

Lancaster County Fire Commission
Regular Meeting Minutes
September 1, 2016

The September meeting of the Lancaster County Fire Commission was held on Thursday, September 1, 2016 at the Lancaster County EOC at 111 Covenant Place at 7:00 p.m. Freedom of Information Act requirements were met by fax notification to The Lancaster News, The Herald, Kershaw News Era, Learn TV and Fort Mill Times. The agenda was also posted on the bulletin boards at the Lancaster County Administration Building and the EOC on Friday, August 26, 2016.

Chairman Rocky Hudson called the meeting to order at 7:00 p.m. and Scott Barton gave the invocation.

Fire Commission Members:

Antioch – Ken Helms *
Bell Town – Jamie Gainer
Buford – Rocky Hudson *
Camp Creek – Jessie Dobson *
Charlotte Rd/Van Wyck – Craig Roof *
Elgin – Richard Vawter *
Flat Creek – Ken Sims *
Gooch's – Terry Ward *
Heath Springs – Alex Parker *
Indian Land – Raymond Griffin *
Kershaw – Tracy Caldwell *
Lancaster – Tom Lever *
McDonald Green – Butch Ghent *
Pleasant Valley – Michael Kirkpatrick *
Rich Hill – Scott Barton *
Riverside – Stephen Gardner *
Shiloh-Zion – Justin McLellan *
Tradesville – Marvin Catoe *
Unity – Jay Hayes *
F-1 – Darren Player *
F-2 – Keith Wilson *
F-3 – Doug Spinks *
F-4 – Billy Lloyd *
F-6 – Britt Blackmon
F-7 – Nathan Wall *
F-9 – Tony Gainer
F-10 – Stephen Blackwelder
Administrative Assistant – Donna Greene *
* - Members Present

Visitors: Darrell Pigg, Gooches Fire Department

Visitor's Comments: None

Approval of August 4, 2016 Minutes – Tom Lever made a motion to approve the minutes as written. Stephen Gardner seconded the motion, which received unanimous approval.

Information Items:

- Grants Update – Darren Player stated he would discuss this later under Action Items.
- Training Report – Doug Spinks reported to the Commission:

A. SCFA

1. County SCFA Catalog Courses

- Completed classes: EVDT finished on July 31. 7 out of 8 passed and one had a family emergency and will test with another class. Health & Safety Officer finished on August 14. 13 out of 14 passed. Auto Extrication finished on August 28. 13 out of 14 passed and one had a Non-Complete (missed class last day). We are waiting on a response back from the student for missing the class. We are waiting for results of test/skills.
- Scheduled classes: The list is provided in the Commissioner's packets. Please encourage your members to enroll in classes.
- High School Program: We currently have 14 students enrolled in the Basic Course and 9 enrolled in the Advanced Course.

2. Request Classes: None at this time.

B. Rescue Training

1. Agility Test: The August 31st test was cancelled due to weather and will be rescheduled.
2. School Bus Extrication, Hands-on will be October 28, 29 and 30. Large Truck will be reviewed in the January to June 2017 timeframe.
3. 3309 Intro to Technical Rescue is now a pre-requisite for the Rope Rescue Ops class (as of February 2016).

C. Other

1. Classes for July to December 2016 are on the portal. Copies of the class list are in your packets.
2. Traffic Incident Management Course is scheduled for September 20. There will be an afternoon session (1:30 pm to 4:30 pm) and an evening session (6 pm to 9 pm). Please use the Lancaster County Fire Rescue Course Registration form provided in your packets (make copies). Currently there are 27 registrations for the afternoon session and 19 registrations for the evening session. Registration deadline is September 6.
3. First Responder Course – MFR class is being held at EMS 1. The dates will be September 26th to November 3rd. It will be a Monday/Thursday schedule. Training Officers have been given a schedule with all the dates. Registration deadline is September 9th.
4. Request through the Training Officer's Association for FEMA Student ID numbers. Please help get the word out to your membership and assist your Training Officer in getting these numbers turned in to the Training Office. The requested deadline is the Training Officer's Meeting on December 15th.
5. Driver Training for stations getting custom cab engines is coming out. We will be requesting assistance from stations with custom cabs to help with this (similar to what we did in 2008 with the first batch of custom engines). We will conduct this training in house. More information to come on this.
6. CAFS Training will be provided by Pierce and scheduled through the EOC. In-house training will be done for stations receiving an engine so member will know how to use CAFS immediately upon getting their new engines.

- Maintenance Report – Billy Lloyd stated reports have been passed out. He stated there will be more discussions under Action Items.
- Budget Detail Account Inquiry – Darren Player stated the information is provided in the package. If anyone has any questions, please let him know and he will respond.
- 1% Fire Department Distributions – Darren Player stated this information has been provided by the Treasurer's Office for information only.

Action Items:

1. Discussion concerning Pump/Ladder/Aerial Testing – Billy Lloyd stated he received quotes from Diversified Inspections in January and they are the low bid. Pump testing will begin September 12th. Billy asked if the Fire Commission if they wanted to test all trucks or test only the trucks we are keeping? The staff recommendation is to test only the trucks we are keeping. Tom Lever made a motion to approve pump testing to begin on September 12th and only test the trucks that are remaining in the County fleet and use the extra funds for equipment. Butch Ghent seconded the motion which passed with unanimous approval. Billy Lloyd stated the ground ladder testing will begin September 12th and we will keep the extra ladders at the school. Scott Barton made a motion to accept the low bid for ground ladder testing and keep the extra ladders at the school. Stephen Gardner seconded the motion which passed unanimously.
2. Discussion concerning Fire Apparatus Purchase – Billy Lloyd stated Chris Harris called today and was unable to send photos of the apparatus due to hurricane evacuation. The final inspection on the first six engines will be September 26th and an estimated delivery date in mid-October. Darren Player stated he is working with a company on selling the used trucks. Billy stated the final paint, lettering and striping drawings are ready and need the Fire Chief's approval. Billy stated as the drawings are being approved, the Chief is receiving a copy. No action taken.
3. Discussion concerning Recruitment Retention Grant Update – Nathan Wall stated there will be a Survey Monkey going out next week and he would appreciate all volunteers input. Nate reviewed the types of plaques that are being ordered. He also reviewed the printed media that has been ordered for distribution. Darren Player stated the current Recruitment & Retention Committee consists of Darren Player, Keith Wilson, Patrick Helms and Nate Wall for staff; Chairman and Vice Chairman, Rocky Hudson will replace Timmy Baker and Butch Ghent for the Fire Commission; Michael Kirkpatrick and Fred Plyler for the Training Officers' Association; and Butch Ghent and Brooks Faulkenberry for the Fire Chiefs' Association. Darren stated that Nate will need to attend the Fire Chiefs' Association to ask for a replacement for Butch Ghent since he is serving for the Fire Commission. No action taken.
4. Discussion concerning Fire Commission Budget – Darren Player stated we have received five fire department equipment orders thus far. He reminded everyone to remember to request the \$2,000 reimbursement for insurance premiums and energy efficient upgrades. No action taken.
5. Discussion concerning Radio System – Darren Player stated there was nothing new to report. Chris Nunnery is moving forward with the equipment. One thing remaining for the Fire Commission is to set the requirements on who will receive a radio in the fire service based on responses. Chairman Rocky Hudson asked the Strategic Planning & Governmental Operations Committee to bring back ideas at the next meeting. No action taken.

6. Discussion concerning Approval of Fire Department AFG Grants – Darren Player stated McDonald Green has been awarded their grant for radios supporting stations 12, 8 and 2. We need formal approval from the Fire Commission to take to County Council requesting the 5% match. Stephen Gardner made a motion to approve the grant and send to County Council requesting the 5% match. Scott Barton seconded the motion which passed with unanimous approval.

7. Standing Committee Reports:
 - Standard Operating Guideline Committee** – (See Attached) Chairman Caldwell presented SOG 804.02 regarding the Active 911 policy. Butch Ghent made a motion to approve the SOG as written. Stephen Gardner seconded the motion. The being policy vote, roll call was taken. The motion passed with unanimous approval.
 - Strategic Planning and Governmental Operations Committee** – No report
 - Apparatus and Equipment Committee** – No report
 - Budget Planning & Appropriations Committee** – No report
 - Personnel and Interagency Relations Committee** – No report.

8. Commissioner Comments: Camp Creek is having Chicken and Rice on September 10; McDonald Green is having a BBQ on September 24th; Rich Hill is have BBQ on October 1st; Unity is having BBQ on October 1st; and the Fire Expo will be held October 8th.

Chairman Rocky Hudson adjourned the meeting.

*For the Commission,
Donna Greene*

LANCASTER COUNTY FIRE RESCUE

Standard Operating Guideline:

S.O.G. Title: Active 911 System

S.O.G. 804.02

Adopted: New

Rescinds: None

- I. **Purpose:**
The purpose of the Active 911 system is to have a secondary means of notification for incidents within Lancaster County Fire Rescue's response area and mutual / automatic aide areas that surround Lancaster County Fire Rescue's response area. Remember that our paging system will be the primary notification system for incidents in our response area.

- II. **General:**
Active 911 is a digital messaging system that delivers alarms, maps and other critical information quickly to 1st Responders. Active 911 also allows response efforts to be monitored in real time. Lancaster County's Computer Aided Dispatch system generates an email to Active 911. The email is sent to a unique email address for our agency. The Active 911 server creates and maps the incident. Messages are cleaned up and GPS coordinates are generated. The incident is then sent out to members via the Active 911 app or via text messages. This system is extremely fast. Active 911 servers usually take approximately less than 10 seconds to process, map and page all devices. This system is versatile and can page almost any device. Devices include: iPhone, iPad, Android phones, Windows phones and tablets, Blackberry, dumb phones via text; landlines – synthesized voice calls and Toughbooks.

- III. **Funding:**
Funding is provided for Active 911 by the Fire Commissions annual budget. There will be no cost to Lancaster County Fire Rescue members for this subscription. Each member choosing to have access to Active 911 will be responsible for having a smart or dumb phone that is compatible with Active 911. Since Active 911 uses data or texting, each participating member will be responsible to ensure their cell phone plan is sufficient to allow this added usage each month. No reimbursements will be made for extra phone charges incurred or by stations who choose to have their own Active 911 accounts.

- IV. **How to get started with Active 911:**
 - A. All active members of Lancaster County Fire Rescue are eligible to receive Active 911.

 - B. Once a new member completes the application process, Bloodborne Pathogen course and satisfies the fire department hiring process, the Chief may submit the Active 911 Form to the Fire Rescue office and have that member added.

 - C. The new member will need to download the Active 911 app on his/her cell phone. Once the Fire Rescue office has entered them into the Active 911 account, a device code will be issued for that member. The new member will open the app and enter this code. The app should now be up and working.

 - D. New members that have text only phones will receive a text message with the location of the incident, the type of call and other information that is entered in the CAD system.

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V. Outside of Lancaster County Active 911 Access:

Any fire department that responds into Lancaster County as mutual or automatic aid, and subscribe to their own Active 911 account, may be granted permission by the Fire Rescue Director to add a Lancaster County Fire Rescue department onto their account. This will enable a faster response for incidents in Lancaster County by that mutual or automatic aid department.

VI. Individual Fire Department Active 911 Accounts:

Lancaster County Fire Rescue has two fire departments (Pleasant Valley and Indian Land) that fund, control and operate their own Active 911 accounts. Any fire department operating within the auspices of the Fire Commission as part of Lancaster County Fire Rescue that fund, control and operate their own Active 911 accounts will be responsible for adding or deleting members from their account and paying the annual subscription cost. No reimbursements will be made for expenditures for these separate subscriptions. These departments had their accounts set up prior to Lancaster County Fire Rescue getting its account established.

Active 911 Alerting System Release Form

I, _____ by signing this release form do hereby acknowledge that I understand that the Active 911 Alerting system is not mandatory or required for my position within Lancaster County Fire Rescue, and that I am requesting this alerting system to be placed on my personal phone.

Cell Phone Make and Model

Cell Phone Service Provider (Verizon, AT&T, Sprint...etc.)

Phone Number

Email Address

Signature

Witness

Date