

Emergency Services Advisory Council
Meeting Minutes
1/20/2021

Present: Commissioner Steve Wantz, Director of Fire/EMS Robert McCoy, Linas Saurusaitis, Dan Plunkert, Gene Curfman, Rick Baker, Eddie Ruch, Dave Coe, Kyle Stull, Mike Thompson, Bruce Fleming, Lynn Karr-Kratz, & Deric Dunn.

Not Present: Dr. Mike DiNapoli and Tina Mawhinney- due to loss of internet connection.

Chairman (Rick Baker):

- Pledge of Allegiance.
- Roll Call of all members.
- Introduction of guests: none.
- Minutes from December Meeting – Approved.
- Proposal that the changes on previous drafts be finalized by the 1st of every month and posted to Sharepoint site accordingly so that all members can view final drafts.

Board Member Comments:

- Suggestions on using a template for policies in the Sharepoint website to assist with formatting issues.
- The board members who have not read a copy of the MOU, mentioned that they would like to view the drafted document.
- All members in agreement that the council will have 60 days to get changes/comments in for the document before it is finalized and posted to the appropriate webpages. The 60 days will start closest to the date of the next ESAC meeting. Example, if a policy is posted on 6 January, the clock starts ticking on 20 January for a 17 March vote to finalize.

Public Comments: None

Commissioner Wantz:

- Expressed his gratitude and appreciation for Dave Coe & Eddie Ruch in assisting with vaccination distribution.
- Commissioner Wantz noted that the budget is currently a work in progress and could potentially have an impact on the timing of the Fire/EMS Department proposed hiring schedule.

CCVESA EMSOPS & FROPS Committee (Dave Coe & Eddie Ruch):

- Eddie Ruch mentioned that the FROPS Committee at the request of Director McCoy has established a small committee to draft operational policies. The station chiefs will review and comment on these operational policies and send to Fire/EMS Director McCoy for submission to the ESAC.
- Dave Coe briefly touched on the topic of vaccinations and mentioned that over 450 offers were made for COVID-19 vaccinations for First Responders.

Old Business (Rick Baker):

- 2-1 Mayday Procedure- all recommendations and requests were approved for the policy. All were in favor of the policy being finalized.

- 2-2 Safety Officer- Changes still in progress in order to get this finalized. The wording of President to “President or Designee”. will need to be discussed at the next meeting.
- 2-3 Duty Officer- Decision was made that this Policy will not be finalized until the next meeting. Changes to be made to the wording of “President” to “President or Designee”. Other changes to content inside Policy will need to be further discussed at next meeting.
- 2-6 PAT Tags- all recommendations and requests were approved for the policy. All were in favor of the policy being finalized.
- 7-5 Safety Vests- all recommendations and requests were approved for the policy. All were in favor of the policy being finalized.
- 7-6 PPE- One change to be made to wording on page 2. All recommendations and requests were approved, and all were in favor of policy being finalized.

Transition Status (*Director McCoy*)

- Discussion about FLSA and how to avoid issues (ex: overtime & workers comp) that would be presented with Career personnel also volunteering at stations.
- Introduction to the idea of using our payroll system for scheduling of 24/72 shifts.
- Touched on the topic about the two grants we are pursuing to assist with the establishment of the Fire/EMS department.
- EMS Billing goal of having this ready by the next Fiscal Year.
- Establishment of the PPE & uniforms contract with the Fire Store.
- Pension plans- being drafted and will need presenting to the Commissioners.
- A draft department development plan is created and continues to develop as information from various aspects of the process is received. A draft schedule will be presented to the stations as discussions on the MOU continue. All plans and schedules remain as a DRAFT and are subject to change based on Commissioner approval.
- This discussion consumed the majority of the meeting. Regional reps expressed their concerns primarily of wanting to see the plan, employee concerns, MOU questions/concerns and budget impacts.

New Business (*Rick Baker*)

- Briefly discussed newly introduced SOP’s (2-7, 5-1, 6-1, 6-2 and 13-1). Comment period for any changes/ opinions on how the policy will be conducted. Concluded that the council will follow-up next meeting on these procedures and vote on them.
- According to the ESAC bylaws, ESAC is supposed to provide input to the Fire/EMS budget. The Chair asked when this would take place since we are getting close to budget deliberations beginning for FY22.

Action Items (*Rick Baker*)

- Continue to discuss at each meeting the transition process of hiring career county personnel
- Voting on policies 2-2, and 2-3 at February meeting.
- Discussion and vote on 2-7, 5-1, 6-1, 6-2 and 13-1 at February meeting.
- Posting the Final copies of the approved policies 2-1, 2-6, 7-5 and 7-6 on the CCVESA webpage, and the Carroll County Government webpage.
- ESAC DFEMS Budget conversation/input.
- Decision to continue with the virtual meetings. The next meeting will be held Wednesday, February 17th, 2021 at 19:00 hours.
- MOU to be sent out to members of the council for review.

- ESAC meeting was adjourned at 21:52 on 1/20/2021.