

VILLAGE OF SCOTTSVILLE
FIRE COMMISSIONERS MEETING

Minutes of Meeting
Tuesday, January 12, 2010

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 Rick VenVertloh(arrived 6:05 P.M.) and Elizabeth Murray.

Excused: Trustee Lino Contestabile.

Also Present: Fire Chief Bob Emerson (6:02 P.M.), EMS Chief Matt Jarrett,
Building Coordinator Frank Wunder, Asst. Fire Chief Brian Ely, Fire Police
Lt. Tom Scott, Treasurer Beverly Martin, Attorney Peter Skivington (6:06 P.M.)
and recording secretary Elaine Driscoll.

APPROVAL OF MINUTES

MOTION – Approve minutes of Tues., December 8, 2009 meeting

Made by Trustee Murray seconded by Deputy Mayor Gee to approve the
minutes of the Tuesday, December 8, 2009 Fire Commissioners
meeting as submitted.

VOTE: 3-0. Carried unanimously.

PUBLIC BEFORE THE BOARD – None

Trustee Rick VenVertloh arrived at 6:05 P.M. and acknowledged as present.

ADOPTION OF NIMS REQUIREMENTS

Mayor Souers explained that at the Special Village Board meeting on January 6, 2010, NIMS requirements were discussed and decided how phasing in of NIMS compliancy would be accomplished. In house training for the I-300 course may be a possibility on Sat. & Sun. The following action was taken:

MOTION: made by Deputy Mayor Gee seconded by Trustee Murray to adopt the
FEMA/SEMO Regulatory Guidelines for the EMS/RS and Fire Squads. These
regulations shall be incorporated into the Standard Operating Procedures (SOP)
of both the EMS/RS and Fire Squads. The required levels of training will
correlate to the officer rank, and shall be adopted as follows per the NIMS
Training Matrix for December, 2009 – December, 2010:

1. The first year, 2010, any newly elected/appointed officer will have a six-month window to comply to the regulations set forth in the guidelines in the SOPs. If the officer is not compliant at the end of six months, the officer may request a hearing before the Fire Commissioner Board for a review to see if an extension is appropriate. If the officer does not request a hearing before the Fire Commissioners Board, he/she must vacate that position. If a hearing is requested, and if it is determined at that hearing that an extension is not in the best interests of all parties, the officer must vacate that position.
2. The second year, 2011, any newly elected/appointed officer will have a three-month window to comply with the regulations set forth in the guidelines in the SOPs. If the Officer is not compliant at the end of three months, he/she must vacate that position.
3. The third and subsequent years, 2012 and beyond, any newly elected/appointed officer must comply to the regulations set forth in the guidelines in the SOPs prior to being elected/appointed for the position.

Also, any newly appointed members of either department, regardless of rank, will be required to complete the necessary FEMA/SEMO training set forth in the guidelines above for the appropriate rank/member level.

VOTE: 4-0. Carried unanimously.

Attorney Skivington arrived at the meeting at 6:06 P.M. and was acknowledged as present.

SWEARING IN OF SCOTTSVILLE RESCUE SQUAD 2010 OFFICERS

Mayor Souers administered the swearing in of Matthew Jarrett as EMS Chief after which he signed the Oath of Office. Captain Russ Hogue, Lieutenant Michelle Hellaby and Lieutenant/Training Officer James Brown were not present and will be told to come to the Village Office to be sworn in and sign the Oath of Office book.

APPROVAL OF SCOTTSVILLE FIRE DEPARTMENT 2010 OFFICERS

MOTION – Approval of 2010 Officers

Made by Deputy Mayor Gee seconded by Trustee Murray to approve the Scottsville Fire Department Line Officers for 2010 with the condition that all will comply with the courses and training by July 1, 2010 as required:

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
 VOTE: 4-0. Carried unanimously.

SWEARING IN OF SCOTTSVILLE FIRE DEPARTMENT 2010 OFFICERS

Mayor Souers administered the swearing in of the four 2010 Officers who were in attendance: Fire Chief Robert Emerson, Asst. Chief Brian Ely, Fire Police Lt. Tom Scott and Fire Police Lt. Frank Wunder, after which they signed the Oath of Office book. The officers who were not in attendance will be told to come into the Village Office to be sworn in and sign the Oath of Office book.

Mayor Souers thanked all the 2010 Line Officer for their service to the community.

NEW MEMBERS – None

PUBLIC BEFORE THE BOARD – None

REPORTS

FIRE CHIEF ROBERT EMERSON previously submitted his report via e-mail, dated: January 12, 2010 with attached December incident report.

- There were 13 calls for the month (six being non-serious MVAs), and 168 for the year. For the monthly fire calls the department has put in over 1200 hours; with drills included 3200 hours.
- Refurbishing on Truck 4617 will soon begin.
- By the end of the month, Fire Chief Emerson will be submitting paperwork to acquire the Fire Dept. EMS number required.
- Per Mayor Souers; EMS & Fire Dept. budget dates will soon be scheduled. They will be notified when set.

EMS CHIEF MATTHEW JARRETT previously submitted his report via: email, dated January 12, 2010 with his monthly call report for December 2009. Also attached was a Med-Ex Billing Summary prepared on 1/6/2010, a document for Scottsville Rescue Squad Policies and Procedures re: Photo and Electronic Imaging, a Democrat & Chronicle article re: “As firefighting costs rise, so does call for consolidating services”, and a 2009 EMS call graph & statistics.

- There were 26 EMS calls for the Month of December 2009 and 294 calls for the year. EMS Chief Jarrett reviewed the EMS call graph & statistics. Coverage has improved during the day because Josh Coates is available to drive.
- Two members, Josh Coates and Matt Davis, begin EMT class in January.
- EMS Chief and the Line Officers listed 2010 Goals and Objectives which include:
 - S.O.P. Update – timeframe approx. 6 months to do.
 - Scheduling System Replacement/Overhaul - going by membership survey, etc.

Increasing call coverage
 Member training continuity
 Complete Inventory/cataloging of equipment
 Member Incentives-still work on draft submitted last month.

- EMS Chief reviewed the MedEx Billing Update (copy on file). There has been one full year of billing. The transition has gone smoothly. There haven't been any customer complaints except one mutual aid problem. Patients are given numbers to call if they have any questions, which has worked well. The calendar year should end with approx. \$50,000. Receipts.
- The new ambulance delivery should be mid to late February.
- EMS Chief emailed an updated version of the OSHA required Village of Scottsville Rescue Squad "Infection Control Plan & Respiratory Protection Program" for review which is an appendix to the guidelines. No approval is necessary; it is an update.
- EMS Chief reviewed the draft of the Policies & Procedures for Photo and Electronic Imaging, explaining that the issue is that any pictures taken need to be considered confidential and treated as such. There hasn't been a problem here yet, but has in other locations. He would like Board input and will present a corrected policy next month for approval.
- Projector/Smart Board purchase. There was discussion re: the cost of purchasing a smart board, etc. and possible equipment grants that could be secured to defray the cost. EMS Chief Jarrett will continue to investigate what equipment would work best for their uses and costs.

BUILDING MAINTENANCE COORDINATOR

FRANK WUNDER reported:

- Laughlin Electric has made some repairs and replaced bulbs with brighter ones. He will be back next week to finish repairs. A high lift has been rented to be on site next week to use to finish the project. In the future all replaced bulbs will take less energy and give much more illumination. DPW Deputy Supt. Farrell is interested in changing the lights at the DPW garage as well.
- Door closures and other small items are beginning to show wear at the Fire Facility. There was an accumulating ice issue at the front of the building. Most issues are handled by the members and DPW.

PRESIDENT

RUSS HOGUE – was not present at the meeting due to attending classes.

OLD BUSINESS

National Honor Society – Peruvian Project 5 K Run in Scottsville. EMS Chief Jarrett and Fire Dept. Chief Emerson are coordinating with Paul Hogue for the safety of the participants. The event is May 30th, 2010. Registration is at 8:30 A.M.

NEW BUSINESS – None

ADJOURNMENT

MOTION: made by Deputy Mayor Gee seconded by Trustee VenVertloh to adjourn the
Fire Commissioners meeting at 6:37 P.M.
VOTE: 4-0. Carried unanimously.

Submitted by,

Elaine M. Driscoll
Village Clerk