

**CARTERET COUNTY FIRE & EMS COMMISSION**

**MINUTES OF MEETING**

**January 25<sup>th</sup> 2016**

**Attending:**    Howard Garner    John Ford    Frank Jarvis  
                  Stephen Rae    Mark Shouse    Eddie Lewis  
                  Nick Salter    Lee Dixon    Mike Smith  
                  Teresa Fulk

**Absent:**

Call Meeting to Order

Chairman Mark Shouse called the meeting to order at 6:00pm in the shared conference room at Emergency Services Office.

Approval of Agenda

A motion was made to approve the agenda. The motion was seconded. All were in favor, the agenda was approved.

Approval of Minutes

A motion was made to approve minutes from October 26<sup>th</sup> 2015. The motion was seconded. All were in favor, the minutes were approved.

Visitor Comments

No visitor comments.

Old Business

No old business discussed at this time.

New Business

**OTWAY FD Nick Salter, Chief**

Nick Salter said he wasn't sure if it was under the old minutes, but that Mr. Danny Styron still wanted to be a member of the Commission and has been out due to some health issues.

Mark Shouse said there was a request from Otway regarding life packs and will let Nick Salter explain. Nick Salter said he tried to send a justification email to be forwarded out. They currently have 2 life packs AED's and are at least ten years old, if not older. They are past their life service as far as for parts, upkeep, and maintenance. We also recently discovered because they are due for preventative maintenance this month the hospital bio-med use to always do that. They would help out the local departments and they no longer do. We don't have a contract in place for those units for service agreement, and just trying to increase our service with the citizens. Nick Salter contacted Physio to see if they had any refurbished units and they actually had 8 life pack 12s at that time that do have the ability for a 12-lead which is a basic skill with NCO EMS, which we are currently unable to do and some other skills sets on it that are at the paramedic level. These monitors can have a pass code in them, but it also gave a backup to the ALS support if something happened to them we could have a mutual code to put in. Nick Salter contacted them the other day but they were down to four units. If you see the attached quotes for 2 life pack 12s life monitors all with the current AHA's guidelines or AED's are even with the current AHA guideline recommendations. Batteries, power cord, different size blood pressure cuffs, the pouches it carried, and then a two year shipping comprehensive coverage, which in return we'll send our monitor in for preventative maintenance and they'll send us one to replace it while it's there. That will cover everything from parts, damage for the two years versus just doing the PN one.

Nick Salter stated that the next quote is for adult and pediatric Defibrillator pads and they are the same pads for interoperability as well as our AED's. I just wanted to get some extra to go on these units because we are low on our current supply. Then the paper for printing out the 12-leads or the rhythm strips.

Nick Salter stated that the third attached quote from Pherno is for two months that will go in the back of the EMS unit that will hold these monitors in place on the action area. Unfortunately, as I have noted in the email where we experienced a rollover, an accident, at Cherry Point that's a safety necessity. After seeing what happened in the back of that truck we actually have these on all of our trucks now, and is pretty much a standard for all of them having these units ensuring the patient and provider safety.

A new monitor equivalent can run anywhere from \$32,000 to \$38,000 and we are trying to get those two monitors with the accessories and the brackets comes up to just under \$26,000 which is \$25,918.32. What we are requesting is from our reserved account which currently has a little over \$72,000 in it, and would like the \$26,000 to purchase these two units before they are gone and no longer available. Mark Shouse asked how much did you say was in the reserved account? Nick Salter responded with \$72,000. Eddie Lewis asked how much did they want of that, \$27,000? Nick Salter responded the entire \$26,000. Mark Shouse states that's up to Nick Salter the reserve is on the EMS side, and Nick Salter responded with that is correct. Nick Salter stated this didn't come up at budget time. Mark Shouse asked that is if it was new correct? Nick Salter responded with that's the retail for the used one's and they are giving us a discount

getting them and taking the contract. Mark Shouse stated I have been asked why it didn't come up over budget. Honestly, we completely overlooked the monitors thought the hospital was still doing the maintenance, it was an oversight. The reason we would like to get these reserved funds and move forward is because there is only a limited number of these units and opposed to requesting the \$72,000 purchase I think that were being good stewards for the citizens getting two units and increasing the service to them for \$26,000. Mark Shouse stated that they agreed. Mr. Jarvis asked let me ask you a question, Nick what's the wisdom of buying two used items versus buying one new one now and another new on the upcoming budget? Nick Salter responded with because we are trying to keep the cost down. These units are still good and still have at least ten years of use out of them. We hope bearing anything catastrophic occurring and standardization our call volume is constantly increasing if I just had one on one truck. My second truck has been on the road frequently here lately. We ended 2015 with 825 calls for Otway were as the year before was 730. Mr. Jarvis stated but the ones that you got have not completely quit working? Nick Salter responded with they have not completely quit working. Mr. Jarvis asked do you have to take them out of service if you don't have this service agreement. Nick responded with, yes. Mike Smith responded with you have to have a yearly service on them. Mr. Jarvis asked that will expire when? Nick Salter replied with the end of this month. Mr. Jarvis stated I understand the predicament you are in, they came up here these life paks 500s they are not going to service them anymore. I mean what are they going to do with these things that are used in another year from now? You see where I am going? What is the wisdom of buying used ones as opposed to trying to buy some new ones? I mean you guys know a whole lot more about that than I do, Mike? Mike Smith asked what does the new one cost. Nick Salter replied with anywhere from \$32,000 to \$38,000. Mike Smith asked so you are talking about \$72,000 for two new ones. Mark Shouse stated we did have a department come in and ask to buy a new life pak 15. Mark Shouse asked you got a two year service agreement? Nick Salter replied with, correct. Mark Shouse asked you are guaranteed with them? Nick Salter responded with, correct. They do a 1, 2, and 3 year agreement. Mark Shouse asked your recommendation was to go ahead and move forward, correct? Mike Smith as far as the 12- leads on the basic level services I think it's a wonderful idea. Mark Shouse stated it is just a huge difference in money.

Mike Smith said I guess the college is working on getting the advanced intermediate and that is going to be part of the new protocols with the advanced intermediate. Stephen Rae said once the state goes to advanced intermediate and the state hasn't even come out with the curriculum of state intermediate. Mike Smith responded with OK. Mike Smith stated we are still waiting on them to push that out. Mark Shouse asked if there were any other questions. Frank Jarvis moves for approval of \$26000 in reserves to make a purchase that Nick Salter is wanting. Mr. Jarvis states he can't get anybody to agree with him that it is better to buy the new ones but they got to have something. Mark Shouse said not \$40,000 better. Mark Shouse motioned is there a second to the motion? Lee Dixon seconds the motion. Mark Shouse asked all in favor and motion carries unanimous. Nick Salter recused himself from the motion.

Nick Salter said he had one other thing and apologized because he did not send out an email on this one. With our department we never, for whatever reasoning be, put in for the state grant the state matching the 50/50 grant for OSFM for the fire side. Looking through our stuff we did budget \$10,000 for fire equipment

as you know and soon to be getting our new tanker we do have a hard delivery date which is the last week in March. For getting that new truck it got pushed back we should have had it.

Looking through our inventory our fire hose is getting out of its service life we don't have a lot of extra and the nozzles are old. Nick Salter asked them to provide a quote and he showed it to Mr. Lewis a little bit ago. It is 6 fire nozzles 1 ¾ inches, 6 fire nozzles 2 ½ inches, 24 section of 1 ¾ inches, and 24 section of 2 ½ inches, 2 ram models which are deployable deck guns, and a couple of fires we have had with man power there is safety features in those; one man can deploy it and knock down a good bulk of fire. Also need 4 sets of turn out gear, and 1 thermal imaging camera. That comes up to a grand total of \$39,337.27. I just asked them for a quote that's where we come up with the work numbers. I got to looking and Mrs. Fulk confirmed just a minute ago we have \$74,000 in our fire budget or fire reserves account.

What I am requesting is the approval of \$10,000 of the fire reserves if we are awarded the grant for our matching part with our \$10,000 already in the budget. Mr. Salter stated \$20,000 from our agency and \$20,000 from the state to buy this new equipment. Mark Shouse asked any questions. Lee Dixon asked are you guaranteed to get this grant. Nick Salter replied with, no. I'm not guaranteed but they look out for this department, as long as you do the paperwork and get everything submitted in time. Mr. Jarvis asked Nick, let me get this right, you've applied for the grant appropriately on time but you did not put it in our budget? Mr. Salter stated that he has not submitted the grant yet you have until March 1<sup>st</sup>. Mr. Jarvis responded with ok. Mr. Salter stated he has a quote and he is working with the numbers. Mark Shouse says \$10,000 requested for the current budget for the grant matching funds. Lee Dixon stated but he didn't have the specificity of this grant. Mark Shouse said that is correct. Mr. Salter said he can reduce it down, and again like you mentioned ask for more next year or I could go forward with this and request those reserved funds and submit the whole amount. Mark Shouse asked if you get the \$20,000 grant you are going to come ahead by doing it now. Mr. Salter responded with, right. Frank Jarvis stated but you said he's got \$10,000 in his current budget right now for fire equipment. Mark Shouse asked you are requesting \$10,000 from the fire department reserve to match up with the grant for \$20,000 grant and \$20,000 department.

Mark Shouse stated unless someone has an objection here is what I would recommend, you formalize your request, you send it to Eddie and contingent on Eddie signing off on the need of all equipment you've got listed, I would go along with it unless there is anybody else that has any questions. Frank Jarvis asked how much money is in the fire reserve account. Nick Salter said \$74,000. Frank Jarvis said \$74,000 on fire and \$72,000 on EMS side. Mike Smith stated with the \$10,000 taken out of reserve it will leave \$64,000 in reserve for fire. Mrs. Teresa Fulk stated actually he has that backwards \$74,000 in EMS and \$72,000 in fire.

Mark Shouse is there any other discussion regarding it? Frank Jarvis said not this specific purchase but utilizing your reserve accounts in the middle of the year like this. I know you are already projecting forward in the next budget. How is this going to affect you are you going to need reserve money to balance a budget. I mean tell me this is a lot of money to be spent in the middle of the year that wasn't in the budget. Mr. Salter stated not what I'm seeing right now, No sir. Mr. Shouse makes motion to approve the request

from Otway for the purchase of fire equipment contingent on Mr. Lewis reviewing the request verifying the need and allow Otway to withdraw \$10,000 from their fire reserve and to match it with their \$10,000 budget for the \$20,000 grant. Mr. Jarvis seconds the motion. Mr. Shouse asked for any other discussion. Lee Dixon said assuming that they are awarded that grant. Mr. Shouse responded with, yes. Mr. Shouse stated if the grant is not awarded all of this is tabled. Mr. Jarvis asked was that \$10,000 you had was it earmarked for grant money. Mr. Salter stated it was marked for fire equipment. Mr. Jarvis stated so he could still use his \$10,000 in his budget. Mr. Shouse asked any other questions or comments. Mr. Shouse asked all in favor all oppose, motioned carried in favor unanimous. Nick is recused from voting.

Mr. Shouse asked do you want to give us a formal update; you've got really two ratings that have come out since our last meeting. Morehead got a rating of a 3 inside the city or within a 1000 ft. of a hydrant or a 4 water hauling grade. That is a real big accomplishment for Morehead I think the citizens will benefit a lot from that, basically in the outline areas. Mr. Shouse asked you want to address Newport's. Mr. Lewis stated clarify me if I'm wrong Morehead's in town is a 3 and the district is a 4 within 5 miles of the station they don't have a six mile district. Newport has a rating now of a 4 in town, in a rural district if you are within 5 miles of the station you are a 5. If you are within the 5-6 miles you will be a 9, you do have a six mile district. Looking at Lake Rd. and some places out on Loop Rd. we figured probably 95% of their area made out really well in the rural district. Howard Garner asked Lake Rd. station counts, right? Mr. Lewis said Lake Rd station does count. Mr. Shouse asked Richard Lovick, have they set a date for your water hauling drill/test? Richard Lovick responded with, no sir that the only thing he has is just a verbal from Daryl Raynor stating that he would possibly move ours up being we've already been or we only have to do the water shuttle side of it. If we get it done soon enough that is all we will have to do. So we won't have to do the 9S inspection over again. If we get it done soon enough we just have to do the water shuttle side of it. Mr. Shouse said it could be within 2-3 months. Richard Lovick stated no I don't think within 2-3 months realistically closer to the summer time. There is a 12-18 month waiting period so if he says move it forward, then he wants to move it up. We have been on the list now for maybe 4 months. Mr. Lewis responded with, at least 3. Richard Lovick stated at least we are on the list.

#### **NORTH RIVER FD Alton Davis, Chief**

Mr. Shouse asked Chief Davis is there anything you want to address to the commission? Mr. Davis stated they have been working with the town manager about their contract addressing issues going through the board then getting back with the manager. Mr. Shouse asked are you close to getting it agreed on. Mr. Davis stated we are close to getting it agreed on. Mr. Shouse said when would you think you would have something to read on and be ready to sign it? Mr. Davis said we gave them a contract we are willing to sign but they aren't willing to sign it. We gave them a contract back that we had kind of been working with and tell them we would sign this contract, but they did not want to sign that contract. North River Board Member said so now they are twiddling their thumbs and what they wrote and we just meet this past Tuesday with Mr. Overman. We will have to go back and address the board. I told them I would get back with him and find out if it has been finalized or not. So that is where we are at and I need to get back with Mr. Overman who has met with the board. Mark Shouse asked did the board agree to the contract. North River Board Member stated they still have discrepancies and issues because it is giving them what they

want in one part but they drop down to the bottom part it is like they take it right back. Mark Shouse asked what are the issues you are having. North River Board Member well a lot of it is about the building just taking everything that we got. They don't care about the assets and none of that. Mark Shouse asked well I thought the building was off the table? North River Board Member stated at 16 they excuse the building but then when they get down to 20 there is language in there where they can draw back into it. They keep promising us by mouth that it is not like that. Mark Shouse asked so you are saying in the disillusion clause in the contract it just takes all the assets of the fire department. North River Board Member responded with, exactly. That is the problem we got with it, they can terminate our contract anytime. Mark Shouse said is that the only sticking point. North River Board Member stated that is the only issue we ever had. Frank Jarvis stated anything with a grade 6 has been resolved. North River Board Member the thing about the 7-6 we feel like they are held to a 7. I have asked them to have it at a 7-9 so that way we stay to a 7-9 rating so it was ok and we wouldn't lose anything. Mark Shouse said I thought that the insurance grade requirement was taken out. North River Board Member stated it was but when he went back to the commissioners about that number they were going to take the number out and just put it to a lower standard. He went back to the commissioners and when we went back with him he said that they want that number in there and they weren't going to take that out. I said what about if we put 7-9 that way we will stay at a rating, but they want the 7-9. So we feel like they are holding us to a 7. We could be put in for that thing I know everybody is hollering about it being a year or two years down the line, but if it jumps up in two or three months. We have to have time to get records, practice shuttle run for all the other departments. Mark Shouse stated alright well I'll pass on the thing about the building issue and we can address that. North River Board Member stated when you get back from Mr. Overmans to the board, how often is the board meeting, are they just meeting once a month? North River Board Member stated no that he calls special leaders about this. I don't wait around I call special leaders. Mr. Jarvis stated can I just ask an informal question? North River Board Member responded with, yes. Mr. Jarvis said I want to ask the commission members here. Does anybody on this board I know you kind of go both ways. Does anybody object to them having a nine rating and then working towards a better grade? Mr. Ford responded with, not at all. Mark Shouse stated well they've got to have for their contract they have to pass their 9S. Mr. Jarvis stated that is right that is no question, but I mean that was the one contract that had a six in it I just wanted to know from the commission is there anybody else that feels they have to have a grade six or a grade seven. Mark Shouse asked did they change the six to a seven. North River Board Member stated they changed the 6 to a 7-9 because that is what they were originally told but then when we got the contract it was a 6-9. So now they have gone back to the 7, Mr. Overman tried to take the numbers out period and put in for our inspection to have it low rating. He took it to the commissions they wouldn't accept that. The commission wanted the numbers back in so that's what he brought back to them. Mark Shouse stated alright let me check on that to because I was told by two of the commissioners that the requirement for the lower grade, the number grade was taken out. They stated in there or requested that you within 90 days of receiving your 9S request re-grade for a lower. North River Board Member said that's the way Mr. Overman said he was going to present it to me when he left it. Mark Shouse stated well there is some confusion somewhere. North River Board Member stated well that was in our contract also. Howard Garner said Mr. Spence thought it was all worked out. Frank Jarvis stated well this needs to be resolved. Mark Shouse said I will make a call, before you leave give me your phone number. Mr. Davis said, all right.



Mark Shouse asked Mr. Ford do you have anything else for us. Mr. Ford responded with no but wanted to talk about the communication center points and the new ratings are finally seeing a reflection. If you guys remember when Western Carteret had there rating done, there was some discrepancies and how OSFM rated there equipment. Some of the equipment was damaged that had the replacement part sitting right beside it, but it just hadn't been installed. On all the departments that are below a 750 the communications is getting, and when I say communications I mean it's not the communications center it's not totally in that category. It is the communications center as a whole, it's the infrastructure, it's the fire department, the backup systems, and the towers backup systems, and the redundancy of the fire department. So it's not just 911 center owns that categories all by itself. The rating in Newport the rating was almost at a 9, fairly below a 9. For Morehead the rating was right at an 8, and the reason we are down at Morehead is because they run over 750 fire calls a year versus most other departments in the county standard at 750. You have to have some redundancy at the in user has to have redundancy as they get paged out for their calls. Mark Shouse asked so you are talking about the number of points. Mr. Ford responded with, yes. So we are getting around 80% to 90% in that category for communications. Mark Shouse stated that was good and here to be commended. Mr. Ford stated well no again it's the whole communications in that category and I know there were some issues with that when I first got here about the money. Mr. Shouse asked anything else, Mr. Lewis or Mrs. Fulk? Mrs. Fulk stated just a reminder that budget time is coming.

Mr. Jarvis said I got one more thing. Mr. Shouse responded with, yes sir. Mr. Jarvis stated there was a panic last summer for us all to go down to HR and take our personal information about getting a stipend and we did that. We gave them our SSN, bank account numbers, and I think everything. Did they just do that as a sweep for personal information from us or are they really going to do that? Mr. Ford asked so nobody has gotten anything? Mr. Jarvis responded with, no. Mike Smith stated I didn't turn mine in. Mr. Jarvis said well it doesn't matter for you then. Mark Shouse said well now I am hearing confusing information because Mr. Lewis promised us a certain amount and Mrs. Fulk is saying it is a much lower amount. Mr. Lewis stated I don't know how it could get much lower. Mr. Jarvis responded with, you're right. Mr. Lewis also stated that some members of the commission had sent us an email that they have declined paying \$10 a meeting. Frank Jarvis responded with I think that is fine. Mr. Lewis stated HR told us that they have sent the packages out. When we do the meetings we take the minutes down and the roster here of who is present and that is supposed to be turned into payroll so they can pay. Mr. Ford stated I will have to check with them. Mr. Shouse asked Mrs. Fulk to follow up on that please since you are up there. She is in finance and that is close enough to payroll.

Mr. Shouse asks if there are any other questions for this meeting. Mr. Shouse made a motion to adjourn the meeting. The motion was seconded. All were in favor. The motion carries unanimous. Meeting adjourned at 6:30 pm.

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Jessica Bryan, Administrative Support Specialist