 – Bob Emerson
4M16 – Matt Jarrett
4C26 – Jim Ely
4C36 – Dave Sheffield

- APPRECIATION TO DAVE SHEFFIELD

Fire Chief Bob Emerson stated that Dave Sheffield decided not to run for Office this year. He expressed his appreciation for the help he has given him in the past year. Mayor Souers also extended the Board's appreciation for the extensive service that Dave has given.

ADJOURNMENT

Fire MOTION: made by Deputy Mayor Gee seconded by Trustee Murray to adjourn the Commissioners meeting at 6:35 P.M. All in favor. Meeting adjourned.

Submitted by,

Elaine M. Driscoll
Village Clerk