

Agenda
Fire Operations Committee
April 20, 2016
DTCI Large Conference Room
801 Sycolin Road, First Floor
1900 Hours

1. Call to order
2. Roll Call
3. Approve March Meeting Minutes
4. Chairman's Report
 - a. ATL Funding Report
5. LCFR Department Report (Nally)
 - a. NOVA Manuals
 - b. Significant Incident Review
6. LCFR Training Report (Brazier)
7. Sub-committee Reports
 - a. Equipment Standards Committee (Stephens)
 - b. Communications Committee (Quijano)
 - c. Health and Safety Committee (Quijano)
 - d. Training Committee
 - e. Dispatch Algorithm Committee (Stephens)
8. IAFF (Murphy/Stonesifer)
9. Old Business
 - a. Rules of Order
 - b. Volunteer Physicals (Draft SWP) (Action Needed)
10. New Business
 - a. Social Media Draft SWP
 - b. Use of Personal Electronic Devices Draft SWP
 - c. Awards and Recognition Draft SWP
11. Committee Delegate Comments

12. Announcements

- a. Next Fire Operations Committee Meeting: May 18 , 2016
- b. Next Executive Committee Meeting: April 26, 2016

LOUDOUN COUNTY FIRE OPERATIONS COMMITTEE

Committee Meeting

16 March 2016

1900 hours

DTCI Large Conference Room, 801 Sycolin Road

The March meeting of the Loudoun County Fire Operations Committee was held on Wednesday, March 16, 2016. FOC Chairman Cook presided and called the meeting to order at 7:06 p.m. The following attended:

Co. 1/20	Jim Cook
Co. 2	Absent
Co. 4	Absent
Co. 5	Absent
Co. 6	Miguel Quijano
Co. 7	Russell Furr
Co. 8	Rick Pearsall
Co. 9	Absent
Co. 10	Robert Honec
Co. 11/18/24	Jon Starling
Co. 12	Rob Berka
LCFFA	Jeremy Mader
LCFR:	AC Johnson, DC Shank, Captain Scott Brazier, Thomas Kane and Christine Langley-Obaugh

Public Comments

No public comments.

Approval of Previous Meeting Minutes

A motion was made by Jeremy Mader to approve the February minutes. The motion was seconded by Company 11. The motion passed and the minutes were approved.

Chair's Report

CPR Cards (Shank)

All CPR cards from this point forward will be electronic and they will be considered

E-cards. Chief Shank reported that this will eliminate the dissemination issues that previously occurred. Chief Shank stated that Bill Toon was the only one trained this year to process e-cards. Chief Shank explained that anyone that came through the training center, whether volunteer or career, received an e-card. If the course was taken somewhere other than the training academy, then a paper card was received. Chief Shank submitted that the AHA guidelines indicate that the Instructor must hand the card to the student or the card must be directly mailed to the student. Chief Shank stated there are 87 instructors and all were advised that training on the e-cards was necessary, however, only 20 people have responded as of this date. Chief Shank encouraged all to have CPR Instructors contact Dr. Bill Toon so they can receive the training necessary for the e-cards.

Volunteer Fire Schools (Shank)

The Fire Training staff suggested naming volunteer fire schools. Chief Shank advised that in order to give the schools added identity, the plan will be to name them by fiscal year-# of school in the year (ex. 16-1). In addition, the staff also expressed an interest in securing flags. Should flags for each school be purchased, then there is space available in the high bay.

Training Enrollment and Wait Lists SWP (Shank)

Chief Shank reminded the FOC that the Training Enrollment and Wait Lists SWP came before them previously and also went to the EMSOC. It should be noted, at first, there were two separate SWP's, one for Fire and one for EMS. Chief Shank stated that the two SWP's were almost identical with the exception of requirements dictated by VDFP or VAOEMS. Chief Shank reported that the EMS SWP was passed by the EC in October, 2015 and the Fire SWP was passed by the EC in December, 2015. In December, according to Chief Shank, Chief Tobia requested that Chief Gottholm combine the two SWP's into one. Chief Shank informed the FOC that a HAZMAT OPS class began and ran through February of 2016. In addition, a firefighter's school announcement was made in January, with a revised announcement that followed extending the closing date for an additional 5 or 6 days. Chief Shank stated they were able to get everyone in the class, however, two people failed HAZMAT OPS thus they were now enrolled in a class that they did not meet the prerequisites for. Chief Shank explained the VDFP will kick back anyone that does not meet the prerequisites after the manual list is submitted. Chief Shank also explained that the majority of the students were going to meet the prerequisites by the first day of class even though applications were submitted prior to the ending of the HAZMAT OPS class. So, the first time using the SWP created somewhat of a stir and Chief Shank stated that the intent was that everyone would have prerequisites met before the first day of class.

It should be noted that students cannot re-test until 10 days later and at the time of the re-test, several classes of the Firefighter's school had already been held. Luckily, one student passed the retake and one student's retake is pending. Chief Shank clarified that the cut-off date for enrollment into the Firefighter school was March 1st, however, on March 4th, the training staff was contacted by two companies in which four more

students wanted to get in the class that started on March 5th. Chief Shank elaborated and stated the class was not maxed out and if the prerequisites were met, they had the space, so the students could attend. On the first day of class, Chief Shank stated they had two no-shows without notification. Chief Shank also shared that after the first week of class, another call was received requesting that a student attend. It should be noted that the class was still not full, so they student was able to attend.

Chief Shank wanted to advise the FOC of the above situation. In addition, Chief Shank stated that a consensus was needed and all the rules need to be known. Chief Shank stated at the Training Committee meeting recently, only three companies were represented and it would be proposed that additional companies send representatives to attend. The training committee meets on the first Tuesday of the month at 1900 at the training academy. Chief Shank would like to ensure company participation so that the Training Enrollment and Wait Lists SWP can be further vetted.

Chief Shank reminded the FOC that 40 students will begin in the EMT class for the first two weeks. After the Module I test, it will drop to 30. Scenarios were presented regarding business trips and physical limitations and Chief Shank reiterated what was acceptable and what was not.

Chief Johnson also reiterated that the EC directed the Training Committee to come up with a policy. Chief Johnson stated the SWP was approved, however, those that do not get the results they desire may decide they do not like the policy, after all. Chief Johnson believes that all share the same goal in that there is a desire to fill all classes with qualified people.

Chief Cook raised the concern regarding a President's involvement in training enrollment as opposed to a Rescue Chief or a Fire Chief. In addition, Chief Cook reminded the FOC that the SWP did not go to the AOC. Chief Cook questioned whether or not the Presidents knew that the SWP existed.

Chief Johnson advised the FOC that he had spoken with Chief Tobia and at the next EC meeting, action will be taken regarding an additional review period for this SWP.

Discussion arose regarding the HAZMAT class and Chief Shank advised that they have agreed to back that class up and it will be offered four times per year, once per quarter. Chief Shank further explained that by moving this class, students will have an opportunity to complete a re-test prior to the start of the next class should it be deemed necessary.

Discussion also ensued about classes in 2017, hybrid versus accelerated classes, the composition of the training committee and communication. In addition, training officers from each Company may want to consider attending the training committee meetings. Chief Johnson stated he and Chief Shank and Chief Gottholm met last week and the training officers will be invited to attend the training committee meetings.

Chief Shank also clarified that students are able to sign up for the class, but go the

wait list until prerequisites are met. As soon as the student provides the training staff with the prerequisite, then they are accepted.

Chief Johnson clarified that the SWP has not been posted due to the fact that the format has not been agreed upon. Chief Johnson stated the format issue will be raised at the next EC meeting with the hope of resolution. Chief Johnson stated that the SWP should be out within the next two weeks prior to the Training Committee and FOC meetings in April.

Mulch Fire Data Collection (Johnson)

Chief Johnson advised that there is an on-going process right now to draft a GO for Mulch Fire Data Collection. Chief Johnson stated that the City of Harrisonburg had a local Fire Code ordinance, which is allowed to be amended, that prohibited mulch being within three feet of a commercial building. Chief Johnson further advised that the ordinance came under fire this year and groups of people submitted legislation to make changes to the ordinance and take away the ability of a locality to regulate that fire code issue. In retrospect, this can weaken the authority of a County. Chief Johnson submitted that there is no way currently to track much fires. The GO will provide a link to a form that the Officer will submit when there is a mulch fire. Chief Johnson reiterated that this is timely as we are getting into the mulch fire season. The submitted form will go to the duty FM. The GO will be indefinite and the data will be collected in order to work with legislative officials to bring awareness.

LCFR Department Report -Deputy Chief Michael Nally

COG Senior Operations Chiefs

- Canceled

NOVA Senior Operations Chiefs

- Thursday, March 3rd
 - See attached minutes

Apparatus

CURRENT PROJECTS:

- Drop-in number program
 - GO released with Feb 1 start date, no issues reported.
- Hazmat Support 619
 - Currently on assembly line at Pierce
- 2 Tankers (tentatively slated for Middleburg, one tentatively slated to replace K610)
 - Currently on assembly line at Pierce

FUTURE PROJECTS:

- Kirkpatrick Engine

- In the planning stage and tentatively slated to be ordered Summer/Fall 2016
- County-funded engine for Hamilton is being evaluated as part of CIP by Board of Supervisors. If approved, will be ordered in conjunction with Kirkpatrick engine.
- Kirkpatrick Ambulance and replacement of 40053, 40054, 40055
 - In the planning stage and should be ordered Summer 2016
- Replacement of Hazmat 619
 - To be ordered Summer/Fall 2016

Volunteer Battalion Chief Program

January 2016

24 of 31 nights were covered by VBC's (77%)

Short- 5
Shultz- 4
Starling- 4
Stephens- 4
Graham- 3
Davis- 2
Firmin- 2
Cook - 0
Buchanan- 0
LCFR- 7

February 2016

23 of 29 nights were covered by VBC's (79.31%)

Graham- 5
Davis- 4
Shultz- 4
Short- 3
Stephens- 3
Firmin- 2
Starling- 2
Buchanan- 0
Cook - 0
LCFR- 6

Significant Incident Reports

- 12-22-15 111 S. 29th Street – Purcellville (Inc. #201528636)
 - Structure fire – Chief Dryden (Purcellville Fire) ***SIR is pending**
- 12-29-15 37146 Mountville Road – Philomont (Inc. #201529205)

- House fire – Chief Dryden (Purcellville Fire)
- 01-13-16 24566 James Monroe Hwy – Aldie (Inc. #201601874)
 - Barn Collapse – BC Menzenwerth ***SIR is pending**
- 02-29-16 21048 Starflower Way – Ashburn (Inc. #201604873)
- 02-01-16 18179 Lincoln Rd. – Purcellville (Inc. #201602837)
 - House Fire – BC Pisauro

LCFR Training Report – Captain Scott Brazier

Spring 2016 Firefighter I & II

- The Spring 2016 Firefighter I & II Certification Class is now underway and began on March 5, 2016.
- Class registration consists of 28 students.
- Basic class formalities have been completed and students have moved into PPE, SCBA, and firefighter safety. The Physical Abilities Test (PAT) will be conducted on March 12 and the Consumption Test is scheduled for March 19.
- Lt. Michael Smith is the Course Coordinator and Lead Instructor. He can be reached at robert.m.smith@loudoun.gov
- Lt. Boyd Morris is the Co-Course Coordinator and also a Lead Instructor. He can be reached at boyd.morris@loudoun.gov

Monroe Tech.

MTC Fire and EMS Classes resumed on August 31, 2015.

-Fire Fighter Certification Program:

- There are 9 students enrolled of which 8 are eligible for certification in this class. There is 1 student still trying to re-gain affiliation to a fire company.
- Students have completed fire attack, ladders, hose, forcible entry, ropes and knots, and ventilation. They are currently scheduling to sit for the EMR National Registry Certification test. Future classes will be on building construction and fire behavior.
- The Module I written test is scheduled for April 12. As Module I skills testing is scheduled for April 14, Ms. Sokol is encouraging stations to work with their MTC students during duty crews and training sessions to help perfect ladder, SCBA, hose, search, and rope skills.

-EMT Certification Program:

- There are currently eight students who continue with this program, of which 7 are eligible for certification.
- Students are currently in Medical Assessment and are making up material due to the recent snow days. EMT hospital rotations are scheduled from March 20 to April 15.

-The Module III Trauma test was given on February 11, and all students were successful in passing. The Module IV Medical test is scheduled for April 26.

-Program Information:

- Spring Break is March 20-26, 2016. This is also the time when EMT hospital rotations will take place allowing students to have a time off to participate.
- Applications are being accepted for the MTC 2016/2017 school year. Current applications submitted so far equal 15 applicants for the EMT program, and 7 applicants for the fire program. The application period closes on April 15, 2016.
- LCPS Instructor Sandy Sokol is MTC's Course Coordinator and Lead Instructor. She can be reached at sandra.sokol@lcps.org

Ongoing/Completed/Cancelled Courses

- Fall 2015 FF I & II Basic Certification School-Completed
- NFPA 472-Hazardous Materials Operations-February 2016 Class-Completed
- Fire Instructor-Level II-LCFR-Completed
- LCFR Ice Rescue Technician-Completed
- NFPA 1403 Compliance Officer-Completed
- Fire Behavior/Flashover Recognition-February 27-Completed
- NFPA 1002 EVOC I, II, III-February-Completed

- Spring 2016 FF I & II Basic Certification School-Ongoing
- Fire Officer-Level II (Hybrid)-Ongoing
- Fire Instructor-Level II-Purcellville-Ongoing

- LCFR Injury Reporting-January 23, 2016-In the Process of re-scheduling with LCFR HR

Classes Being Offered

Fire Behavior/Flashover Recognition	Ongoing- Contact BC Gottholm Bernard.gottholm@loudoun.gov
VDFF HTR- Confined Space Level I	April 9-10, 2016 Regis. closes March 25, 2016
NFPA 472-Hazardous Materials Operations May 2016 Class	April 30-May 21, 2016 Regis. closes April 15, 2016
NFPA 1021-Fire Officer-Level III	April 23- May 21, 2016 Regis. closes April 8, 2016
VDFF HTR-Introduction to Technical Rescue Module II	May 3-8, 2016 Regis. closes April 22, 2016
LCFR Ignitor/1403 Awareness	May 7, 2016 Regis. closes April 29, 2016

Training Center MISC

****Sexual Harassment Prevention for Supervisors/Officers—To register for this class, please provide your name, station #, email address, rank/title, and a brief statement requesting this course in an**

email to lauren.hartman@loudoun.gov. You will receive instructions from Lauren as to how to access this online course.

****Check the VDFP Website (www.vafire.com) for current information and a listing of classes being offered in other jurisdictions such as:**

-Fairfax County Fire & Rescue Department
4600 West Ox Road, Fairfax, VA
Fire Officer Level I-March 28-April 10, 2016
Registration Closes March 27, 2016 through the VDFP website. www.vafire.com

-Currently the Training section of the VDFP website under “view courses” is currently not active and shows an error page when the link is selected. Chief Baker from VDFP Division 7 Office said that this is supposed to be a temporary issue but no date has been given yet for repair.

Upcoming Events from Around the State

2016 NFA In-State Training	Salem	April 5 & 6, 2016
2016 NFA In-State Training	Norfolk	April 12 & 13, 2016
22nd Annual Caroline Co. Regional School	Milford	April 16 & 17, 2016
Rockingham Regional Fire School	Harrisonburg	April 23 & 24, 2016
VA Dept. of Forestry Statewide	Farmville	May 25-28, 2016
Wildfire Academy		

Committee Reports

- **Equipment Standards Committee: Chief Stephens**

Nothing

- **Communications Committee: Chief Quijano**

The demo was done and approximately 40-50 people participated. Some changes in policy may be forthcoming. The system training is being developed.

- **Health & Safety Committee: Chief Quijano**

Chief Quijano stated they are working on a gear spec and plan on piggybacking off of Rockville’s gear mainly for the career side.

In addition, an air conservation study is also being developed. A survey will be disseminated soon regarding policies.

The legislature approved localities to provide EAP programs to volunteer companies. That will be effective on July 1st. A policy will be needed.

- **Training Committee: Chief Graham**

Nothing additional to report

- **IAFF: Scott Stonesifer**

Captain Frye's retirement party was held last weekend with a good turnout.

Old Business

Dispatch Algorithm Committee:

Chief Cook reported that Chief Tobia is getting together the Dispatch Algorithm Committee. Chief Cook reminded the FOC that Chief Stephens was submitted and recommended to be a part of the committee. Kordek was chosen as the alternate for the committee.

ATL Funding:

Chief Cook stated that work is in progress regarding ATL Funding. Chief Cook stated he is having some difficulty receiving return calls.

Rules of Order:

Chief Cook reminded the FOC that he had asked for a review of the Rules of Order. As of today's meeting, no feedback has been received. Chief Quijano will take a look at the Rules of Order and provide feedback.

New Business

Volunteer Physicals:

Chief Cook advised all to review the DRAFT SWP on Volunteer Physicals. Chief Cook stated this item will go to the EC in April. Chief Cook stated that for the Volunteer Battalion Chief's Program, the NFPA 1582 physicals will become mandatory. Chief Cook stated that volunteers will be encouraged to receive an annual physical. Chief Johnson stated that training officers have always had to submit to an NFPA 1582. Chief Cook reiterated that this item will be voted on at the April FOC meeting.

Discussion ensued regarding HAZMAT training and alternative wording for the SWP.

Council Delegate Comments:

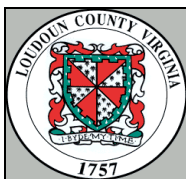
Company 6: The new station is open. Chief Quijano invited all to visit the station. The grand opening will be on May 15th.

Company 8: A surprise 80th party for Stanley Lickey will be held on Sunday. All are invited to attend at 1:00pm.

Company 10: A question regarding the awards banquet arose. Chief Johnson advised that six months ago, a system wide awards committee was established. Further, Chief Johnson stated that the draft SWP has been completed. Once, reviewed, the SWP will go to the EC and then to all committees for comments. Chief Johnson emphasized that this was a very comprehensive system wide awards policy.

The next Executive Committee meeting is March 29, 2016 at 7:00 p.m. and the next Fire Operations Committee meeting is April 20, 2016 at 7:00 p.m.

Respectfully submitted,
Christine Langley-Obaugh, M.Ed., CVA
Executive Liaison



SIGNIFICANT INCIDENT REPORT



Incident Commander Battalion Chief Jason Collins (BC603)

Officer completing SIR (if different from above) [Click here to enter text.](#)

Incident date 3/22/2016	Incident number 201606579
Dispatch time 1010	Box area 1110
Incident location 1201 North Amelia Street	

Type of incident as dispatched [Click here to enter text.](#)

Actual type of incident (if different from above) [Click here to enter text.](#)

Number of Alarms: ☒ Initial Alarm Only ☐ Second Alarm or Greater ☒ Level I RIT
☐ Level II RIT ☐ Level III RIT ☐ Tanker Task Force
☐ Other [Click here to enter text.](#)

Dispatched/Additional Units (Level I RIT, 2nd Alarm, Tanker Task Force, etc): E611, E618, E624, E404 (replaced E439), TL611, TL606, R680 (replaced R439), I615, BC601, BC603, EM601, SO600, and FM610. Level I RIT: E622B, T620, and M635B

Casualties

	Civilian	Fire Service	Other
Injuries	Click here to enter text.	Click here to enter text.	Click here to enter text.
Fatalities	Click here to enter text.	Click here to enter text.	Click here to enter text.

Property Loss (determined in conjunction with the FMO)

	Building	Contents	Total
Value	Click here to enter text.	Click here to enter text.	Click here to enter text.
Damages	Click here to enter text.	Click here to enter text.	\$45,000

Incident Times

First unit on scene	E611 at 1013
Additional alarms/resources requested	Level I RIT at 1015
Fire/Incident Under Control	1024
Last unit cleared scene	BC603/FM610 at 1207

Understaffed/Unavailable/Add-on Units

BC401 (requested by BC601 due to a delayed response), DI600 (SDO), CU611, and FM606.

Initial Evaluation

S (size up) – Completed
L (locate the fire) – Completed
I (identify the flow path) – Completed
C (cool the space) – Completed
E (extinguish the fire) – Completed
R (rescue) – Completed
S (salvage) – Completed

ECC received a call for a reported house fire on the 1200 block of North Amelia Street in Sterling Park. Dispatched units responded to find a single family home with visible smoke coming from a one story rancher. The residents were located outside of the home upon their arrival. Upon entering the residence, crews located a fire in the kitchen area with extension. Fire was quickly extinguished and the residence was ventilated. Units quickly started to go in service and the remaining crews assisted the FMO with their investigation. The cause of the fire was deemed accidental resulting from food left unattended on the stove. There were no reported injuries to civilians or firefighters. Smoke alarms were present in the home but had been disabled by removing the batteries.

Narrative of Operations

E611/TL611 – Arrived at the same time. TL611 X-Ray took two out. E611 established their own water supply and called for a Level I RIT. Size up of the structure, single story on side Charlie with no basement and fire showing through the kitchen window. E611 established North Amelia Street Command. E611/TL611 stretched a 1 ¾" line to the front door and forced entry. Crews were met with low visibility and moderate heat. Fire attack and extinguishment, primary search completed with negative results, and coordinated ventilation all completed. Later in the incident crews assisted FM610 with his investigation.

E618 – Pulled an attack line to side Charlie and assisted interior crews from the exterior. Also secured utilities on side Charlie.

E624 – Laid out secondary supply line, pulled back-up line to side Alpha and assisted E611/TL611 interiorly with overhaul and ventilation.

E404 – Established secondary water supply and took the initial RIT assignment.

TL606 – Crew meet up with E611/TL611, completed a secondary search with negative results. Assisted with overhaul and checking for extension. TL606 X-Ray worked in conjunction with TL611 X-Ray team deploying ground ladders to side B/C. Topside ventilation of an attic fan and exhaust vent was also done.

R680 – Arrived and staged at the command post. Placed in service shortly after their arrival.

I615 – Handled Rehab for the interior crews. CU611 arrived later in the incident and provided refreshments at Rehab.

EM601 – Reported to the command post once established and asked for assignment. Staffing LT was on scene and assigned as Command Aide. EM601 was asked to coordinate with SO600 and ensure Rehab was properly setup.

SO600 – Took numerous laps around the structure, provided IC with updates, and interior air monitoring. Ensured Rehab was established.

BC601 – Delayed response from the Leesburg area. Arrived and provided IC with incident updates and assisted through the duration of the incident.

BC401 – Dispatched due to the delay of BC601. Arrived and reported to command post. Quick lap of the structure and report back to the command post. Placed in service shortly after arrival.

E622B/T620/M635B – Dispatched as part of the Level I RIT. E622B met up with E404 and briefly became part of the RIT Group. M635B was tasked to position for a transport if needed. T620 staged at the command post. All units were placed in service shortly after their arrival.

Safety Officer Comments

Crews were diligent remaining on air until readings were within normal limits.

Crews should utilize gloves when heeling a ladder.

Rehab was established early and crews rotated without incident. Crews did a great job utilizing the wipes that were set up by I615 prior to entering Rehab.

As a reminder, all personnel should wipe off their face/necks after completing interior operations. Please decontaminate yourself, your equipment and your apparatus after the incident.

Additional Comments

Once the Command Channel has been established, communications with ECC should go through this channel and the Tactical Channel should be used for fire ground operations. A couple of times IC went directly to ECC on the Tactical Channel which is not continuously monitored.

Red Cross requested but placed in service after discussion with the homeowners and their insurance company representative.

Attachments

☐ Pictures

☐ Diagrams

☐ Other [Click here to enter text.](#)



Loudoun County Fire & Rescue

TRAINING DIVISION

16600 Courage Court, Leesburg, VA 20175
Phone 703-737-8400 Fax 703-777-0235



FIRE OPERATIONS COMMITTEE REPORT

6

March 9-April 13, 2016

2016-1 Firefighter I & II

- The Spring 2016 Firefighter I & II Certification Class began on March 5, 2016, with 28 students.
- Currently, 27 students remain in class.
- Course of study consists of Module I skills. These include PPE, SCBA, hose, fire attack and suppression, foam, forcible entry, ladders, vent, salvage, overhaul, and ropes and knots. The Module I written and practical testing will be conducted on April 30, 2016.
- Chief's should have received email updates (report cards) from the course coordinator on March 31, 2016.
- Lt. Michael Smith is the Course Coordinator and Lead Instructor. He can be reached at robert.m.smith@loudoun.gov
- Lt. Boyd Morris is the Co-Course Coordinator and also a Lead Instructor. He can be reached at boyd.morris@loudoun.gov

Monroe Tech.

- MTC Fire and EMS Classes resumed on August 31, 2015.
- The Fire Fighter Certification Program:**
 - There are 9 students enrolled and all are eligible for certification in this class. (1 student re-gained affiliation to a fire company which re-established eligibility)
 - Students have been working on their skills and preparing for the Module I testing. The Module I written test was administered on April 12. Four (4) students will need to take a Module I written re-test due to failures. This re-test is scheduled for May 19. Module I skills testing is scheduled for April 14.
 - Live fire training will begin in May with flashover on May 5, Burn 1 on May 13, and Burn 2 on May 17.
- The EMT Certification Program:**
 - There are currently eight students who continue with this program, of which 7 are eligible for certification.
 - Students are finishing up Medical and will be taking their Module 4 written exam on April 26.
 - All students completed their EMT hospital rotations which were scheduled between March 20 and April 15.
- **Program Information:**
 - The application period for the MTC 2016/2017 school year closed on April 15, 2016. Current applications submitted so far equal 18 for the EMT program, and 10 for the fire program.
 - LCPS Instructor Sandy Sokol is MTC's Course Coordinator and Lead Instructor. She can be reached at sandra.sokol@lcps.org

Ongoing/Completed/Cancelled Courses

- FF I & II Basic Certification School-Class 16-1-Ongoing
- NFPA 472-Hazardous Materials Operations-February 2016 Class-Completed
- VDFP HTR-Confined Space-Level I-Completed
- Fire Behavior/Flashover Recognition-February 27-Completed
- Fire Officer-Level II (Hybrid)-Completed
- Fire Instructor-Level II-Purcellville-Completed
-
- LCFR Injury Reporting-Re-scheduled-April 30, 2016

Classes Being Offered

Fire Behavior/Flashover Recognition	Ongoing-Contact BC Gottholm bernard.gottholm@loudoun.gov
VDFP Fire Officer II (Hybrid) Purcellville VFC	April 21-May 26, 2016 Regis. thru VDFP Website
NFPA 1021-Fire Officer-Level III	April 23-May 21, 2016 Regis. closed April 8, 2016
VDFP PILOT -Fire Instructor III	April 25-27, 2016 Regis. thru VDFP-Closed
NFPA 472-Hazardous Materials Operations May 2016 Class	April 30-May 21, 2016 Regis. closes April 15, 2016
LCFR Injury Reporting	April 30, 2016 Regis. closes April 22, 2016
VDFP HTR-Introduction to Technical Rescue-Module II	May 3-8, 2016 Regis. closes April 22, 2016
LCFR Ignitor/1403 Awareness	May 7, 2016 Regis. closes April 29, 2016
Mayday Technician-Rapid Intervention Team Company Operations (RITCO)	May 14-15, 2016 Regis. closes May 6, 2016
NFA-Leadership II	May 28-29, 2016 Regis. closes May 23, 2016
LCFR Swift Water Rescue-Technician	June 4-12, 2016 Regis. closes May 20, 2016
NFA-Decision Making for Initial Company Operations (DMICO)	June 14-15, 2016 Regis. closes June 6, 2016
VDFP HTR-Rope Rescue-Level I	June 4-12, 2016 Regis. closes May 20, 2016

VDFP-EVOC I, II, & III Hamilton Stations 605/617	June 18-19, 2016 http://bit.ly/1QJNjUD
NFPA 1021-Fire Officer-Level III Purcellville VFC	June 25-August 27, 2016 Regis. thru VDFP Website

Training Center MISC:

****Sexual Harassment Prevention for Supervisors/Officers—**To register for this class, please provide your name, station #, email address, rank/title, and a brief statement requesting this course in an email to lauren.hartman@loudoun.gov. You will receive instructions from Lauren as to how to access this online course.

*****Check the VDFP Website (www.vafire.com) for current information and a listing of classes being offered in other jurisdictions such as: No Classes to report during this period.**

-The Training section of the VDFP website under “view courses” has recently been upgraded. Should you try to open the document without success, the training division has been able to access the site using Google Chrome.

Upcoming Events from Around the State

22nd Annual Caroline County Regional School	Milford	April 16 & 17, 2016
Rockingham Regional Fire School	Harrisonburg	April 23 & 24, 2016
VA Dept. of Forestry Statewide Wildfire Academy	Farmville	May 25-28, 2016
Structural Collapse Technician Course	Virginia Beach	October 15-22 2016

The 19th Annual Virginia Fallen Firefighters and Emergency Medical Services Memorial Service will be held on Saturday, June 4, 2016 at the Richmond International Raceway Complex’s Main Exhibition Hall.

Questions! Please contact:

Scott Brazier, Captain
Office-703-737-8872
scott.brazier@loudoun.gov

LCCFRS – Training Committee
Meeting Minutes April 2016

Meeting convened April 5th at 1900

Attendees

Committee Chair		LCFREM – Field Reps	
Bernard Gottholm	Excused	Troy Gittings	Present
		Marc Nicholson	Present
Fire Operations Committee Reps		LCFREM – Training Division Reps	
Jim Fazekas – Co 1/20	Present	Scott Brazier	Present
Scott Radcliffe – Co 2	Present	Bill Toon	Present
EMS Operations Committee Reps		Guests	
Cheryl Aycock – Co 4	Excused		
Tony Mino – Co 13	Present		

Meeting minutes approved for

Agenda

- New Business
 - Discussion of the SWP Fire and EMS Training Enrollment and Waiting Lists
 - Chief Shank described the process on how the Training Committee came up with the SWP up for discussion.

•

Training – Scott Brazier

- No Report

Fire OPS – Bill Graham and Scott Radcliffe

- No Report

EMS OPS – Cheryl Aycock and Tony Mino

- No Report

LCFR Field –

- No Report


Old Business

New Business

- All voted to ta

Meeting adjourned at 2030

Next meeting Tuesday December 1, 2015

	LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM SYSTEM-WIDE PROCEDURE (SWP)
TITLE	Volunteer Physicals
SECTION	
SWP#	
ISSUED	
REVISED	
APPROVED	System Chief _____ W. Keith Brower, Jr.

PURPOSE

The purpose of this system-wide policy is to define and describe the process for qualified volunteer members of the Combined Fire and Rescue System to obtain a physical.

Loudoun County mandates pre-placement (Candidate) physicals for all operational volunteer Fire and Rescue members who join the County after July 1, 2011. The County also provides, at no cost to incumbent operational volunteer members, an annual physical in accordance with applicable standards commensurate with the volunteer members' scope of practice (EMS-only or cross-trained/dual role Fire and EMS). Incumbent operational volunteers are strongly encouraged to participate in the annual physical program¹.

SCOPE

This policy applies to volunteer Loudoun County Combined Fire and Rescue System (LC-CFRS) operational personnel.

DEFINITIONS

Candidate – An individual who is seeking to become an operational member of a Volunteer Fire/Rescue Company located in Loudoun County, recognized in Chapter 258 of the Codified Ordinances of the County. For the purpose of this Policy, a Candidate may also be an incumbent member seeking eligibility to obtain initial training and certification as a firefighter.

Incumbent – An individual who is an existing (currently active) operational member of a Volunteer Fire/Rescue Company located in Loudoun County, recognized in Chapter 258 of the Codified Ordinances of the County.

Interim – A report provided by Occupational Health requiring a Candidate or Incumbent to take action before a determination can be made on the individual's clearance to participate in

¹ This SWP replaces FRG 3.1.2 and 3.1.3

operational activities.

NFPA Physical – The National Fire Protection Association (NFPA) 1582 Standard on Comprehensive Occupational Medical Program for Fire Departments²

OSHA Physical – The U.S. Department of Labor Occupational Safety & Health Administration (Respiratory Protection) regulations. See also 29 CFR 1910.134

Occupational Health – The County’s contracted agent to provide professional medical expertise in the area of occupational health as they relate to emergency services.

Operational Member – An operational member is one who is authorized to perform essential fire suppression and rescue (EMS) duties as a member of a Fire or Rescue Company recognized under Chapter 258 of the Codified Ordinances of Loudoun County. Administrative members who provide support services to operational members are excluded.

Physical – An NFPA or OSHA medical examination performed by the County Occupational Health provider.

POLICY

- A. All Candidates shall satisfactorily complete a physical administered and interpreted by Occupational Health.
- B. Occupational Health shall serve as the responsible agency in determining medical clearance to participate as an operational member of the Combined Fire and Rescue System.
- C. All Incumbent members are eligible for annual physicals administered by Occupational Health.
- D. Incumbent members previously cleared under the OSHA standard must complete an NFPA 1582 physical as a Candidate to be eligible for initial firefighter training and certification.
- E. Participants in the Volunteer Battalion Chief Program are required to successfully complete an annual physical (NFPA 1582) (*effective 07/01/2016*)
- F. Part-Time Instructors who work and conduct training involving IDLH environments at the Robert O.R. Dube’ Fire Rescue Academy are required to successfully complete an annual physical (NFPA 1582).
- G. Sample components of the NFPA & OSHA physical are herein provided in APPENDIX I.
NOTE: The list below is informational only. The contract between the County of Loudoun and the Occupational Health provider will serve as the determining guide for the component parts of specific physicals.

² The LC-CFRS currently references the 2013 Ed. of NFPA 1982

PROCEDURE

I. Candidate Physicals

- A. Candidate physicals are performed during the affiliation process and will determine the prospective volunteers' eligibility as an operational member.
- B. The ranking administrative officer (or designee) of a Volunteer Company will communicate with the Volunteer Programs Section via electronic mail to vol_health@loudoun.gov to schedule an NFPA or OSHA physical. The email from the Company leadership will serve as authorization from the Company of the candidate's intent to affiliate with the Company. The email will provide the candidate's name, contact information and the Company's determination of the type of physical being requested (OSHA or NFPA).
- C. Volunteer Programs will send the Candidate instructions and access to the online physical schedule program to set up their physical at a time suitable to their schedule.
- D. Candidates seeking clearance under NFPA 1582 will be evaluated under Chapter 6 of the Standard.
- E. Candidates will receive the results of the physical and the Volunteer Programs Manager will receive a disposition as follows :
 1. The individual is cleared to perform both firefighter and rescue duties
 2. The individual is cleared to perform rescue duties only
 3. The individual has the following restrictions (these will be described in detail by the physician)
 4. The individual is not cleared to perform firefighter or rescue duties
 5. The Individual is required to follow up with personal physician/specialist to obtain clearance
- F. Volunteer Programs will forward the disposition to the Candidate and the ranking administrative officer (or designee) of a Volunteer Company. . **The only information provided by Occupational Health will be a determination of eligibility.**
- G. Results will also designate the level of Respirator clearance authorized for the individual in accordance with the County's Respiratory Protection Program.
- H. An interim report may be issued that requires the candidate to take action before a final determination can be made by Occupational Health. An interim may require the individual to seek additional medical testing not covered by the County. Individuals are responsible to ensure Occupational Health receives proper documentation in the time requested. Failure to provide documentation will result in a "not cleared" determination.
- I. Candidates who are not cleared may re-apply through their Company leadership one year from the date of their last-completed exam. A second failure will result in a two year delay before a third and final attempt can be requested. Candidates who are not cleared for operational participation may affiliate as an administrative member at their Company's discretion but may not participate in operational activities of the System.

II. Incumbent Physicals

- A. Incumbent members may request an annual physical at any time by electronic mail to the Office of Health and Safety (OHS) at OHS@loudoun.gov. Incumbent firefighters will be evaluated using Chapter 7 of NFPA 1582. Incumbent EMS-only providers will be evaluated using the OSHA standard.

- B. Affiliation and status will be verified by Volunteer Programs Staff and the Incumbent will be sent access to the online physical schedule program to set up their physical for a time suitable to their schedule.
- C. Incumbent members may also request to be placed on the annual physical cycle by notifying OHS@loudoun.gov. Thereafter, participating incumbents will receive an email two months in advance of their birth month with access to the online portal to schedule their physical.
- D. The disposition will be forwarded from Occupational Health to OHS. OHS will forward the results to the individual. **The only information provided by Occupational Health will be a determination of eligibility.**
- E. Incumbents will receive the results of the physical and OHS will receive a disposition as follows :
 - 1. The individual is cleared to perform both firefighter and rescue duties
 - 2. The individual is cleared to perform rescue duties only
 - 3. The individual has the following restrictions (these will be described in detail by the physician)
 - 4. The individual is not cleared to perform firefighter or rescue duties
 - 5. The Individual is required to follow up with personal physician/specialist to obtain clearance.
- F. Incumbents may be issued an Interim report. An Interim report requires the incumbent to take action before a determination can be made by Occupational Health. An interim may require the incumbent to seek additional medical testing not covered by the County. Incumbents are responsible to ensure Occupational Health receives proper documentation in the time requested. Incumbents can request of Occupational Health and extension to their interim; those will be evaluated by Occupational Health and only granted when medically acceptable to do so. Failure to provide documentation will result in a “not cleared” determination.
- G. Incumbent members who are issued an Interim may remain operational members of the System unless otherwise noted on the Interim report.
- H. Incumbent members who complete an annual physical and receive a “Not Cleared” report shall be removed from operational duties (including exertional training). Affected System leaders will be notified of a “Not Cleared” status. Incumbent members restricted from participating in operational activities will remain operationally inactive until the Occupational Health provider clears the individual to return to operational duties.
- I. Incumbent members who, in the course of their employment with Loudoun County, fail a physical required in the course of their employment will be restricted from participating as an operational volunteer until medical issues are resolved and clearance provided by Occupational Health.

APPENDIX I
Components of Physicals

NFPA	OSHA	<u>Physical Components</u>	<u>Notes</u>
X	X	Audiometry	Mandatory
X	X	Body Fat / Body Composition	Mandatory
X	X	CBC W / Differential	Mandatory
X	X	Vision	Mandatory
X	X	Flexibility / Strength	Mandatory
X	X	Hepatitis B Surface Antibody / Titer	Mandatory
X	X	Chem Profile	Mandatory
X	X	Urine Dip	Mandatory
X	X	Physical Exam	Mandatory
X	X	Spirometry	Mandatory
X		Stress Test	Mandatory
X	X	Quantiferon Test	Mandatory
X	X	Respirator Clearance	Mandatory
X		PSA- Prostate Specific Antigen	Men only, Age and Risk factors considered.
X	X	Hepatitis B Vaccine - Series of 3	supplemental - needed based on titer result
X		Mammography Screening	Female only
X	X	Tetanus	supplemental - based on CDC recommendation
X	X	Chest X-ray 2 View	Baseline at preplacement, supplemental - every 3 years
X	X	Hepatitis C Confirm RIBA	supplemental - only if Hep C antibody is positive
X	X	Urinalysis (Micro)	supplemental - only if urine dip is abnormal
X	X	EKG Resting w /interpretation if no stress test	Mandatory OSHA Periodic for NFPA- based on age
X	X	Hepatitis C Antibody	Only Candidate
X	X	PPD	supplemental - Quantiferon comes back positive

Date of Meeting: March 29, 2016

LC-CFRS EXECUTIVE COMMITTEE ACTION ITEM

SUBJECT: Social Media and Use of Electronic Devices Policies

PRIMARY SERVICE AREA: System-wide

CRITICAL ACTION DATE: March 29, 2016

SYSTEM CONTACT: Matthew Tobia, Assistant Chief, LC-CFRS

PURPOSE: The purpose of this item is to introduce two new policies to the LC-CFRS for consideration of adoption.

RECOMMENDATION: Staff recommends that the EC of the LC-CFRS adopt the attached policies with consideration of referral to the System-Wide Sub-Committees for review and comment.

BACKGROUND: The rise of social media as a mechanism for public safety agencies to transmit and communicate critical information to the public has become a significant enhancement in public safety interaction. We are able to reach a much larger segment of our communities and allowed community members at large to access the services provided by the member agencies of the Loudoun County Combined Fire and Rescue System. This has, without a doubt, yielded measurable benefits for our community and for our collective effectiveness.

Simultaneously, the speed with which information is shared via social media, often without being verified or vetted, challenges us to protect our reputation as a trusted provider of emergency services. Without guiding policies, System members are left to determine for themselves what information should or should not be shared, and under what circumstances the sharing of information actually endangers the public and our credibility. The challenges of balancing free speech rights with safeguarding the public is an ever-present task and one that courts across the Country continue to struggle with as they attempt to manage expectations.

Nothing in these policies is intended to abridge the rights of private citizens while engaging as private citizens in their democracy. Having said that, the System does have an affirmative obligation to ensure that System-members conduct themselves in accordance with our core values, adhering to policies and procedures designed to protect them and the System as a whole.

Several System organizations already have policies addressing the use of Social Media and Personal Electronic Devices and nothing in these policies precludes any organization from considering policies that are more restrictive than those set forth herein. Conversely, there are many organizations that do not have any guiding policies and these two new procedures are meant to codify a *minimum set of expectations* that apply System-wide.

These policies were originally drafted by LC-CFRS System member Matthew Shultz (Company 10) who completed this work as a component of his Bachelor's Capstone Project. He has committed a tremendous amount of time, energy and effort to these policies and his efforts are recognized and appreciated. Battalion Chief Jamie Cooper (Battalion 602) also worked with V/BC Shultz on the documents. Thereafter, the DRAFT policies were reviewed by the System-Wide Public Affairs Officer (Mary Maguire) and Public Information Officer (Laura Rinehart). The County Public Affairs Officer (Glen Barbour) also reviewed the draft policies and provided valuable guidance. Finally, the policies were reviewed and edited by Milissa Spring, Deputy County Attorney. All of these System members committed considerable effort to bring them to the drafts now under consideration.

ISSUES: There have already been several high profile cases in which System members have been dismissed or disciplined for posting messages and or sharing information obtained as an instrumentality of the System that violated confidentiality rules. Without a standard set of policies to guide System member actions, we will continue to face these challenges on a case-by-case basis without a consistent set of practices to use as an evaluative tool when reviewing potential disciplinary action. Fortunately, the decisions of individual System members, while troubling, has not proven catastrophic, mainly due to the prompt attention given to each incident. However, it would be naïve to not admit that we are one social media post away from being on the front page of the Washington Post. Although controversial, failing to establish policies in these areas would be irresponsible at best, and potentially criminally and civilly risky at worst.

FISCAL IMPACT: There are no immediate fiscal impacts to this motion and policies.

DRAFT MOTION(S):

I move that the Executive Committee send the draft SWP: *Social Media Policy* and the draft SWP: *Use of Personal Electronic Devices* to the EMS Operations Committee, Fire Operations Committee, and the Administrative Operations Committee for review. Further, I move that the Executive Committee ask that a recommendation be brought back to the Executive Committee for consideration at the May 2016 meeting.

-or-

I move that the Executive Committee adopt the draft SWP: *Social Media Policy* and the draft SWP: *Use of Personal Electronic Devices* as presented.


-or-

I move an alternate motion.

ATTACHMENTS:

Attachment 1: SWP: Social Media Policy

Attachment 2: SWP: Use of Personal Electronic Devices

	LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM SYSTEM-WIDE PROCEDURE (SWP)
TITLE	Social Media Policy
SECTION	
SWP#	
ISSUED	
REVISED	
APPROVED	System Chief _____ W. Keith Brower, Jr.

Scope:

All Loudoun County Combined Fire and Rescue System (LC-CFRS) members

Purpose:

The purpose of this policy is to provide guidance to LC-CFRS members by identifying the appropriate use of social media by System personnel, and acknowledge that the inappropriate use of social media may lead to actual harm and disruption to the System. This may include, but is not limited to, negatively impacting the public's perception of the organization and its willingness to render services to them. For example, if a member of the LC-CFRS makes negative stereotypic comments on social media about a protected class, religious group, or race of people, citizens in such groups may avoid calling 9-1-1 due to that member's stated beliefs. Engaging in social media and social networking activities is a form of speech. Nothing in this policy is intended to unlawfully restrict a member's right to discuss, as a private citizen, matters of public concern.

Definitions:

- **Social media** is a Web- or mobile-based means of mass communication allowing for interaction amongst users, moving information between a news source, an individual and/or a broader community in the form of interaction and dialog. Social media websites are either publicly accessible or accessible to invited guests, in order to create, view or update the content. Social media sites include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, YouTube, Pinterest, LinkedIn, Flickr, Google+, blogs, commenting on online media reports, and other similar communication platforms or channels.
- **Loudoun County Combined Fire Rescue System:** "Combined System" or "LC-CFRS" includes every volunteer fire-fighting and EMS organization recognized pursuant to Chapter 258 of the Codified Ordinances of Loudoun County and authorized by the Board of Supervisors to operate as a fire-fighting and/or EMS organization within the geographic boundaries of Loudoun County, or any of its incorporated towns, as well as the Loudoun County Department of Fire, Rescue and Emergency Management (LCDFREM) and all of its employees.

10 a


- **Spokesperson for the System** includes any System member who is authorized to make a statement on behalf of the System in his/her capacity as a member of the System, or in such a way that it may reasonably be attributed to the System. Any such authorization must be given by the Incident Commander, Chief of System or designee.
- **Hate speech** is speech that identifies, in a negative manner, a person or group on the basis of attributes including race, ethnic origin, national origin, skin color, gender (including status as pregnant or nursing), religion, disability, gender identification, age, or sexual orientation, including a level of intolerance or hostility that is incompatible with a commitment to serve all members of the community.

Procedure:

1. System members who identify their affiliation with the LC-CFRS on personal website(s) shall provide a disclaimer on said personal website(s) to explicitly state that their statements are not intended to represent the Combined System. (An example of such a statement is: “The posts, opinions and/or views being expressed on this site are my own and do not necessarily reflect the views of the *Loudoun County Combined Fire and Rescue System (LC-CFRS)*”).
2. LC-CFRS members authorized to utilize social media on behalf of the LC-CFRS in emergency response and non-emergency capacities shall include: the System Chief and designee(s), Staff Duty Officers, Incident Commanders (or designee), and the LC-CFRS Public Information Officer (PIO) (or designee).
3. LC-CFRS maintains official social media platforms (e.g. website, Instagram, Facebook, Twitter). Any other social media accounts are considered personal use, and each individual is responsible and potentially accountable for posted content on such personal sites.
4. System members’ use of social media sites shall be in accordance with all applicable System –Wide policies regarding confidentiality, harassment, and the System-wide code of conduct.
5. No member of the System will, while speaking as a private citizen on a matter of public concern, do so in such a manner as to cause actual harm or disruption to System operations.
6. System members are not usually protected when speaking on matters that are not of public concern. Personal grievances, complaints about conditions of employment, or expressions about other matters of personal interest do not constitute speech about matters of public concern that are protected by the First Amendment, but are matters more immediately concerned with the self-interest of the speaker as an employee.
7. System members shall not engage in speech that is false, deceptive, libelous, slanderous, intentionally misleading, or causes harm to others, including speech that constitutes hate speech, or is harassing in nature; nor shall members discuss or post on a social media site protected or confidential matters of the System, including:
 - a. Investigations (to include, but not limited to: criminal investigations, fire and/or explosive origin and cause investigations, accident or collision investigations);
 - b. Patient Protected Health Information (as defined in the Health Insurance Portability and Accountability Act – “HIPAA”);
 - c. Personnel matters that are protected from disclosure by law;

10 a

- d. Protected controlled unclassified information, provided by federal, state, or local government partners, for System operational situational awareness (often labeled FOR OFFICIAL USE ONLY);
 - e. Information protected from public release under a Freedom of Information Act (FOIA) exemption.
 - f. Policies and Procedures of the LC-CFRS that are not for public dissemination (e.g. Station and Personnel Safety and Security; Response to Active Violence Incidents).
- 8. Violations of this SWP may result in disciplinary action up to and including dismissal from the System, as determined by the System Chief.
- 9. The use of personal web and social media while on-duty is prohibited during emergency response which begins at time of initial dispatch and continues through the time the unit returns to quarters. Only authorized personnel as described in #2 herein may conduct social media updates during emergency operations.
- 10. Supervisors of System members shall not require personnel under their supervision/management to accept a request to join their social media circle.
- 11. When social media impersonation of a System member is discovered, notification shall be made to the member's chain-of-command and reported to the Chief of System as soon as practical, due to potential negative impact on the reputation of the System.
- 12. System-affiliated entities (LC-CFRS organizations) who operate their own social media platforms shall not publish content which includes, but is not limited to, the following:
 - a. Matters that are under investigation (to include, but not be limited to: criminal investigations, fire and/or explosive origin and cause investigations, accident or collision investigations;
 - b. Any information that is protected by HIPAA;
 - c. Personnel matters that are protected from disclosure by law;
 - d. Protected controlled unclassified information, provided by federal, state, or local government partners, for System operational situational awareness (often labeled FOR OFFICIAL USE ONLY); and
 - e. CAD Information, protected by Loudoun County Fire and Rescue System Guideline 6.2.1 Confidentiality of CAD Information
 - f. Policies and Procedures of the LC-CFRS that are not for public dissemination (e.g. Station and Personnel Safety and Security; Response to Active Violence Incidents).
- 13. Information protected from public release under a Freedom of Information Act (FOIA) exemption. The LC-CFRS name and associated logos are not to be utilized, disseminated, sold or reproduced without permission of the System Chief, or designee.
- 14. All System members are responsible for protecting confidential information. System members seeking clarification regarding protected information or experiencing difficulty with that responsibility can seek free, confidential assistance through:
 - a. Direct supervisor, following chain-of command;
 - b. Employee Assistance Program

	LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM SYSTEM-WIDE PROCEDURE (SWP)
TITLE	Use of Personal Electronic Devices
SECTION	
SWP#	
ISSUED	
REVISED	
APPROVED	System Chief _____ W. Keith Brower, Jr.

Scope:

All Loudoun County Combined Fire and Rescue System (LC-CFRS) members

Purpose:

To provide guidance to LC-CFRS members by clarifying the boundaries for the personal use of digital devices (including, but not limited to: mobile phones, smartphones, tablets, personal computers and digital cameras) while on duty in the following ways:

- Acknowledging that the inappropriate use of personal digital devices may lead to actual harm and disruption to the LC-CFRS, such as negatively impacting the public's perception of the organization;
- Acknowledging that the inappropriate use of personal digital devices may delay or otherwise adversely impact a member's ability to focus on incident priorities; and
- Acknowledging that the inappropriate use of personal digital devices may inhibit a member's ability to protect patient information and jeopardize the integrity of ongoing investigations. Photos, video, or recordings of any type while on-scene that are inadvertently released publicly, including on personal social media accounts, potentially violate privacy and/or confidentiality laws.

Definitions:

Social media is considered to be a Web- or mobile-based means of mass communication allowing for social interaction, moving information between a news source, an individual and/or a broader community in the form of interaction and dialog. Social media sites are either publicly accessible or accessible to invited guests, in order to create, view or update the content. Social media includes, but is not limited to, Facebook, Twitter, Instagram, Snapchat, YouTube, Pinterest, LinkedIn, Flickr, Google+, blogs, commenting on online media reports, and other similar communication platforms or channels.

Loudoun County Combined Fire Rescue System: "Combined System" or "LC-CFRS" includes every volunteer fire-fighting and EMS organization recognized pursuant to Chapter 258 of the Codified Ordinances of Loudoun County and authorized by the Board of Supervisors to operate as a fire-fighting and/or EMS organization within the geographic boundaries of Loudoun County, or any

of its incorporated towns, as well as the Loudoun County Department of Fire, Rescue and Emergency Management and all of its employees.

Spokesperson for the System includes any System member who makes a statement on behalf of the System in his/her capacity as a member of the System, or in such a way that such statement may reasonably be attributed to the System, as opposed to making the statement as a private citizen. Individuals functioning in this capacity must be authorized by the Incident Commander, Chief of System or designee.

Hate speech is speech that identifies, in a negative manner, a person or group on the basis of attributes including race, ethnic origin, national origin, skin color, gender (including status as pregnant or nursing), religion, disability, gender identification, age, or sexual orientation, including a level of intolerance or hostility that is incompatible with a commitment to serve all members of the community.

Public Record: In accordance with the Virginia Freedom of Information Act, public records are letters, words or numbers, or their equivalent, set down by handwriting, typewriting, printing, photostating, photography, magnetic impulse, optical or magneto-optical form, mechanical or electronic recording or other form of data compilation, however stored, and regardless of physical form or characteristics, prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. Records that are not prepared for or used in the transaction of public business are not public records. [Virginia State Code § 2.2-3701]

A public record is determined by the content of the record, not the device on which it is found; as a result, personally owned devices may hold public records if the user, creator or owner of the record chooses to use such a device to capture or store the record.

Procedure:

1. The use of personal electronic devices while on-duty is prohibited during emergency response which begins at the time of initial dispatch and continues through the time the unit returns to quarters.
 - a. LC-CFRS members authorized to capture photographs, images, videos, and/or audio on behalf of the LC-CFRS during emergency response shall include: the Incident Commander (or designee), Staff Duty Officer(s), Chief of System (or designee), LC-CFRS Public Information Officer (PIO), LC-CFRS Safety Officer, Loudoun County Fire Marshal and/or law enforcement agency, or other investigatory agency or department as permitted under law.
 - b. Personal mobile phone exemption may be allowed for voice communications only, when approved by the Emergency Medical Services (EMS) Attendant-in-Charge (AIC), Fire Unit Officer or Incident Commander in support of scene or incident operations. Examples may include communications with a hospital, poison control center, emergency communications center(s), emergency point(s) of contact for the incident, hazardous material (HAZMAT) reference entity, Federal, state, and/or local government support. Personal calls of an emergent nature may also be authorized by appropriate authority as identified above.

2. Images, photos, videos, and/or audio shall not be recorded while on-duty using personal electronic devices, with the exception of station duties, training, and/or non-emergency documentation. Such images could be subject to release under FOIA if determined to be a public record.
3. Images, photos, videos, and/or audio captured by an authorized on-duty System member at the scene of an emergency call for the purposes of historical record shall forward a copy of the captured media to the LC-CFRS PIO for cataloguing and retention. Once receipt is acknowledged by the PIO, the original captured media on the System members' device(s) shall be destroyed.
4. Images containing identifiable patient information are protected as medical documentation under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and/or Health Information Technology for Economic and Clinical Health Act (HITECH).
5. No images, video, and/or audio may be shared, transferred or reproduced, unless required for patient care purposes and then only to the medical professionals involved in the care of that patient; as required by law, or for law enforcement activity.
6. No images, video, and/or audio captured by on-duty personnel may be sold or used for private or commercial purposes outside of the System under any circumstances.
7. Off-duty LC-CFRS members shall not use their affiliation to gain access to areas of an emergency scene that the general public is not able to access.
8. Use of personal helmet, dashboard, window, and body cameras are prohibited.

Date of Meeting: March 29, 2016

**LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM
EXECUTIVE COMMITTEE
ACTION ITEM**

#10 c

SUBJECT: SYSTEM-WIDE PROCEDURE – *AWARDS AND RECOGNITION*

PRIMARY SERVICE AREA: SYSTEM-WIDE

CRITICAL ACTION DATE: March 29, 2016

SYSTEM CONTACT: Assistant Chief Keith H. Johnson, Executive Committee

PURPOSE: The purpose of this item is to introduce the new *System-Wide Awards and Recognition* procedure to the Loudoun County Combined Fire and Rescue System (LC-CFRS) for consideration of adoption.

RECOMMENDATION: Staff recommends that the Executive Committee (EC) of the LC-CFRS adopt the attached procedure with consideration of referral to the System-Wide Sub-Committees for review and comment.

BACKGROUND: Loudoun County currently has various awards that are issued to its members to include but not limited to Volunteer Recruitment and Retention Awards, the Loudoun County Chamber of Commerce Valor Awards, Specialty Awards, Program Completion awards and awards issued by the Training Division. We have no central policy describing our current awards, no repository for the submission of awards and no central policy providing guidance on the nominations of individuals or groups.

On May 20, 2015, the EC approved the establishment of an Ad-HOC committee of the EC for the purpose of developing a System-Wide Awards Committee. Subsequently on June 30, 2015, the EC selected the individuals to serve on this ad-hoc committee. It became the intention of LC-CFRS to accept recommendations for recognition of significant acts made by its members and private citizens. LC-CFRS members will make recommendations of awards for those deemed qualified. It shall also be the policy to encourage all system members to recognize those actions of any system member who deserves recognition in any form.

COMPLETED WORK: Beginning in August 2015, the System-Wide Awards Ad-Hoc Committee begin work to merge all of the current award policies and procedures and make recommendations regarding system awards into one System-Wide Procedure (SWP) for LC-CFRS Awards. It is the intention that once approved by the EC and Chief of the System, the SWP shall govern the description, submission, awarding and distribution of awards to our system members.

Nothing will preclude any company from developing their own internal award(s) for the benefit of their individual company.

This standing committee was tasked with gathering information related to our current awards and associated policies as well as the development of new awards as deemed appropriate by the committee. After adoption, this standing committee will then be tasked with oversight of the established policy and the development of procedures for administration of the policy.

The System-Wide Awards ad-hoc committee is comprised of the following system-wide members:

Members:

Executive Committee Member	Keith Johnson	Assistant Chief of Operations
Chairperson	Jackson Shingleton	Technician, Fire Station 606
Vice-Chairperson	Karen McQuaid	Volunteer Program Manager
Career Operational Member	Karen Lavarney	Firefighter, Fire Station 605
Volunteer Operational Member	Stevan Porter	Captain, LCVRS
Administrative Member	Susan Edwards	Training Administrative Assistant
ECC Member	Stephen Duffitt	ECC CTO
Recruitment & Retention Member	Stephen Grant	Firefighter/Chaplain, SVRS

FISCAL IMPACT: Overtime may be required to compensate personnel eligible to receive overtime. Attendance at meetings will be an eligible overtime expense however; work associated with the project will need to be completed during normal work hours in addition to assigned duties. DFREM will absorb the cost of the System-Wide Awards.

DRAFT MOTION(S):

I move that the Executive Committee send the draft SWP: *Awards and Recognition* to the EMS Operations Committee, Fire Operations Committee, and the Administrative Operations Committee for review. Further, I move that the Executive Committee ask that a recommendation be brought back to the Executive Committee for consideration at the May 2016 meeting.

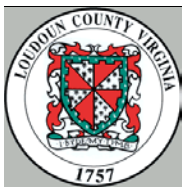
-or-

I move that the Executive Committee adopt the draft SWP: *Awards and Recognition* as presented.

-or-

I move an alternate motion.

Attachment 1: SWP: *Awards and Recognition*

	LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM SYSTEM-WIDE PROCEDURE (SWP)
TITLE	Awards and Recognition
SECTION	
SWP#	
ISSUED	Final Draft – EC Action Item v1 032916
REVISED	
APPROVED	System Chief _____ W. Keith Brower, Jr.

PURPOSE

To recognize personnel who distinguish themselves in the performance of their duties and who contribute significantly to the achievement of the goals of the Loudoun County Combined Fire and Rescue System. This policy shall apply to all members of the Loudoun County Combined Fire and Rescue System.

BACKGROUND

The Loudoun County Combined Fire and Rescue System (LC-CFRS) provides a variety of services to the citizens of Loudoun County. Occasionally, individual or team performance is worthy of special recognition by the placement of a bar on the Class A, B, C, or civilian employee uniforms (where applicable).

POLICY

It shall be the policy of LC-CFRS to accept recommendations for recognition of significant acts made by its members and private citizens. LC-CFRS will make awards for those deemed qualified. It shall also be the policy to encourage all employees to recognize those actions of any employee who deserves recognition in any form. LC-CFRS acknowledges the following category of awards:

- A. Achievement Awards
- B. Specialty Service Recognition
- C. Program Completion Recognition
- D. Valor Awards

E. Agency Specific Awards/Recognition

AWARDS NOMINATION REVIEW COMMITTEE (AWARDS COMMITTEE)

- A. The Awards Committee is appointed by the System Chief of the Loudoun County Combined Fire and Rescue System.
- B. The Awards Committee shall receive all recommendations for awards and recognition. The committee is responsible for reviewing the submitted nominations for awards to confirm that the criteria for the award has been met and the recipient is eligible to receive the award.
- C. The Awards Committee shall consist of nine (9) members in good standing within the LC-CFRS. The members shall include:
- Assistant Chief of Operations or Administration
 - 3 Career Members - One member must be a civilian employee
 - 3 Volunteer Members - One member must be administrative
 - Member of the Recruitment and Retention Committee
 - Member of the Emergency Communications Center (ECC)
- D. The chair and vice-chairperson will be elected by the committee members.
- E. Membership terms will be two years. Any member may be reappointed by the System Chief.
- F. Any vacancy will be filled as soon as possible by the System Chief.

NOMINATIONS OF AWARD RECIPIENTS

- A. Nominations for the following awards may be submitted by any LC-CFRS member: Civilian of the Year, Distinguished Service Award, EMS Provider of the Year, Fire Instructor of the Year, Firefighter of the Year, Hall of Fame Award, Meritorious Service Award, Officer of the Year, Recruitment and Retention Award, Robert “Hap” Arnold ALS Instructor Award, Robert “Hap” Arnold BLS Instructor Award, System Chief’s Commendation, System Recognition Award, Team Performance Award, and the Unit Citation Award.

- B. Nominations and selection for the Clark J. Deener Memorial Award, John C. Carr, Jr. Memorial Award, and Top Student Awards are nominated and selected by other nomination methods.
- C. The nominator must submit an LC-CFRS *Awards and Recognition Form* electronically via the following awards and recognition link:
<https://lfportal.loudoun.gov/forms/Awards-and-Recognition>

Note: If additional supporting information beyond the narrative portion of the e-form is needed, it shall be submitted electronically via awards@loudoun.gov.

- D. Nominators should recognize that the Awards Committee must determine if an award is appropriate based on the information contained in the e-form's nomination narrative and/or supporting documentation. Therefore, all nominations and narratives should be as detailed and timely as possible including dates, times, location, and incident number (if applicable), names and addresses of any witnesses, newspaper articles, photographs, and any supporting letters or memos, etc.
- E. Nominations for any of the awards and commendations listed in this System-Wide Policy must be in accordance with the description, criteria, and nomination contained for each of the awards.

RECOGNITION OF AWARDS

The Awards Committee in cooperation with the Training Division shall process all awards approved by the System Chief and execute the award ceremonies with the exception of the Chamber of Commerce Valor Awards.

- A. A ceremony to honor recipients of the system awards will be scheduled in the spring of each year. The cutoff date to submit award recipients for inclusion in the spring ceremony will be January 31st of each year for award nominations of the previous year.
- B. The Top Student Awards will be awarded by the Training Division at the conclusion of each EMS and Fire School during graduation
- C. The Chamber of Commerce Awards Committee will arrange an appropriate presentation ceremony for Valor Awards to be held in the spring of each year to present awards for the previous calendar year.

- D. The System Recognition Award that is awarded to a person(s) who is not a member of the LC-CFRS may be coordinated by the Public Information Officer at a time convenient for the person(s) receiving the award.

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CATEGORY OF AWARDS

A. Achievement Awards

A1. Civilian of the Year

- **Description:** This award honors a civilian (non-operational or administrative) member of the system who exemplifies outstanding performance in the day-to-day performance of their duties, and their outstanding service and dedication which are keeping with the highest traditions of the fire and rescue system.
- **Criteria:** Nominee must be a civilian, non-operational member of the LC-CFRS.
- **Nomination:** This award is nominated by any member of the LC-CFRS. The Nomination Review Committee will make its recommendation to the System Chief on an annual basis.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate and plaque from the System Chief.

A2. Clark J. Deener Memorial Award

- **Description:** Recognizes an EMS member for their significant contribution to the development of the EMS system in Loudoun County.
- **Criteria:** The nominee is not required to be a member of the LC-CFRS.
- **Nomination:** This annual award is sponsored by the Loudoun County Emergency Medical Service Council. It is a closed invitation process in which the former recipients choose the next recipient. The award recipient shall be forwarded to the Nomination Review Committee.
- **Recognition:** Annual Award. The recipient(s) will receive a commendation bar lapel pin, and plaque.

A3. Distinguished Service Award

- **Description:** Recognizes system member's exemplary performance and service either of an operational or administrative nature who has increased their unit, division or department efficiency or effectiveness.
- **Criteria:** Nominee is any member(s) of the LC-CFRS. This performance can occur on an emergency incident(s) or in a non-emergency function such as training, administration, education, prevention, public, and community service.
- **Nomination:** This award is nominated by any member of the LC-CFRS. The Nomination Review Committee will make its recommendation to the System Chief.
- **Recognition:** Ongoing Award. The recipient(s) will receive a certificate from the System Chief.

A4. EMS Provider of the Year

- **Description:** This award honors an EMS provider of the system who exemplifies outstanding performance in the day-to-day performance of their duties, and their outstanding service and dedication, which are keeping with the highest traditions of the fire and rescue system.
- **Criteria:** Nominee must be an affiliated EMS operational member of the LC-CFRS.
- **Nomination:** This award is nominated by any member of the LC-CFRS. The Nomination Review Committee will make its recommendation to the System Chief on an annual basis.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate and commendation bar from the System Chief.

A5. Fire Instructor Award

- **Description:** This award is sponsored by the Fire Operations Committee (FOC) and the LCFR Training Division. It recognizes a fire instructor for their dedication and commitment in fire suppression training. Nominee's activities must include contributions to the fire training process for all system members.
- **Criteria:** The nominee is not required to be a member of the LC-CFRS. He/She must provide fire training for one or more of the LC-CFRS agencies or The Oliver Robert Dubé Fire and Rescue Training Academy.
- **Nomination:** This annual award is nominated by any member of the LC-CFRS. The recipient will be chosen by the Fire Operations Committee (FOC) and LCFR training representatives. The award recipient shall be forwarded to the Nomination Review Committee.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate and plaque from the System Chief and include their name and position/rank engraved on a perpetual plaque.

A6. Firefighter of the Year

- **Description:** This award honors a uniformed member of the system who exemplifies outstanding performance in the day-to-day performance of their duties and their outstanding service and dedication, which are keeping with the highest traditions of the fire and rescue system.
- **Criteria:** Nominee must be a uniformed firefighter or technician operational member of the LC-CFRS.
- **Nomination:** This award is nominated by any member of the LC-CFRS. The Nomination Review Committee will make its recommendation to the System Chief on an annual basis.

- **Recognition:** Annual Award. The recipient(s) will receive a certificate and commendation bar from the System Chief.

A7. Hall of Fame Award

- **Description:** This award is sponsored by the Fire Operations Committee (FOC) and EMS Operations Committee (EMSOC). It recognizes system members for fire, EMS or direct contributors for outstanding achievement for their many years of service and/or outstanding contributions furthering the advancement of the fire and EMS service in Loudoun County. Nominees must show activities to include contributions to the County as a whole and not to a specific station. Nominees may be recognized for achievement, humanitarian and lifesaving actions.
- **Criteria:** Nominee is any member of the LC-CFRS. All nominees must have a minimum of 20 years of service or contribution in Loudoun County to be eligible.
- **Nomination:** This award is nominated by any member of the LC-CFRS. The recipient will be chosen by the FOC and EMSOC committee. The award recipient shall be forwarded to the Nomination Review Committee
- **Recognition:** Annual Award. The recipient(s) will receive a commendation bar, lapel pin and plaque.

A8. John C. Carr, Jr. Memorial Award

- **Description:** The award is sponsored by the Fire Operations Committee (FOC). It recognizes those who have been a member of the LC-CFRS for a minimum of five years and have displayed outstanding leadership and achievements during their service.
- **Criteria:** Nominee must be a member of the LC-CFRS for greater than 5 years.
- **Nomination:** This annual award is a closed invitation process in which the former recipient(s) choose the next recipient(s). The award recipient shall be forwarded to the Nomination Review Committee.
- **Recognition:** Annual Award. The recipient(s) will receive a commendation bar, lapel pin and plaque.

A9. Meritorious Service Award

- **Description:** Previously the LC-CFRS Lifesaving Award. This award recognizes a member or members of the LC-CFRS for conspicuous gallantry and bravery at the risk of life, above and beyond the call of duty, in action involving either fire ground operations or emergency medical services, or under extreme emergency circumstances that directly resulted in the saving of a human life.
- **Criteria:** Nominee is any member of the LC-CFRS, administrative or operational. Lifesaving action may occur on or off duty.

- **Nomination:** This award is nominated by any member of the LC-CFRS. The Nomination Review Committee will make its recommendation to the System Chief on an annual basis.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate, commendation bar and medal from the System Chief.

A10. Officer of the Year

- **Description:** This award honors an officer of the system who exemplifies outstanding performance in the day-to-day performance of their duties, and their outstanding service and dedication, which are keeping with the highest traditions of the fire and rescue system.
- **Criteria:** Nominee must be a fire or EMS operational or administrative officer of the LC-CFRS.
- **Nomination:** This award is nominated by any member of the LC-CFRS. The Nomination Review Committee will make its recommendation to the System Chief on an annual basis.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate and commendation bar from the System Chief.

A11. Recruitment and Retention Award

- **Description:** Previously the Leadership Award. This award is sponsored by the Loudoun County Recruitment and Retention Committee. It recognizes members of the LC-CFRS who have demonstrated leadership at multi-agencies or County-wide levels and whose impact greatly influenced newer members of the system.
- **Criteria:** Nominee must be a past or present member of the LC-CFRS.
- **Nomination:** This annual award is selected by a panel of representatives from the LC-CFRS Recruitment and Retention Committee and LCFR personnel. The nominee shall be forwarded to the Nomination Review Committee on an annual basis.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate and plaque and include their name and position/rank engraved on a perpetual plaque.

A12. Robert “Hap” Arnold ALS Instructor Award

- **Description:** This award is sponsored by the EMS Operations Committee (EMSOC) and the LCFR Training Division. It recognizes an ALS instructor for their dedication and commitment to EMS training including contributions to the training process and program(s).
- **Criteria:** The nominee is not required to be a member of the LC-CFRS. The nominee must provide ALS training at one or more of the combined system agencies or Oliver Robert “O.R.” Dubé Fire and Rescue Training Academy.

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- **Nomination:** This award is nominated by any member of the LC-CFRS. The recipient will be chosen by the EMSOC and LCFR training representatives. The award recipient shall be forwarded to the Nomination Review Committee.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate and lapel pin from the System Chief.

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A13. Robert “Hap” Arnold BLS Instructor Award

- **Description:** This award is sponsored by the EMS Operations Committee (EMSOC) and the LCFR Training Division. It recognizes a BLS instructor for their dedication and commitment in EMS training including contributions to the training process and program(s).
- **Criteria:** The nominee is not required to be a member of the LC-CFRS. The nominee must provide ALS training at one or more of the combined system agencies or the Oliver Robert “O.R.” Dubé Fire and Rescue Training Academy.
- **Nomination:** This award is nominated by any member of the LC-CFRS. The recipient will be chosen by the EMSOC and LCFR training representatives. The award recipient shall be forwarded to the Nomination Review Committee.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate and lapel pin from the System Chief.

A14. System Chief’s Commendation

- **Description:** Recognizes a system member who has distinguished themselves by exceptional service and performance during a single act of merit. This award recognizes system member(s) who displayed critical decision-making abilities or engaged in similarly noteworthy actions that contributed to the successful outcome of an incident or project.
- **Criteria:** Nominee is any member of the LC-CFRS
- **Nomination:** This award is nominated by any member of the LC-CFRS. The Nomination Review Committee will make its recommendation to the System Chief on an annual basis. The System Chief or his/her designee will make the ultimate decision of who is the recipient of this award.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate, commendation bar and medal from the System Chief.

A15. System Recognition Award

- **Description:** This award recognizes persons who have made significant contributions to the progress of the LC-CFRS. The nominee’s activities must include contributions or actions to promote the efforts of the fire and rescue system as well as actions, which influence or enhance the efficiency of the system.
- **Criteria:** The nominee is not required to be a member of the LC-CFRS.
- **Nomination:** Anyone inside or outside of the LC-CFRS can submit a nomination. The Nomination Review Committee will make its recommendation to the System Chief on an annual basis.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate and plaque from the System Chief.

A16. Team Performance Award

- **Description:** This award is intended to recognize administrative members for excellence. In special situations where functional units (work groups, sections, etc.) perform a task, special project or other non-emergency incident group activity which, while routine and a normal part of assigned duties, and while the unit's performance does not set it apart from other units with similar duties, the performance of the task(s) is identified as being a key to the successful outcome of the project.
- **Criteria:** Nominees are any members of the LC-CFRS.
- **Nomination:** This award is nominated by any supervisor/officer in the LC-CFRS. The Nomination Review Committee will make its recommendation to the System Chief.
- **Recognition:** Ongoing Award. The recipients will receive a certificate mounted in a plaque with the individual team member's names inscribed on it. The award will be provided by the appropriate chief officer and is intended to be displayed in a prominent location at the fire station or work location. In addition, each member of the group will receive a letter of recognition.

A17. Top Student (ALS, BLS and Fire School)

- **Description:** Recognizes the top student who has excelled in all aspects of school from practical, didactic and physical training. This student stands out in the areas of attitude, dedication, motivation and intelligence.
- **Criteria:** This award is open to system members who complete ALS, BLS, or fire certification school.
- **Nomination:** The training staff will maintain this award and determine each recipient.
- **Recognition:** Presented at the end of each EMS or fire school during graduation, the recipient(s) will receive a certificate and commendation bar from the training staff.

A18. Unit Citation Award

- **Description:** This award is intended to recognize a functional unit that performs in a superior manner on the scene of an emergency incident. The unit must display outstanding execution of duties and performance as to set it apart from other units with similar duties.
- **Criteria:** Nominee is any member of the LC-CFRS.
- **Nomination:** This award is nominated by any member of the LC-CFRS. The Nomination Review Committee will make its recommendation to the System Chief.
- **Recognition:** Ongoing Award. The recipients will receive a certificate mounted in a plaque with the individual team member's names inscribed on it. The award will be provided by the appropriate chief officer and is intended to be displayed in a prominent location at the fire station or work location. In addition, each member of the group will receive a unit citation certificate.

B. Specialty Service Recognition

The managers of the following specialty programs will award those who qualify to receive a bar.

B1. ALS-Intermediate Service Medal

Must hold an Intermediate level of certification for two years and have completed a preceptorship in Loudoun County. This specialty bar may only be displayed on the Class A, B or C uniform. Employees must forfeit wearing this specialty bar once they are no longer a certified EMT-I. The Battalion Chief of EMS or designee will maintain and disseminate this bar.

B2. ALS-Paramedic Service Medal

Must hold a Paramedic level of certification for two years and have completed a preceptorship in Loudoun County. This specialty bar may only be displayed on the Class A, B or C uniform. Employees must forfeit wearing their EMT-I bar once the level of EMT-P has been obtained. Employees must forfeit wearing this specialty bar once they are no longer a certified EMT-P. The Battalion Chief of EMS or designee will maintain and disseminate this bar.

B3. Hazmat Technician (I)

Must have completed Hazmat Technician level of certification and be an active member of the Hazardous Materials Response Team. This specialty bar may only be displayed on the Class A, B or C uniform as long as the employee's Hazmat Technician certification is up-to-date and the employee is an active member of the response team. The Hazmat Technician response team consists of anyone with an up-to-date Hazmat Technician certification who is able to be utilized in an operational role and is able to contribute during an emergency incident. The Hazardous Materials Team Leader or designee will maintain and disseminate this bar.

B4. Hazmat Technician (II)

Must have completed Hazmat Specialist level of certification and be an active member of the Hazardous Materials Response Team. This specialty bar may only be displayed on the Class A, B or C uniform as long as the employee's Hazmat Technician certification is up-to-date and the employee is an active member of the response team. The Hazmat Technician response team consists of anyone with an up-to-date Hazmat Technician certification who is able to be utilized in an operational role and is able to contribute during an emergency incident. The Hazardous Materials Team Leader or designee will maintain and disseminate this bar.

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B5. Honor Guard

Must be an active member of the Honor Guard. This specialty bar may only be displayed on the Class A, B, or C uniform. System members must forfeit wearing this specialty bar once they are no longer an active member of the Honor Guard. The head of the Honor Guard team or designee will maintain and disseminate this bar.

B6. Swift Water Technician

Must have completed Swift Water Technician, Ice Rescue Technician and the Loudoun County Emergency Boat Operator courses. This specialty bar may only be displayed on the Class A, B or C uniform as long as the employee's previously mentioned certifications are up-to-date and the employee is an active member of the response team. The Swift Water response team consists of anyone with an up-to-date Swift Water Technician, Ice Rescue Technician and Loudoun County Emergency Boat Operator certifications who is able to be utilized in an operational role and is able to contribute during an emergency incident. The head of the Swift Water program or designee will maintain and disseminate this bar.

C. Program Completion Recognition**C1. Chief EMS Officer**

Through the Center for Public Safety Excellence (CPSE), the Chief EMS Officer (CEMSO) Designation Program recognizes emergency medical services leaders of fire, private, hospital and third-service providers who have demonstrated excellence throughout their careers. The designation verifies past accomplishments and represents a launching point for continued achievement. The CPSE maintains and disseminates this bar.

C2. Chief Fire Officer

Through the Center for Public Safety Excellence (CPSE), the Chief Fire Officer (CFO) Designation Program was created to recognize fire officers who have demonstrated excellence and outstanding achievement throughout their career. The designation demonstrates that individuals have developed a strategy for continued career improvement and development. The highly competitive CFO designation assures departments that their leaders have the educational and technical competencies necessary to meet the demands of today's society. The CPSE maintains and disseminates this bar.

C3. Chief Training Officer

Through the Center for Public Safety Excellence (CPSE), the Chief Training Officer (CTO) recognizes administrators of training and educational programs in emergency services who have demonstrated excellence and outstanding achievement throughout their career. The process also assesses what contributions to the emergency services field the Chief Training Officer has made in the way of professional articles, public speaking, teaching and research

as well as professional memberships and community and civic involvement. The CPSE maintains and disseminates this bar.

C4. Executive Fire Officer

The National Fire Academy's (NFA) Executive Fire Officer Program (EFOP) provides senior fire officers with a broad perspective on various facets of fire and emergency services administration. The courses and accompanying research examine how to exercise leadership when dealing with difficult or unique problems within communities. The NFA maintains and disseminates this bar.

C5. Fire Marshal

Through the Center for Public Safety Excellence (CPSE), the Fire Marshal (FM) Designation Program recognizes fire prevention leaders who have demonstrated excellence and outstanding achievement throughout their career. The program also assesses contributions to the fire prevention field in the way of professional articles, public speaking, teaching and research as well as professional memberships and community and civic involvement. The CPSE maintains and disseminates this bar.

C6. Fire Officer

Through the Center for Public Safety Excellence (CPSE), the Fire Officer (FO) Designation is open to all company level officers, junior officers and above who have supervisory responsibilities or those who have served in an intermittent acting status for a minimum of twelve months. The CPSE maintains and disseminates this bar.

C7. National Honor Guard Academy

Recognizes personnel who have completed the National Honor Guard Academy (NHGA). The NHGA specializes in providing honor guard training to firefighters, police officers, and EMS personnel. The NHGA maintains and disseminates this pin.

C8. Officer Command School

Recognizes personnel who have completed all requirements of the Loudoun County Fire and Rescue (LCFR) Command School. The Battalion Chief of LCFR Human Resources maintains and disseminates this bar.

C9. Officer Development School

Recognizes personnel who have completed all requirements of the Loudoun County Fire and Rescue (LCFR) Officer Development School. The Battalion Chief of LCFR Human Resources maintains and disseminates this bar.

D. Valor Awards

Chamber of Commerce Valor Awards

These awards are sponsored and recipients are chosen by the Loudoun County Chamber of Commerce. These awards honor local heroes, from Public Safety personnel to ordinary citizens, for their courageous, often lifesaving actions. The entire Loudoun County business community is invited to attend these annual award ceremonies often held in April to help honor these dedicated public servants for their selfless acts of heroism and commitment to protecting our families, our neighbors and our community.

The Chamber of Commerce valor awards are selected by their Valor Awards Selection Committee each January. The System Chief will decide the LCFR representative. The committee will review the nominations submitted and determine the degree of risk and proper classification of the award to be presented. This procedure applies to all system members whether they were on or off duty. The nominated acts of valor must have occurred between January 1st and December 31st of the prior year. Nominations are to be received by the date, which is announced each year. Members may be nominated for the following valor awards based upon varying criteria:

D1. Gold Medal of Valor

This highest award is in recognition of an act involving the supreme sacrifice or extreme personal risk and heroism, which is clearly above and beyond the call of duty. The recipient will receive a medal, bar, and plaque.

D2. Silver Medal of Valor

This second highest award is in recognition of an act involving the significant personal risk and bravery beyond that which is expected during the performance of duty. The recipient will receive a medal, bar, and plaque.

D3. Bronze Medal of Valor

This third highest award is in recognition of acts involving personal risk and demonstrating unusual judgment, zeal and/or ingenuity during an emergency situation, when such action is beyond that normally expected in the performance of duty. The recipient will receive a medal, bar, and plaque.

D4. Lifesaving Award

Recognition of actions not normally involved in the performance of duties by an individual, which directly result in the saving of a human life. The recipient will receive a medal, bar, and plaque. This award may be presented to a civilian.

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D5. Certificate of Valor

This award recognizes acts demonstrating unusual judgment, zeal or ingenuity not normally involved in the performance of duties. The recipient will receive a bar and a framed certificate.

D6. Meritorious Service Award

No longer awarded, however, previous recipients may still wear on appropriate uniform. It was awarded for sustained exemplary performance within the scope of normal responsibilities, but performed in such a manner as to deserve recognition.

D7. Meritorious Civilian Award

Recognition of everyday citizens for their extraordinary acts of courage in emergency situations.

D8. Unit Citation

This award provides recognition of acts by a unit/division/company demonstrating unusual judgment, ingenuity and/or personal risk and bravery during an emergency situation, with such actions beyond those only expected in the performance of duty.

To nominate a member for a valor award, the following must be completed:

- a. The official award nomination form will be available in each station and made available to all system members.
- b. Nomination forms must be properly (and fully) completed. In addition to the nomination form, other supporting documentation (newspaper clippings, official records, video footage, and photographs of the incident) should be included.
- c. In order for the selection committee to determine significance of the nomination, please take sufficient time to create a very detailed description of the incident. The narrative should include, but not be limited to the following: summary of the specific act (what the person did to deserve recognition), date of the act, time of day of the act, location of the incident, other participants in the act, persons given aid, injuries to the nominee, equipment used at the scene, equipment used by the nominee, the specific dangers encountered, the nominee's specific actions, describe the incident scene (including hazards, point of rescue, weather conditions, etc.), and other recognition already received by nominee.
- d. Nomination forms submitted from department personnel must be signed by the nominator and their Battalion Chief then submitted through the chain-of-command to

the System Chief. A copy should be sent to the Deputy Chief of Operations or directly to the Chamber of Commerce, Valor Awards Selection Committee.

- e. A recent photograph, provided by the department, of the nominee(s) and/or group should be attached to the nomination form at the time of submission.

E. Agency Specific

E1. Alex Keepers Award

- **Description:** Recognizes a Loudoun County Fire and Rescue (LCFR) career recruit for most improvement between the first day of recruit school and class graduation.
- **Criteria:** This award is open to LCFR personnel only.
- **Nomination:** This award is nominated by LCFR training staff and presented at the end of each recruit school.
- **Recognition:** The recipient(s) will receive a certificate and lapel pin from the System Chief.

E2. Baby Delivery (Also known as Stork Award)

- **Description:** Recognizes a system member for a field delivery of a baby on an EMS incident or through emergency medical dispatch pre-arrival instructions. Only the personnel that are directly involved with delivery of the baby (delivery, suctioning, warming, and stimulating, and/or pre-arrival instructions) receive the award.
- **Criteria:** Each agency and/or division will develop its internal criteria for the receipt of this award.
- **Nomination:** Each agency and/or division will develop its own nomination method.
- **Recognition:** The recipient(s) will receive a commendation bar or pin from their respective agencies and/or division. Personnel who have received multiples of this award may receive a numeric pin at specific intervals (i.e. 5, 10, etc.). This will reflect the appropriate number of previous awards.

E3. Top Recruit

- **Description:** This award recognizes the top LCFR recruit who has excelled in all aspects of recruit school to include fire and EMS school from practical, didactic and physical training. This recruit stands out in the areas of attitude, dedication, motivation and intelligence.
- **Criteria:** This award is open to system members who complete LCFR recruit school.
- **Nomination:** The training staff will maintain this award and determine each recipient.
- **Recognition:** Presented at the end of each recruit class, the recipient(s) will receive a certificate and commendation bar from the training staff.

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E4. CPR-Life Saving Award (Also known as Walking Heart Award)

- **Description:** Recognizes a system member who provided direct patient care on a cardiac arrest where the patient recovers to the point when they are discharged from hospital care (or other defined criteria). Only the personnel that are directly involved with patient care (performed CPR, ventilations, defibrillation, medication administration, and/or pre-arrival instructions, etc.) receive the award.
- **Criteria:** Each agency and/or division will develop its internal criteria for the receipt of this award.
- **Nomination:** Each agency and/or division will develop its own nomination method.
- **Recognition:** The recipient(s) will receive a commendation bar or pin from their respective agencies and/or division. Personnel who have received multiples of this award may receive a numeric pin at specific intervals (i.e. 5, 10, etc.). This will reflect the appropriate number of previous awards.







E5. Service Year Awards

Each agency may recognize their personnel for service milestones. Service milestones for County employees are typically recognized in the fall of each year. Volunteer agencies may recognize their members governed by their own policies. Typically, volunteer members are recognized at agency installation banquets in the beginning of the year.








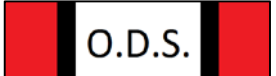

Achievement Awards

Clark J. Deener Memorial Award	
EMS Provider of the Year	TBD
Firefighter of the Year	
Hall of Fame Award	
John C. Carr, Jr. Memorial Award	
Meritorious Service Award	TBD
Officer of the Year	
Robert Hap Arnold ALS Instructor Award	
Robert Hap Arnold BLS Instructor Award	
System Chief's Commendation	
Top Student – ALS	
Top Student – BLS	
Top Student – Volunteer Fire School	



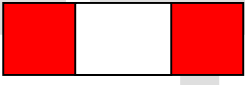

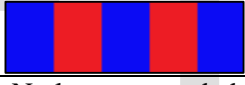

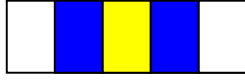
Specialty Service Recognition

EMT-Intermediate Service Medal	 The EMT-I Service Medal is a rectangular blue medal with a gold border. It features a gold Star of Life on the left and the text "EMT-I" in gold on the right.
EMT-Paramedic Service Medal	 The EMT-P Service Medal is a rectangular gold medal with a blue border. It features a blue Star of Life on the left, the text "EMT-P" in blue in the center, and a gold ECG line on the right.
Hazmat Specialist	 The Hazmat Specialist Medal is a rectangular gold medal with a blue border. It features a red field on the left, a yellow field in the center with a blue diamond, and a blue field on the right.
Hazmat Technician	 The HAZ/MAT Medal is a rectangular blue medal with a gold border. It features the text "HAZ/MAT" in gold.
Honor Guard	 The Honor Guard Medal is a rectangular blue medal with a gold border. It features the text "HONOR GUARD" in gold.
Swift Water Technician	 The SWT Medal is a rectangular blue medal with a gold border. It features the text "SWT" in gold.




Program Completion Recognition

Chief EMS Officer	
Chief Fire Officer	
Chief Training Officer	
Executive Fire Officer	
Fire Marshall	
Fire Officer	
Officer Command School	
Officer Development School	
National Honor Guard Academy	

Chamber of Commerce's Valor Awards

Gold Medal	
Silver Medal	
Bronze Medal	
Lifesaving Award	
Certificate of Valor	
Meritorious Service Award	No longer awarded 
Unit Citation	

Agency Specific Awards/Recognition

Stork Award	
Top Recruit	
Walking Heart Award	

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