

Agenda  
Fire Operations Committee  
May 18, 2016  
DTCI Large Conference Room  
801 Sycolin Road, First Floor  
1900 Hours

1. Call to order
2. Roll Call
3. Approve April Meeting Minutes
4. Chairman's 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 (Fazekas)
  - e. Dispatch Algorithm Committee (Stephens)
8. IAFF (Mader)
9. Old Business
  - a. Rules of Order
  - b. Awards and Recognition Draft SWP (Action needed)
  - c. Social Media Draft SWP (Returns to the EC in June)
  - d. Use of Personal Electronic Devices Draft SWP (Returns to the EC in June)
10. New Business
  - a. Area Volunteer Certification Requirements
11. Committee Delegate Comments

12. Announcements

- a. Next Fire Operations Committee Meeting: June 15 , 2016
- b. Next Executive Committee Meeting: May 31, 2016

# LOUDOUN COUNTY FIRE OPERATIONS COMMITTEE

## Committee Meeting

20 April 2016

1900 hours

**DTCI Large Conference Room, 801 Sycolin Road**

The April meeting of the Loudoun County Fire Operations Committee was held on Wednesday, April 20, 2016. FOC Chairman Cook presided and called the meeting to order at 7:07 p.m. The following attended:

Co. 1/20	Jim Cook
Co. 2	Bob Dryden
Co. 4	Eric Carroll
Co. 5	<b>Absent</b>
Co. 6	Miguel Quijano
Co. 7	Russell Furr
Co. 8	Rick Pearsall
Co. 9	Chris Meier
Co. 10	Robert Honec
Co. 11/18/24	Dave Short
Co. 12	Rob Berka
LCFFA	Jeremy Mader
LCFR:	AC Johnson, AC Tobia, DC Nally, Captain Scott Brazier, Thomas Kane and Christine Langley- Obaugh

### Public Comments

No public comments.

### Approval of Previous Meeting Minutes

A motion was made by Robert Honec to approve the March minutes. The motion was seconded by Rob Berka. The motion passed and the minutes were approved.

### Chair's Report

#### ATL Funding

Chief Cook and Chief Tobia discussed the ATL Funding and whether Mary Maquire has received everything needed from all companies. Chief Tobia advised Chief Cook that Mary has not received everything. Chief Tobia recommended to

Chief Cook that the ATL Committee schedule a time to meet to review with Mary what she has and has not received. Once information is gathered, a recommendation regarding any action could return to the FOC. Chief Cook advised that company money could be taken or withheld. Chief Tobia asked that one more notification be given to those companies that have not adhered to the request. Chief Tobia also suggested that Company Presidents be notified as well.

Chief Cook expressed frustration as this issue has arisen at the AOC meeting as well. Chief Tobia stated that the positive is that the system maintains control of the funds as now the companies need to provide receipts first prior to receiving funds. Chief Tobia stated that if the ATL Committee chooses to invoke sanctions that were previously indicated, then they are within their purview to do so. Chief Cook stated he would communicate with Mary regarding what is needed at this time.

Chief Tobia shared that perhaps some companies are struggling with regard to spending the money. Chief Cook expressed his desire to communicate with Mary and possibly connect with each Company to determine where problems lie.

### **LCFR Department Report -Deputy Chief Michael Nally**

#### **COG Senior Operations Chiefs**

- Thursday, April 7<sup>th</sup>, 2016 Teleconference
  - Discussion on Rail Liaison

#### **NOVA Senior Operations Chiefs**

- Thursday, April 7<sup>th</sup> 2016
  - Meeting Canceled

### **Apparatus**

#### ***CURRENT PROJECTS:***

- ☐ Hazmat Support 619
  - PO cut
  - Pre-Construction meeting complete
  - Waiting for start date.
  - Hope for a late spring early summer delivery date
- ☐ 2 Tankers (Middleburg & Kirkpatrick)
  - PO cut
  - Pre-Construction meeting complete
  - Waiting for start date.
  - Hope for a late spring early summer delivery date.

***FUTURE PROJECTS:***

- ☐ Kirkpatrick Engine
  - o In the planning stage and should have a PO cut Summer/Fall 2016
  - o Delivery in late Winter 2017
- ☐ Kirkpatrick Ambulance and replacement of 40053, 40054, 40055
  - o In the planning stage and should have a PO cut Spring 2016
  - o Delivery in late Winter 2017
- ☐ Replacement of Hazmat 619
  - o When the committee is performing the post paint inspection on the Hazmat Support, we will start the planning process.
  - o PO should be cut by Summer/Fall 2016
  - o Delivery in late Spring 2016

***MISCELLANEOUS FLEET-Related Items:***

- ☐ Apparatus Maintenance Data for February 2016
  - o 25 vehicle serviced
  - o 26,138 miles driven
  - o \$ 6,593.88 spent in fuel
  - o Total monthly maintenance cost \$ 43,924.39
- ☐ Annual Testing
  - o Ladder Testing & Hose Testing ( September 12th-16th )
  - o Pump Testing ( Work in progress )
  - o Cot Testing ( August 23rd and 24th )
  - o Amkus Testing ( 10/3,10/4,10/5)
    - ☐ 10/3 Training & R620 (Academy)
    - ☐ 10/4 R617 & R607 (Red Rum)
    - ☐ 10/5 R680 (Red Rum)

**Volunteer Battalion Chief Program**

**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

### **March 2016**

27 of 31 nights were covered by VBC's (87.10%)

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

### **Significant Incident Reports**

- 12-22-15 111 S. 29<sup>th</sup> Street – Purcellville (Inc. #201528636)
  - Structure fire – Chief Dryden (Purcellville Fire) **\*SIR is pending**

### **Rail Liaison:**

Chief Johnson informed the FOC that COG approved the Rail Liaison, a Fire Captain to participate in the Rail Operations Control Center in PG County. Expansion of the program was desired by the COG Chiefs and has now been approved by Metro to go to a 24 hour fire rail liaison. Chief Johnson emphasized that this is a tremendous benefit as this person will coordinate between the Metro Workers and Fire and Rescue. Chief Johnson stated four jurisdictions are participating and will rotate on a 24 hour basis (12 hour shifts). The four jurisdictions include D.C., Prince George's, Alexandria and Fairfax will be the primaries. Chief Johnson explained that there will be three back up jurisdictions: Montgomery, Arlington and Loudoun. Chief Johnson stated we will have two personnel, lieutenants from 23, who will be assigned when others are on leave. Chief Johnson stated costs are covered by Metro so invoices will be submitted and reimbursements will be processed. The position is intended to go live on May 1<sup>st</sup>.

Deputy Chief Nally stated that the two lieutenants that were selected have served on the Metro Rail Committee over the past several years. Both have an understanding of Metro and have ensured our interests have been presented at the committee meetings. DC Nally also advised that meetings occur on a regular basis with the Fire Marshall's Office to guarantee the design criteria for public safety and firefighter safety is being met.

Chief Johnson advised that Loudoun will be first on the scene of the largest metro rail yard that exists near the airport. Chief Johnson stated east end fire stations (east of route 15) will be carrying more equipment. Chief Johnson stated that arrangements

are being made now to purchase items needed. Chief Johnson stated training will be forthcoming as it is under development.

## **LCFR Training Report – Captain Scott Brazier**

### **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. Updated report cards have been sent out by Lieutenant Smith.
- Lt. Michael Smith is the Course Coordinator and Lead Instructor. He can be reached at [robert.m.smith@loudoun.gov](mailto: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](mailto: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 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 April 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.

### **-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](mailto:Sandra.sokol@lcps.org)

### Ongoing/Completed/Cancelled Courses

**Fire Officer III:** Captain Brazier stated 18 are signed up for Fire Officer III, of which 9 are LCFR. Captain Brazier reported of the 9, we have 7 volunteers. Of the 7 volunteers, 2 are Chiefs. Captain Brazier expressed his concern regarding lack of response. Captain Brazier also stated that they would offer what they could in order to get everyone through by the end of October. Captain Brazier reiterated the course which will be held in June in Purcellville as well as another that will be held in June or July. Captain Brazier stated the courses will run simultaneously and will have a new curriculum.

**HAZMAT OPS:** Captain Brazier also expressed concern regarding the Hazmat Ops class which begins April 30<sup>th</sup>. Typically, the classes are full, however, only ten students have registered. Captain Brazier reminded the FOC that the class was on the verge of being cancelled. Captain Brazier asked for any suggestions regarding increasing class size.

-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 <a href="mailto:Bernard.gottholm@loudoun.gov">Bernard.gottholm@loudoun.gov</a>
VDFP Fire Officer II (Hybrid) Purcellville VFC	April 21-May 26, 2016 Regis. through VDFP Website
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 <a href="http://bit.ly/1QJNjUD">http://bit.ly/1QJNjUD</a>
NFPA 1021-Fire Officer-Level III Purcellville VFC	June 25-August 27, 2016 Regis. through 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](mailto:lauren.hartman@loudoun.gov). You will receive instructions from Lauren as to how to access this online course.

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\*\*Check the VDFP Website ([www.vafire.com](http://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 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		
Structural Collapse Technicians 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.*

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### **Committee Reports**

- **Equipment Standards Committee: Chief Stephens**

Nothing to report

- **Communications Committee: Chief Quijano**

Per Chief Quijano, the committee meeting was cancelled due to scheduling conflicts.

Thomas Kane stated that there was a document sent out to all system administrators and Presidents for Alpine confirmation in terms of active personnel. In addition, questions included qualifications relative to active personnel. Thomas requested that information be returned as soon as possible if companies have not already done so.

Thomas Kane stated that active directory access and account information will be forthcoming. Chief Tobia stated that if differences arise, please inform Thomas Kane so discrepancies can be reconciled.

Chief Tobia shared that CAD deployment is delayed and will not go live on May 24<sup>th</sup>. Chief Tobia advised that there is an intent to roll out the component pieces in modules.

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

Per Chief Quijano, the committee meeting was cancelled due to scheduling conflicts.

- **Training Committee: Chief Graham**

Chief Johnson reported that at the last Executive Committee meeting, an action item directed the Training Committee to review the Training Enrollment and Wait Lists SWP. Chief Johnson stated the training committee will return to the Executive Committee with their recommendations. Chief Johnson stated the turnout at the last Training Committee meeting was good and feedback was received. Chief Johnson advised that if the SWP changes, then it will go back through the sub-committees.

- **IAFF: Jeremy Mader**

Jeremy advised that they are working with an Assistant Chief in Denver, Colorado to present a class which will most likely occur on October 22<sup>nd</sup>. Additional information will follow.

## **Old Business**

### **Rules of Order:**

Chief Quijano reported that a draft Rules of Order for the FOC has been completed. Chief Quijano reviewed several changes and or differences between the FOC and the EC Rules of Order. Discussion followed regarding section 5, appointments and removal. Chief Tobia advised that if the intent is to have a voting member on the committee with voting privileges, then the recommendation would be not to have an Assistant Chief as they have voting rights at the Executive Committee level. Chief Cook stated that will change to a Deputy Chief.

Discussion ensued regarding that the System Chief, at his discretion, may remove any member of the Fire Operations Committee. Chief Tobia shared that this is consistent with the Executive Committee Rules of Order. Chief Tobia stated that there does need to be some mechanism by which the System Chief has the ability to remove a member. Chief Tobia explained that the Chief of the System has that authority and the Rules of Order just codify the authority.

Discussion also occurred regarding designees, voting procedures and observers. In addition, Chief Tobia stated that for observers, the Executive Committee has put into place a mechanism by which those individuals get recognized; such that, if the Chair chooses to recognize an individual to allow them to speak, the authority will rest with the Chair. Chief Tobia clarified that the Chair is responsible for managing the ebb and flow of the meeting. Chief Tobia also stated that it is important to ensure that there isn't an expectation of a right when in reality, the individuals who hold a position of responsibility, are in fact, the decision makers.

Roberts Rules of Order were examined. Chief Tobia pointed out that all Rules of Order have Robert's Rules whereby the Rules of Order have not been addressed otherwise. Chief Tobia shared that Rules of Order as they are written for the Executive Committee are, at times, in conflict with Robert's Rules of Order because the Executive Committee, for business purposes, has chosen to go a different route.

Lastly, a review of the numbers necessary for a quorum took place. In addition, consideration was given to adding language similar to that of the AOC by-laws regarding proxy's. Chief Quijano stated that proxys will be placed in writing and will only be good for one meeting.

Chief Quijano asked for any additional suggestions to be emailed to him. A finished draft will be distributed.

### **Volunteer Physicals:**

Chief Cook reiterated that this will become mandatory for Volunteer Battalion Chiefs after July 1<sup>st</sup>. Chief Cook stated that in the past, volunteers had the option of obtaining an NFPA 1582 physical. Chief Cook shared that the SWP assures the funding will be available after July 1<sup>st</sup> for any volunteer that desires an annual NFPA 1582.

Chief Tobia clarified that there is no drug testing associated with the volunteer physical. Chief Tobia advised that the issue of random drug testing for safety sensitive personnel is one that is on the radar screen of the County and it is a topic of discussion, however, no decisions have been made.

Discussion took place regarding having NFPA 1582 across the board so that two different standards are not created. Chief Tobia shared that while at the EMSOC, Chief Piatt brought it forward as an amendment to the motion that had been made. Chief Tobia stated the feedback from the EMS Chiefs was that they were prepared to vote on the motion as it was presented. Chief Tobia explained that the EMS Chiefs had not had an opportunity to speak with individual companies regarding transitioning to 1582. So, in sum, Chief Tobia advised they were not opposed reference going back to their companies, however, they were opposed to voting on the amended motion on the night of the EMSOC meeting as their companies were unaware of the amendment. Chief Tobia clarified by stating that the EMSOC wanted to move the motion forward to ensure that there was a procedure by which their incumbent members could get an annual physical now. It should be noted that the System Chief shared his vision with the Executive Committee such that every system member will get an annual physical.

Chief Cook pointed out Chapter 6 and Chapter 7 regarding evaluations. Discussion also followed regarding being cleared back to duty. Chief Tobia explained that the Occupational Health provider is responsible for describing the process by which one could get back to operational status.

Discussion also took place regarding exclusions from the OSHA physicals. Chief Tobia explained that the NFPA physical is intended to address individuals who enter IDLH environments potentially including the exposure to carcinogens which EMS providers are generally not exposed. The only functional difference between the OSHA physical and the NFPA 1582 is the stress test, according to Chief Tobia.

Chief Pearsall made the motion that the FOC approve the Volunteer Physicals SWP as written with the recommendation that the EC consider the NFPA 1582 as the standard. Chief Quijano seconded the motion. The motion carried with no one opposed.

Chief Tobia shared that 50% of the firefighters that get an annual physical are using their occupational health provider as their primary physician. Chief Tobia stated that

this spans all age brackets. According to Chief Tobia, a huge portion of our system members are not routinely going to the doctor and seeing a private physician.

Chief Johnson advised that if anyone has any questions, Al Pacifico from Sterling Rescue works in Fairfax County as a PA and is a great resource.

### **Certification Reviews:**

Chief Cook has been provided electronically, as well as hard copy, all of the reviews that were completed 2-3 years ago. If those individuals remain as officers, the process will go smoother as the paperwork has been received. Chief Cook and Chief Tobia will discuss times for appointments so this process can get underway.

### **New Business**

#### **Social Media Draft SWP and Use of Personal Electronic Devices Draft SWP:**

Chief Tobia stated the draft SWP's are a first draft, a starting point for a conversation. Chief Tobia stated we are all instrumentalities of the County and we all share in an obligation to protect our reputation. Chief Tobia advised that nothing in the policies is designed to preclude or prevent individual companies from having social media pages or websites. Chief Tobia explained that nothing is designed to preclude the companies from doing the appropriate thing for promotional purposes. By virtue of being dispatched on calls, we have access to people's lives that no one else has access to and the most important thing is that we never be perceived as taking advantage of that access to forward our personal goals and objectives. Chief Tobia stated that Chief Brower has wanted a Social Media and a Use of Personal Electronic Devices Policy for five years. Chief Tobia shared that Chief Brower reached out to Chief Shank and Matt Schultz, an eighteen year member of the system, as well as BC Jamie Cooper and asked them to start working on the policies. Chief Tobia stated that Matt has produced a 100 page applied research paper on the subject which is available to anyone who would like to see it. Chief Tobia asked that if there are comments or suggestions, please place them in writing and forward.

Chief Tobia stated that if you use your personal electronic device at the scene of a motor vehicle collision that turns out to be a crime scene, then the police can seize your phone for an indefinite period of time as evidence. Chief Tobia stated that in this age, 2016, we live under a different set of rules, under Federal regulations that have both criminal and civil liability penalties. Chief Tobia explained that information can be extracted from photographs that can ultimately lead to the identification of individuals. Background images and metadata can be evaluated and can expose an individual. Chief Tobia believes that no one has ill intent, however, we have already had to dismiss several members from the system for inappropriate conduct on social media thus we are not immune to it.

Chief Tobia stated no one will be the social media police, but oftentimes, complaints will come forward from other system members. Chief Tobia stated we cannot be naïve about the risks associated with our reputation as a system. Chief Tobia reiterated the need for these policies to protect our system.

Chief Johnson shared a few examples with the FOC and stressed how necessary the policies are to the system.

Chief Tobia stated that if you have a department photographer and that photographer comes to a scene and stands where the public is standing and does not attempt to use their affiliation with the company to access areas that are not accessible to the public, then the photographer can take pictures all day long. Chief Tobia explained that when the individual crosses into the scene by virtue of their relationship, then it becomes a system issue.

Chief Tobia clarified that several apps have been identified and that modifications will be made to the policy that states business appropriate uses relating to the delivery of emergency medical services will be allowed.

Chief Tobia shared that conversation is occurring with the Department of Health and Human Services as it is not clear in HIPAA what mechanism needs to be undertaken to protect and catalog and retain certain images. The transmission of videos was also discussed. Chief Tobia reminded the FOC that members of the public are not bound by the same things as health care professionals.

Discussion also occurred regarding dash cameras. Chief Tobia shared that the focus is what goes on during an emergency incident. Chief Tobia reiterated that when you are on the scene operating as a firefighter, the expectation is that you should be focused on being a firefighter. Chief Tobia explained that if the Incident Commander tasks an individual with taking images with a department camera and then those photographs get cleared by the PIO, then they can be posted to the websites and social media sites. Chief Tobia summarized that the vetting process ensures that we are not violating HIPAA and that we are not violating the privacy of others.

Chief Tobia stated that there are many organizations who have successfully implemented social media policies with the intent of ensuring that we are being respectful of the citizens we serve.

#### **Awards and Recognition Draft SWP:**

Chief Johnson provided background to the FOC stating that the EC approved the Ad-Hoc Committee in May of 2015. Chief Johnson stated that in June, members were selected to serve on the committee and meetings have been held since August. Chief Johnson reiterated that this SWP is not meant to take anything away from individual companies. Chief Johnson stated that the intent is to compile all the awards we currently issue under one policy. Chief Johnson stated awards have been added to

ensure we are recognizing everyone in our system. Chief Johnson stated certificates will also be used to recognize members.

Chief Johnson explained that the system-wide awards committee will continue to operate and provide some recommendations. Chief Johnson also shared an on-line process will be developed for nominations. Chief Johnson stated that the goal is to have one awards ceremony in the spring of each year.

Chief Johnson clarified that nothing has changed regarding the Valor Awards.

Chief Johnson added that the County will bear the cost of the awards. Chief Johnson stated that it is important to recognize members for their service.

Chief Johnson asked for FOC members to send comments and feedback regarding the SWP.

Chief Cook advised that all three SWP's will be voted on next month so they can return to the EC in May.

#### **Training Committee:**

Chief Cook inquired about the restructuring of the training committee to include representatives from each Company. Chief Johnson stated he has spoken to Chief Shank and BC Gottholm regarding this topic. Chief Johnson shared that the FOC is represented by Jim Fazekas and Scott Ratcliff and they should be representing the interests of the FOC. Chief Johnson stated that they are not recommending a change in the Training Committee at this time, but, he is open into taking into consideration what the FOC desires.

#### **Council Delegate Comments:**

Chief Quijano reported that Ron Wise passed away and services will be on Saturday at 2pm. Chief Quijano stated Ron was an operational member back in the early 1980's and was also their Assistant Treasurer.

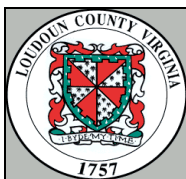
Chief Johnson stated the ballistic vests are in and distribution will follow.

The next Executive Committee meeting is May 31, 2016 at 7:00 p.m. and the next Fire Operations Committee meeting is June 15, 2016 at 7:00 p.m.

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







## SIGNIFICANT INCIDENT REPORT



Incident Commander Battalion Chief Jamie Cooper

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

Incident date 4/7/2016	Incident number 201607924
Dispatch time 1145	Box area 1820
Incident location 223 Sugarland Run Drive	

Type of incident as dispatched Structure Fire - Townhouse

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, 2<sup>nd</sup> Alarm, Tanker Task Force, etc): [Click here to enter text.](#)

### Casualties

	Civilian	Fire Service	Other
Injuries	none	none	none
Fatalities	none	none	none

### Property Loss (determined in conjunction with the FMO)

	Building	Contents	Total
Value	<a href="#">\$Click here to enter text.</a>	<a href="#">\$Click here to enter text.</a>	<a href="#">\$Click here to enter text.</a>
Damages	\$75000	\$25000	\$100000

### Incident Times

First unit on scene	E618
Additional alarms/resources requested	Level 1 RIT
Fire/Incident Under Control	1228
Last unit cleared scene	1630

## **Understaffed/Unavailable/Add-on Units**

none

## **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

[Click here to enter text.](#)

## **Narrative of Operations**

At approximately 11:45, Loudoun ECC received multiple calls from the 200 block of Sugarland Run Drive reporting fire in a residence. Units from Cascades, Sterling Park, Kincora, Ashburn, Lansdowne, Leesburg and Fairfax responded along with Battalion Chiefs 601 & 602, EMS601, Safety Officer 600 & the Loudoun Fire Marshall's Office. E618 arrived on the scene of a 2 story Townhouse, 2<sup>nd</sup> unit from the end with smoke showing from the eaves on the Bravo/Charlie corner and smoke pushing from the 2<sup>nd</sup> floor on side Alpha. E618 had their own water on side Alpha. E618 established Sugarland Run Drive command and started the Level 1 RIT. On the walk around, E618's officer had fire showing from the 2<sup>nd</sup> floor on side Charlie. After returning to side A, E618 stretched the initial 1 ¾" hand line that was for side A to side C to put a knock on the fire on side C. The driver from E618 stretched a 2<sup>nd</sup> 1 ¾" hand line to side A and placed it at the front door. The driver then secured his water to the hydrant (100' lay) and threw a ladder to side A at the balcony. After hitting the fire on side C through the window and multiple soffit sweeps, E618 returned to side A. R439 and E439 arrived on the scene and E439 crew pulled to side C and "keep the fire in check", R439's Xray crew was the 2 out. E618 made entry into side A of the structure and advanced a line to the 2<sup>nd</sup> floor. High heat and zero visibility was encountered at the top of the 2<sup>nd</sup> floor. R439's OIC and FF performed a primary search on the 2<sup>nd</sup> floor. Fire conditions were located in 2 different rooms on the 2<sup>nd</sup> floor. Tower 611 assisted with ventilation on the 2<sup>nd</sup> floor. Command was transferred to BC602 on his arrival. BC601 assumed Charlie Division Supervisor and E618 became the Division 2 Supervisor. The fire was quickly located and extinguished. Crews transitioned to salvage and overhaul and remained on scene for an extended period assisting homeowners and FMO.

## **Safety Officer Comments**

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

- Side Charlie had a ladder that was thrown into the second floor window and partially broke the glass out of the lower sash. Crews should coordinate with the crews inside and then remove all of the glass and completely clear the window.
- Rehab was established early and crews rotated without incident. Wipes were available for crews 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**

From the FMO - The occupants of the home did not have renter's insurance, so it is likely their losses will not be covered. A young couple with a small child were the occupants of the master bedroom upstairs. While I spoke to them, they both became emotional when describing what they had found when they finally got to look inside the house. Obviously the fire was overwhelming to them, but I found it interesting that they both expressed sincere gratitude for the fire department's salvage operations. Specifically, they commented about the salvage cover in the downstairs living room protecting items and the mother became teary-eyed as she described finding a basket of clothes downstairs area that someone had covered with plastic. She said that everything was damaged or smoky, but she couldn't believe that someone made an effort so that she would have dry clothes.

### **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

April 14-May 7, 2016

### 2016-1 Firefighter I & II

- The Spring 2016 Firefighter I & II Certification Class began on March 5, 2016, with 28 students.
- Currently, 25 students remain in class. One dropped due to injuries, and two have now dropped due to family/work obligations.
- The Module I written and practical testing was conducted on April 30, 2016. To date, all students have passed their written and practical testing. Only two students had to make up the written exam and both were successful on their second attempt.
- Students are moving into vehicle extrication, scene size-up, and search and rescue. They are also beginning to prepare for the Module II testing which is scheduled for May 21, 2016.
- Chief's should have received email updates (report cards) from the course coordinator on May 3, 2016.
- Lt. Michael Smith is the Course Coordinator and Lead Instructor. He can be reached at [robert.m.smith@loudoun.gov](mailto: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](mailto: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.
  - Students have completed Module II testing. All students were successful in their written and practical exams.
  - Live fire training began in May. Flashover was completed on May 5, Burn 1 is scheduled for May 13, and Burn 2 on May 17. LP Gas fires are scheduled for May 9, and auto fires are on May 11.
  - Module III written and practical exams are scheduled for May 19.
- The **EMT Certification Program:**
  - There are currently eight students who continue with this program, of which 7 are eligible for certification.
  - Module 4 written exam was completed on April 26 and all students were successful in their testing. The Module 5 (County Final) written exam is scheduled for May 20, and the practical's are scheduled for May 24, 2016.
  - State testing is scheduled for June 22, 2016 at the Monroe Tech School Building at their Pierson-Vue Testing Center.

### **- Program Information:**

-The application period for the MTC 2016/2017 school year closed on April 15, 2016. Current applications submitted and approved so far equal 18 for the EMT program, and 8 for the fire program. Students are working on affiliation and physicals to qualify for the program.

-LCPS Instructor Sandy Sokol is MTC's Course Coordinator and Lead Instructor. She can be reached at [sandra.sokol@lcps.org](mailto:sandra.sokol@lcps.org)

### **Ongoing/Completed/Cancelled Courses**

-FF I & II Basic Certification School-Class 16-1-Ongoing

-NFPA 1021-Fire Officer-Level III-Ongoing

-VDFP Fire Officer II (Hybrid)-Purcellville VFC-Ongoing

-NFPA 472-Hazardous Materials Operations-May 2016 Class-Ongoing

-NFPA 472-Hazardous Materials Operations-February 2016 Class-Completed

-LCFR Injury Reporting-~~Re-scheduled~~-April 30, 2016-Completed

-LCFR Ignitor/1403 Awareness-Completed

-VDFP **PILOT**-Fire Instructor III-Completed

-VDFP HTR-Introduction to Technical Rescue-Module II-**Cancelled-Low Enrollment**

-Mayday Technician-Rapid Intervention Team Company Operations (RITCO)-**Cancelled-Low Enrollment**

### **Classes Being Offered**

Fire Behavior/Flashover Recognition	Ongoing-Contact BC Gottholm <a href="mailto:bernard.gottholm@loudoun.gov">bernard.gottholm@loudoun.gov</a>
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
VDFP HTR-Rope Rescue-Level I	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-EVOC I, II, & III Hamilton Stations 605/617	June 18-19, 2016 <a href="http://bit.ly/1QJNjUD">http://bit.ly/1QJNjUD</a>
NFPA 1021-Fire Officer-Level III Purcellville VFC	June 25-August 27, 2016 Regis. thru VDFP Website
NFPA 1002-Driver/Operator-Pumper	July 9-August 6, 2016 Regis. closes July 1, 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](mailto:lauren.hartman@loudoun.gov). You will receive instructions from Lauren as to how to access this online course.~~ **\*Temporarily Suspended\***

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**\*\*\*Check the VDFP Website ([www.vafire.com](http://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. \*\*You may also enter the training list by updating you FSTRS account and accessing it through your personal account!\*\***

## **Upcoming Events from Around the State**

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.

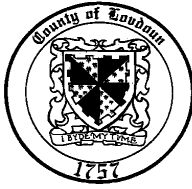
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Questions! Please contact:

Scott Brazier, Captain  
Office-703-737-8872  
[scott.brazier@loudoun.gov](mailto:scott.brazier@loudoun.gov)







## Loudoun County Combined Fire and Rescue System

Fire Operations Committee

PO Box 7100

801 Sycolin Road, Suite 200, Leesburg, VA 20175-7000

Telephone (703) 777-0333 • Fax (703) 771-5359

[www.loudoun.gov](http://www.loudoun.gov)

### **FIRE OPERATIONS COMMITTEE RULES OF ORDER**

#### **I. Business & System Hearing Meetings**

- A. Business Meetings shall be held on the third Wednesday of each month at 7:00 p.m.
- B. An option for advanced sign-up for System input is available on the agenda. Interested parties must contact the Department of Fire, Rescue and Emergency Management ("DFREM") at (703) 777-0333 and request the Executive Liaison, or Chair of the Fire Operations Committee ("the Chair") in the absence of the Liaison. Sign-up is open until the Business Meeting begins and may be completed in person prior to the start of the meeting.
- C. Each party signed-up in advance to speak shall have no more than five minutes allotted.
- D. The Fire Operations Committee may provide for additional meetings as deemed appropriate by the Chair. Said meetings shall be referred to as "special meetings" and must be scheduled no less than 72 hours in advance of proposed meeting times. Special meetings will be announced to System members by electronic communication.
- E. Meetings shall be held at the 801 Sycolin Rd, Leesburg VA. Meeting location, date, and times are subject to change due to holidays, inclement weather, and lack of availability of space. Changes to meetings shall be communicated no later than noon the day of the scheduled meeting.
- F. No meetings shall be convened during the month of December, except in cases of emergency or when timely action is needed.
- G. All cell phones, pagers, and other electronic devices shall be set on silent mode while in the meeting room.

- H. Smoking is only permitted in the designated areas.
- I. If a reasonable accommodation for any type of disability is required to participate in the meeting, please contact DFREM at (703) 777-0333 and request the Executive Liaison, or Chair in the absence of the Liaison. It is requested that three business days advance notice be given.

## **II. Order of Business at Regular Meetings**

- A. The Chair, or designee, shall establish the order of business for all meetings in the form of an Agenda, and copies shall be available in a printed format. The Chair, or designee, may change the order of business as necessary based on the agenda. The order of business shall include, but not be limited to, the following items:
  - 1. Call to Order
  - 2. Roll Call
  - 3. Approve Minutes from Previous Meetings
  - 4. Chairperson's Comments
  - 5. Information Items
  - 6. LCFR Department Report
  - 7. LCFR Training Report
  - 8. Standing & Ad-Hoc Committee Reports
  - 9. IAFF Report
  - 10. Old Business
  - 11. New Business
  - 12. Fire Operations Committee Member Comments
  - 13. Announcements
  - 14. Adjourn

## **III. Duties of the Chair**

- A. The Chair shall preside at Business Meetings and Special Meetings, call the same to order, enforce these rules of order, and enforce time limits imposed by the rules of order.
- B. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair. In the absence of both the Chair and Vice-Chair, the Chair shall designate another member of the Fire Operations Committee to serve as the Chair for the purpose of conducting and presiding over the Meeting.

- C. The Chair shall decide all questions of order, subject to an appeal from any Fire Operations Committee Member.
- D. The Chair, or designee, shall be responsible for preparation of the Committee agenda for each meeting or hearing of the Committee, in consultation with the members of the Committee and the System Chief.
- E. The Chair shall nominate standing and ad-hoc sub-committees, with endorsement by a majority of Fire Operations Committee members (present and voting) and approval of the System Chief. The Chair shall nominate system appointments subject to the Fire Operations Committee endorsement and approval by the System Chief.

#### IV. General Rules Governing Placing Items on the Committee Agenda

- A. Committee Members shall receive sufficient advance notice of agenda items to enable them to study the item, request and receive additional information, and consult stakeholders as considered appropriate by Committee Members.
- B. The Chair shall set the tentative agenda for Committee meetings approximately one week prior to the regularly scheduled meeting.
- C. A copy of the tentative agenda and packet of supporting materials shall be electronically mailed to each Committee Member by 5:00 p.m. on the Tuesday before the Wednesday meeting.
- D. The Executive Liaison shall be responsible for notifying individual Committee Members of new agenda items, both Action and Informational, which pertain to that Committee Member's Area of Responsibility.
- E. Agenda items may be added by Committee members, with the approval of the Chair, in accordance with deadlines established herein.
- F. Agendas shall be posted by 5:00 p.m. on the Tuesday before the scheduled monthly meeting. Special meeting agendas shall be published when notification is sent to System members of the scheduling of such meetings. The subsequent minutes of Business and Special meeting is usually available by close of business five days following the Committee Meeting. If assistance is required accessing this information, contact the Executive Liaison or the Chair in their absence, through the Department of Fire, Rescue and Emergency Management at (703) 777-0333.

#### V. Debate

- A. Committee members shall, at all times, conduct themselves with professionalism and respect, adhering to the LC-CFRS Code of Conduct.
- B. When any Committee or System Member desires to speak, or deliver documents, on any matter to the Committee, the Member shall respectfully address the Chair, and on being recognized by the Chair, may address the Committee, and shall confine his/her comments to those questions under debate.
- C. All comments, criticisms, etc., will be addressed to the Chair. Cross debate between Members will be conducted through the Chair.
- D. When two or more Members seek recognition at the same time, the Chair shall name the Member who is to speak first.
- E. During Fire Operations Committee meetings, Committee deliberations will be held among Committee Members unless the Committee consents to invite other participants as outlined in section F below.
- F. Committee members may request the Chair to recognize a System member present to be permitted to speak. Upon recognition by the Chair, and without objection from any Fire Operations Committee member, the System member may speak on the matter before the Executive Committee.
- G. Following all debate and when the motion is brought to a vote, the Chair will proceed with a roll call vote if requested by a Committee Member and seconded by another.

## **VI. Motions and Their Precedence**

- A. Every motion made to the Committee and entertained by the Chair shall be reduced to writing on the demand of any Member, and shall be entered in the Minutes with the name of the Member making it.
- B. When a motion has been made, the Chair shall state it, or (if it be in writing) cause it to be read aloud before being debated. The motion may be withdrawn at any time before a decision or amendment.
- C. A motion to object to consideration of a question must be made prior to the Committee's entering into discussion on the question.

- D. When a question is under debate, no motion shall be received by the Chair but:
1. To adjourn.
  2. To adjourn to a day certain or when the Committee adjourns, it shall be to a day certain.
  3. To take a recess.
  4. To proceed to the consideration of other business.
  5. To lay on the table.
  6. To postpone indefinitely.
  7. To postpone to a day certain.
  8. To commit to a sub-committee of the Committee.
  9. To amend.
- E. If in the judgment of the Chair a motion to amend or to substitute is essentially the opposite of the motion on the floor, then it shall be out of order.

**VII. Reconsideration**

- A. When a question has been decided by the Committee, it shall be in order for any Committee Member voting with the prevailing side or who has not voted on the question, to offer a motion for reconsideration. Such motion shall be made during the same meeting or the next succeeding business meeting and such motion shall take precedence of all other questions except a motion to adjourn.

**VIII. Amendments and Motions**

- A. Any motions or amendments shall be reduced to writing at the request of any Committee Member, and shall be read aloud before it shall be debated.
- B. In the event a Committee Member, including the maker, believes that an item warrants further discussion than allowed under paragraph B, the Chair may move for further discussion.
- C. Any motion, amendment, or resolution may be withdrawn or modified by the mover at any time before a decision, amendment or vote has been taken on the motion, amendment, or resolution.
- D. When a motion or proposition is under consideration, a motion to amend and a motion to amend that amendment shall be in order.

- E. Votes will be taken on amendments as they are brought up.
- F. It shall not be in order to consider any proposed committee amendment, which contains any significant matter not within the jurisdiction of the committee proposing such amendment, unless determined proper by the Chair of the Committee.
- G. On the demand of any Committee Member, before the Chair puts the question, a question shall be divided, if it includes propositions so distinct in substance that, one being taken away, a substantive proposition remains.
- H. The Chair of the Committee, while a motion is under consideration, shall entertain no motion or proposition on a subject different from that under consideration.

- I. The votes to carry a motion shall be as follows:

<u>Members Present and Voting</u>	<u>Majority</u>	<u>Two-Thirds</u>
7	4	5
6	4	4
5	3	4
4	3	3

Note 1- Four Committee Members in attendance are needed for a quorum. The Fire Operations Committee operates without the use of a tiebreaker.

Note 2- Tie vote on a motion will not carry the motion.

Note 3- A Committee Member who abstains is counted for a quorum meeting purposes but is not counted as a Member present and voting.

Note 4- Failure of a motion framed in the negative does not authorize positive action.

- J. All motions to forward an item to a business meeting, standing committee, or ad-hoc committee meeting are in order and do not require suspension of these rules.

## **IX. Record Keeping**

- A. Official minutes shall be kept by the Executive Liaison, or designee made by the Chair, as a summation of all actions of the Fire Operations Committee and its subcommittees. In addition, the Chair shall cause the maintenance of all system hearing, standing committee, and ad-hoc committee meeting records.

## **X. Establishment and Jurisdiction of Standing and Ad-Hoc Committees**

- A. In order to assist the Fire Operations Committee in its analysis, appraisal and evaluation of the Loudoun County Combined Fire & Rescue System, the sub-committees shall have oversight responsibilities for specific areas of concern. Upon approval by the Fire Operations Committee, each shall review and study, on a continuing basis, the application, administration, execution and effectiveness of System policies, procedures and programs within the jurisdiction of that committee.
- B. Sub-committee shall follow the Rules of Order of the Committee to guide meetings. Each sub-committee shall appoint a Chairperson to lead the sub-committee and serve as representative to the Fire Operations Committee.
- C. Sub-committees shall review and/or work on only those items or topics that are under their jurisdictions or referred to them by the Fire Operations Committee. Any item not sanctioned by the Fire Operations Committee, or System Chief, that will require substantial time and/or cause a change in the agenda, shall first receive approval of the System Chief.
- D. All Sub-committees shall establish regular meeting dates. If this schedule would cause a regular meeting to fall on an official County Holiday, then the meeting shall be held the next day at the same time and place, or as otherwise scheduled. All sub-committee meetings and hearings shall be open to System Members.
- E. Sub-committee Chairpersons shall be recognized to present reports and will yield to Fire Operations Committee Members wishing to ask questions. All questions from the Fire Operations Committee Members shall be addressed to the sub-committee Chair who is presenting the report.

**XI. Attendance at Business and Special Meetings of the Fire Operations Committee**

- A. Fire Operations Committee members may, on rare occasions, participate in Business and Special meetings via electronic communication device with the approval of a simple majority of Fire Operations Committee members present. The Fire Operations member shall count for the purposes of establishing a Quorum and may participate in voting, but must be recognized by the Chair in order to speak.
- B. Fire Operations Committee members who are absent from a Business or Special Meeting may be represented by another member of their company (Proxy) as a substitute. The proxy must be designated in writing to the Fire Operations

Committee Chair prior to each meeting. The correspondence must identify the scope of authority of the proxy: attendance without voting authority; attendance with full voting authority on all matters before the FOC; attendance with limited voting authority on specific issues scheduled to come before the Committee for consideration.

**XII. Amendments to Rules**

- A. These rules may be altered, amended or repealed and new rules may be adopted by a 2/3 majority of the Fire Operations Committee Members.


**XIII. Fire Operations Committee Appointment and Removal**

- A. Voting members of The Fire Operations Committee shall be comprised of the following:
  - 1. The elected Chief from each Volunteer Fire Department (or Proxy as outlined in Section XI).
  - 2. One representative from IAFF Local 3756.
  - 3. Deputy Chief of Operations, DFREMs (as designated by the Assistant Chief of Operations).
- B. The Fire Operations Committee Chairperson and Vice Chairperson shall be elected by simple majority at the January Fire Operations Committee meeting.
- C. The System Chief may, at his/her sole discretion, remove any member of the Fire Operations Committee. In such an instance, highest ranking Chief Officer from that Department will assume the voting authority for that Department

**XIV. Robert's Rules of Order**

- A. The latest edition of Robert's Rules of Order will apply to the extent consistent with these Rules.



	<b>LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM SYSTEM-WIDE PROCEDURE (SWP)</b>
<b>TITLE</b>	Awards and Recognition
<b>SECTION</b>	
<b>SWP#</b>	
<b>ISSUED</b>	Final Draft – EC Action Item v2 050516
<b>REVISED</b>	
<b>APPROVED</b>	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 other variation) 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 system members to recognize those actions of any member 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 with the exception of the Chamber of Commerce Valor Awards. 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 Support Services and Volunteer 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, Leo C. Kelly 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 as described within this policy.
- 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](mailto: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 31<sup>st</sup> 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.

DRAFT

## 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 and/or 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, Inc. 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. Leo C. Kelly ALS Instructor Award**

- **Description:** This award is sponsored by the Loudoun County Emergency Medical Services Council, Inc. with input from 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, Loudoun County Emergency Medical Services Council, Inc. member agencies or 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 Loudoun County Emergency Medical Services Council, Inc. with input from the LCFR training representatives. The award recipient shall be forwarded to the Nomination Review Committee.
- **Recognition:** Annual Award. The recipient(s) will receive a plaque 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 Loudoun County Emergency Medical Services Council, Inc. with input from 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, Loudoun County Emergency Medical Services Council, Inc. member 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 Loudoun County Emergency Medical Services Council, Inc. with input from the LCFR training representatives. The award recipient shall be forwarded to the Nomination Review Committee.
- **Recognition:** Annual Award. The recipient(s) will receive a plaque 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 members for administrative or non-operational 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 and/or rescue station or other work location. In addition, each member of the group will receive a unit citation certificate.

## **B. Specialty Service Recognition**

*The managers (person providing oversight or leading the program) of the following specialty programs will award those who qualify to receive a bar. These are available to all System personnel who meet the criteria.*

### **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.

#### **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.

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## **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 Chamber of Commerce 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 1<sup>st</sup> and December 31<sup>st</sup> of the prior year. Nominations are to be received by the date, which is announced each year and submitted on the *Chamber of Commerce Valor Awards Nomination Form*. Members may be nominated for the following valor awards based upon varying criteria (*subject to change by the Chamber of Commerce*):

#### **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.



**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 *Chamber of Commerce Valor Awards Nomination Form* is available to all system members at the following link [-Valor Nominations](#).
- 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 system 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 will be requested for all award winners.

## **E. Agency Specific Awards (Not all inclusive)**

### **E1. Alex Keepers Award**

- **Description:** Recognizes a Loudoun County Fire and Rescue (LCFR) career recruit who has shown the most improvement in academics, physical standards and knowledge of the Loudoun County Department of Fire, Rescue, and Emergency Management core values between the first day of recruit school and class graduation. This recruit also personifies the values of Recruit Training and the attitude to never give up.
- **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.










## **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








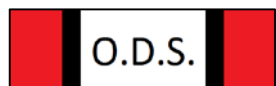

<b>Clark J. Deener Memorial Award</b>	
<b>EMS Provider of the Year</b>	TBD
<b>Firefighter of the Year</b>	
<b>Hall of Fame Award</b>	
<b>John C. Carr, Jr. Memorial Award</b>	
<b>Meritorious Service Award</b>	TBD
<b>Officer of the Year</b>	
<b>Robert Hap Arnold ALS Instructor Award</b>	
<b>Robert Hap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

<b>Top Student – Volunteer Fire School</b>	

## Specialty Service Recognition



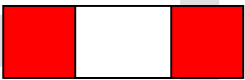



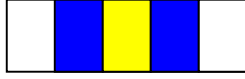
<b>EMT-Intermediate Service Medal</b>	 The EMT-I Service Medal is a rectangular badge with a blue background and a yellow border. It features a yellow Star of Life on the left and the text "EMT-I" in yellow on the right.
<b>EMT-Paramedic Service Medal</b>	 The EMT-P Service Medal is a rectangular badge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

## Program Completion Recognition

<b>Chief EMS Officer</b>	
<b>Chief Fire Officer</b>	
<b>Chief Training Officer</b>	
<b>Executive Fire Officer</b>	
<b>Fire Marshall</b>	
<b>Fire Officer</b>	
<b>Officer Command School</b>	
<b>Officer Development School</b>	
<b>National Honor Guard Academy</b>	

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## Chamber of Commerce's Valor Awards



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

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## Agency Specific Awards/Recognition


<b>LCFR Stork Award</b>	
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LCFR Top Recruit	
LCFR Walking Heart Award	

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	<b>LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM SYSTEM-WIDE PROCEDURE (SWP)</b>
<b>TITLE</b>	Social Media Policy
<b>SECTION</b>	
<b>SWP#</b>	
<b>ISSUED</b>	
<b>REVISED</b>	
<b>APPROVED</b>	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.


- **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;

- 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



	<b>LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM SYSTEM-WIDE PROCEDURE (SWP)</b>
<b>TITLE</b>	Use of Personal Electronic Devices
<b>SECTION</b>	
<b>SWP#</b>	
<b>ISSUED</b>	
<b>REVISED</b>	
<b>APPROVED</b>	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.