

EMS Operations Committee
Agenda
July 12, 2016
1900 hours
DTCI Large Conference Room, First Floor
801 Sycolin Road

1. Call to order
2. Roll Call
3. Approve June meeting minutes (attached)
4. Chairman's Report
 - a. Executive Committee June packet
5. OMD- Dr. John Morgan
6. Reports
 - a. LCFR-- DC Jose Salazar
 - i. EMS Billing – Danielle Brosan
 - ii. EMS Training – Michelle Beatty
 - b. Committee reports
 - i. Communications Committee – Chief Bennett
 - ii. Training Committee-Chief Mino/Chief Aycock
 - iii. SWP Committee-Chief Krone
 - iv. Ambulance Standards Committee
 - c. EMS Council –Leo Kelly
 - i. EMS Council Minutes
 - ii. ALS Committee Minutes
7. Old Business
 - a. Physio Lease Option Update
 - b. Medication Security
 - c. Bariatric Response Capabilities
 - d. Rules of Order (Hall)
 - e. Bio-hazard pick ups
8. New Business
 - a. Social Media and Use of Personal Electronic Devices SWP
 - b. Fire and EMS Training Enrollment and Wait Lists SWP
 - i. Explanation of Intent (attachment 1)
9. Action Items
 - a. Fire and EMS Training Enrollment and Wait Lists SWP

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10. Stakeholders Comments

11. Committee Member Comments

12. Announcements

EMS Operations Committee Minutes
June 14, 2016
DTCI- Large Conference Room
801 Sycolin Road
1900 Hours

Co. 4	Cheryl Aycock
Co. 6	Absent
Co. 9	Derrick Bennett
Co. 12	Andrew O'Connell
Co. 13	Anthony Mino
Co. 14	Absent
Co. 15	Byron Andrews
Co. 17	Absent
EMS Council	Jay J. Brown
LCFR	AC Johnson, DC Salazar, Kevin Stiles, Mary Maguire, Danielle Brosan and Christine Langley-Obaugh
OMD	Dr. Morgan
StoneSprings	Jamie Stephens
Reston Hospital	Keith Morrison
Inova Loudoun	Jaime Wolfin

1. Call to order

Chief Andrews, Chairman, called the meeting to order at 1900 hours.

2. Roll Call

3. Approve May meeting minutes

A motion to approve the May 10, 2016 minutes was made by Cheryl Aycock. The motion was seconded by Chief Mino. All are in favor with no opposition or abstentions. Motion carried.

4. Chairman's Report

Chairman Andrews advised that the May Executive Committee packet was distributed.

Chairman Andrews reported that some discussion occurred at the last EC meeting regarding the Ballistic Vests SWP which is attached for review. Chairman Andrews reminded the EMSOC that this is an action item for tonight. In the interim, Chair Andrews advised that the vests have been deployed.

Chairman Andrews advised that the Active Directory training is on-going. Chair Andrews reminded all to pre-register.

Discussion ensued regarding Rescue Chief email accounts.

Motion made to ask the Executive Committee to re-visit the active directory email accounts and to obtain stakeholder input. The motion was seconded and the motion passed. Chair Andrews stated he would approach the topic with Chief Tobia this coming weekend.

5. OMD-Dr. John Morgan

Dr. Morgan stated he did not have anything to report.

6. Reports

a. LCFR- DC Jose Salazar

Ballistic Gear:

Chief Salazar confirmed that vests were placed on Battalion Chief's Vehicles and with EMS Supervisors and Safety Officers. Chief Salazar emphasized that this in the interim until the SWP is approved.

RTF Drill:

Chief Salazar stated that the LCSO will not be able to participate in August. Additional options are being examined between August 8th and August 14th, so please mark your calendars.

ImageTrend:

Chief Salazar stated we will be moving towards the new platform towards the end of December.

Bill Toon:

Chief Johnson advised the EMSOC that Bill Toon submitted his resignation and will be moving to Arkansas. Chief Johnson stated Bill will be a tremendous loss as he was a visionary and devoted his time to EMS training.

Susan Edwards:

Chief Johnson also reported that Susan Edwards will be leaving to go into the private sector. Chief Johnson advised that her position will be advertised.

Kevin Stiles:

Chief Salazar congratulated BC Stiles on being named Northern Virginia EMS Administrator of the Year.

In addition, Loudoun County's EMS Division received the award for outstanding contribution to EMS Emergency Preparedness and Response.

Chairman Andrews congratulated all and encouraged future nominations.

i. EMS Billing- Danielle Brosan

Danielle had nothing to report.

ii. EMS Training-Bill Toon

Report attached.

b. Committee Reports

i. Communications Committee (Chief Bennett)

Chief Bennett stated last week's meeting was cancelled. The new go-live date is August 23rd. Chief Bennett stated various radio upgrades will occur in September.

Chief Andrews said it would be helpful to have Chief's copied on communication disseminated regarding training.

ii. Training Committee (Chief Aycock/Chief Mino)

The EMS and Fire Training Enrollment and Wait Lists SWP was reviewed per the request of the EC. Recommendations have ensued to include the following options: first come first serve, round robin and percentage. Cheryl Aycock reported that the committee voted on the percentage method which will return to the EC.

iii. SWP Committee (Chief Krone)

The SWP Committee will meet next Monday.

iv. Ambulance Standards Committee

Chief Andrews reported that the Ambulance Standards Committee met last week and have begun work on a spreadsheet to identify the vehicles with assets that exist in the County.

Cheryl Aycock mentioned that she does have a representative so it may be helpful to ensure communication goes out to the Rescue Chief's.

Chair Andrews stated a brief discussion regarding stretchers occurred.

c. EMS Council

Jay J. Brown offered that the minutes are attached in the packet for review.

Discussion ensued regarding Intermediate Paramedic Programs.

Discussion occurred reference the cost of cot systems.

7. Old Business

a. Physio Lease Option

BC Stiles reported regarding the status. BC Stiles discussed the particulars with the contract and inquired whether everyone was on board.

Discussion occurred regarding the cost and additional details.

Chief Johnson stated the lease option will provide the most up to date, best equipment at all times. Chief Johnson stated for our providers, he wants everyone to have the best most up to date equipment. Chief Johnson emphasized the importance of standardization.

A motion was made to engage with the County to identify if the lease option is viable and where the funding will come from and how the costs will be distributed. The motion was seconded. Chair Andrews also suggested that any questions or concerns are addressed at the same time. The motion carried 6-0-1-3 with one abstention, Chief Andrews.

b. Medication Security

Chief Salazar stated he is waiting on DIT's approval. Chief Salazar stated the meeting is scheduled for this coming Thursday.

c. Bariatric Response Capabilities

Chief Salazar stated he sent something out to 13, 15 and LCFR to request all resources.

d. Rules of Order

Chair Andrews stated he needs to meet with Chief Hall.

e. Bio Hazard Pick-ups

Chief Salazar stated he communicated with the contract administrator at General Services. Chief Salazar further explained that an email was sent several weeks ago to all station commanders to inquire regarding any issues or concerns.

Chief Salazar stated he sat with personnel at a station while they called the phone number for pick-ups, however, no response was received.

Chief Salazar stated that it has been determined that a procedure calls for an email address to be utilized for pick-ups, however, there was a lack of knowledge concerning this procedure. Chief Salazar stated that he was still trying to determine a good protocol and once received will email everyone to advise.

8. New Business

a. Methadone Facility

Chief Johnson mentioned that Leesburg Treatment Services over on Cornwall on Gibson Street which will be a methadone facility, a privately owned facility that can treat up to 400 clients per day.

b. Ballistic Vests SWP

Chief Johnson stated that he proposed an EC action item to send the draft SWP to the three sub-committees to receive recommendations and approval. Chief Johnson reported that the vests were made possible through grant money received from NVERS. Chief Johnson advised that fifty vests were received. In addition, Chief Johnson stated we had put in for a Rescue Squad Assistance Fund Grant which was not received.

Chief Johnson reviewed storage and deployment procedures. An informational bulletin will be forthcoming. Reasoning and methodology were discussed. Chief

Johnson reviewed sustainability and stated the vests are only good for a five year period.

Chief Salazar discussed helmets, as well.

Discussion ensued regarding safety glasses.

Chief Andrews stated that since EMS has a 22% greater chance of being shot at than fire suppression, it is concerning. Chief Andrews stated he believed we needed to find a way to get some protection to our EMS providers.

Discussion on the relationship between RTF and the SWP was discussed.

Chief Johnson stated that stations could certainly provide or purchase more vests should they desire to do so.

9. Action Items

a. Ballistic Vests SWP

Motion made to accept the Ballistic Vests SWP with minor changes as recommended by the EMSOC. Motion passed with no abstentions.

10. Stakeholder Comments

8-10-16 Open House and BBQ at Ashburn HealthPlex
7-11-16 Training, Fire Academy in Fairfax: OB Emergencies
Open Position for Director of Education per Jaime Wolfin

11. Committee Member Comments

Chief Johnson stated there will be a name change effective July 1st to Loudoun County Fire and Rescue.

12. Announcements

None

Adjourn: With no other business to discuss, the meeting is adjourned at 2033.

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



Loudoun County Fire and Rescue

The Oliver Robert Dubé Fire & Rescue Training Academy
16600 Courage Court
Leesburg, VA 20175
Phone 703-737-8400 Fax 703-777-0235



TRAINING DIVISION - UPDATE

July 2016

EMS Training section

6aii

EMR

EMR concluded on June 22. Seven students took the VA OEMS psychomotor exam. All 7 students passed on the first attempt. The class was comprised of 6 LCCFRS volunteers and one out-of-county provider. Students are now in the process of completing their NREMT written exam. 4 students have taken it and successfully passed.

One student from (611) is in the re-entry process. He took his psychomotor exam on 6/22/16 and was successful. He will be taking the NREMT written soon.

EMR/EMT Refresher class

There is one student from the May EMT refresher class that needs to successfully complete the protocols written exam in order to become locally authorized. This will occur this week.

Volunteer EMT School

The state practical test for the 25 students that began class on March 20th was Wednesday, June 22nd at C.S. Monroe Technology Center. The NREMT written exam was on Friday, July 1st at C.S. Monroe Technology Center. 20 students were successful on the state practical exam, while 5 students were unsuccessful and had to register for a retest of the practical skills station that they failed. Most have registered for test sites on either July 12th or July 14th. Only students who completed and successfully passed all components of the state practical test on 6/22/2016 were eligible to take the NREMT written exam. All 20 students who were eligible, passed the written exam on their first attempt.

Areas of failure on the psychomotor exam on 6/22/2016 include:

- Long Bone Immobilization
- Airway
- Supine Spinal Immobilization

EMT-I class

This class was completed on May 21st, 2016. Nine students completed the class and all have been certified. There is a 100% first-time written NREMT pass rate for this class.

I to P Bridge

All 13 (7 volunteer, 6 career) students who completed the course have successfully completed both the psychomotor and cognitive exams. All are nationally registered Paramedics and 12 have Virginia certifications.

Upcoming classes at the Training Academy:

- Bloodborne Pathogens (BBP) on Sunday, July 10, 2016
- Hazardous Materials Awareness Examination on Wednesday, July 13, 2016
- AHA Healthcare Provider CPR on Thursday, July 14, 2016
- AHA BLS CPR Instructor begins on Wednesday, August 10, 2016
- ALS Challenge – Local Authorization Testing on Saturday, August 13, 2016
- Hybrid EMT Refresher program beginning on Tuesday, August 16, 2016
- Hybrid EMR Refresher program beginning on Thursday, August 18, 2016
- BLS Challenge – Local Authorization Testing on Saturday, August 27, 2016
- Hybrid EMT Initial program beginning on Wednesday, September 7, 2016
- EMR Initial program beginning on Tuesday, September 13, 2016
- EMT to Intermediate night/weekend class beginning on Tuesday, September 13, 2016
- EMT to Intermediate daytime class beginning on Thursday, October 20, 2016

Upcoming classes for system members held outside the Academy:

- High Quality CPR at Station 613 on Thursday, July 28, 2016
- MCIM Modules I, II at Station 613 on Saturday, July 30, 2016
- ALS Training – Atrial fibrillation, Capnography, and Perfusion at Station 606 on Wednesday, August 10, 2016.

TargetSolutions

Loudoun County Fire and Rescue has partnered with TargetSolutions to provide an online training and management system that replaced CentreLearn as of July 1, 2016. In order to have an account with TargetSolutions, system members must have an Active Directory account. As our members complete this training, accounts are set up within Target. It is anticipated that the majority of active, operational members will be up on Target in July. EMS Training is meeting with agency representatives for company rollouts. Platform familiarization, user training tutorials, verification and managements of credentials, reports, and support are topics of discussion for these sessions.

Audio-Visual (AV) upgrade

Staff from BT Conferencing Video, Inc. began the AV upgrade installation on Monday, June 20th. The only delay may be due to some hardware that has yet to arrive.

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**Loudoun County Combined Fire-Rescue System
TRAINING COMMITTEE
INFORMATION ITEM FOR EMSOC**

SUBJECT: Update

STAFF CONTACT(S): Tony Mino, Chief and Cheryl Aycock, Rescue Chief

The Executive Committee agreed to allow for additional time to review SWP 801.1, *Fire and EMS Training Enrollment and Wait Lists*, as requested by the AOC at the 28 June meeting. The vote was tabled until the Executive Committee's July meeting. Additionally, the Training Committee will be starting work on policies and guidelines that address general expectations with regards to the Training Academy (i.e., smoking policy, use of cell phones, etc.)

LCCFRS – Training Committee
Meeting Minutes July 5, 2016

Meeting convened July 5th at 1900

Attendees

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

Meeting minutes approved for June

Agenda

- New Buisness

Training – Scott Brazier

- No Report

Fire OPS – Jim Fazekas and Scott Radcliffe

- No Report

EMS OPS – Cheryl Aycock and Tony Mino

- No Report

LCFR Field – Troy Gittings

- No Report

Old Business

- No Report

New Business

- SWP brought up to the Executive committee
 - Chiefs appraised the training committee on the work they have provided for the policy
 - Only had a couple of questions addressed by Chief Gottholm
 - SWP was tabled till July so the committees could review it one last time
- Discussion on the next issue the committee wants to address.

- Chief Gottholm requested the Committee send him suggestions for the next item to work on
- Cheryl suggested we get a list from the training staff on what needs to be addressed
- Discussion about working on training center expectations and code of conduct.
- All suggestions be sent to Fazekas he will keep track of them
- IB sent out to replace the one field position on the committee

Meeting adjourned at 2000

Next meeting Tuesday August 2, 2016

Loudoun County Emergency Medical Services Council, Inc.

June 21, 2016

Minutes

The June meeting of the Loudoun County EMS Council, Inc. was held on Tuesday, June 21, 2016 at Inova Loudoun Hospital. Vice Chairman David Swartz called the meeting to order with the following members present:

Co. 1/20	Leesburg Fire	Absent
Co. 4	Round Hill Fire Rescue	Excused
Co. 6/22	Ashburn Fire-Rescue	Absent
Co. 7	Aldie Fire	Excused
Co. 8	Philomont Fire	Excused
Co. 9	Arcola Fire	Jay J. Brown
Co. 12	Lovettsville Fire-Rescue	Absent
Co. 13	Loudoun County Rescue	David Beatty
Co. 14	Purcellville Rescue	David Swartz
Co. 15/25/35	Sterling Rescue	Leo Kelly
Co. 17	Hamilton Rescue	Ed Peters
Loudoun County Fire-Rescue		Jose Salazar, Michelle Beatty
Loudoun County Sheriff's Office		Bruce Domin
Operational Medical Director		Excused
Inova Loudoun Hospital Center		James Stephens
Reston Hospital Center		Keith Morrison
Stone Spring Hospital		Jaime Wolfin
Loudoun County Health Department		Absent
PHI Air Care		Excused
Physician's Transport Service		Kate Passow
Public		Robert Honec and Alex Holzworth, Co. 10

Public Comments

None

Delegate Comments

Chairman Kelly congratulated the following award winners:

Clark Deener – Nick Croce
Leo C. Kelly ALS Instructor – John Grant

Robert “Hap” Arnold BLS Instructor – Michelle Beatty

He noted that additional Chairman’s Award for Excellence for Inova Loudoun Hospital Staff and Commonwealth Emergency Physicians were obtained and placed at Cornwall and Ashburn HealthPlex Emergency Departments.

Minutes

Motion: **Approve the May 2016 Minutes.**

Vote: **Approved**

Treasurer’s Report

The Treasurer’s report from David Beatty is attached.

Additional Reports

Operational Medical Director

Leo Kelly reported that Trauma unit responses will be ending.

Loudoun County Sheriff’s Office

Bruce Domin reported:

- The Take Back Medication program has been very successful.
- They are finding Fentanyl is being mixed with heroin.
- June 25 Open House at Dulles South station.

PHI AirCare

No report.

Physician’s Transport

All is well – busy.

ALS Committee

Leo Kelly provided the report of the June ALS Committee Meeting (June Minutes attached).

BLS Committee

No report.

EMIC

No report.

Constitution and By-Laws

No report.

Executive Committee

No action.

Public Access Defibrillation

No action.

Inova Loudoun Hospital

James Stephens reported:

- EMS Week activities were conducted.
- Will sponsor another Public Safety Education Day in the future.

Reston Hospital Center

Keith Morrison provided a report (see ALS Committee Minutes).

StoneSprings Hospital Center

Jaime Wolfin provided a report (see ALS Committee Minutes).

Loudoun County Health Department

No report.

NVEMSC

Jay J. Brown reported that the Council continues to work with the NOVA Fire Chiefs to move forward with the operational audit. The Council is reviewing and revising as needed, its regional plans to include:

- Regional Protocol Guidelines – Added new Regional Drug form.
- Reroute Plan – Suggested review then request extension to update.
- Restocking Plan
- MCI Plan – Request additional extension for completion by NOVA MCI Group
- Stroke Plan – Request additional extension for completion by Workgroup.

The Council approved:

- FY 2017 Budget
- FY 2015 and 2016 Annual Reports
- FY 2015 Audit and Report

The Regional EMS Awards were held after the meeting with Loudoun having the following winners:

- Award for Outstanding Contribution to EMS by a High School Senior – Hanna Demeester, Sterling Volunteer Rescue Squad
- Award for Outstanding Contribution to EMS Emergency Preparedness and Response – Loudoun County Fire-Rescue, EMS Division.
- Award for Outstanding EMS Administrator – Kevin Stiles, Loudoun County Fire-Rescue

Communications Committee

CAD Mobile training sessions are being offered.

LCFR

Jose Salazar advised:

- Bill Toon is leaving.
- The Training Academy Administrative Assistant is leaving.
- A Bariatric Response workgroup has been formed.
- Waiting for the RFP for the OMD to be released.
- New position – QA/QI Manager to be filled after July 1.
- Paramedic Accreditation met with staff today.
- Biohazard company pick-up response should improve.

Michelle Beatty advised:

- Provided information on current and upcoming courses (see attached report).

Old Business

Jose Salazar reported that some of the CPR Manikins purchased with FFL funds have been delivered. He advised that when all have been received, they will be issued to the companies.

New Business

Leo Kelly discussed including the EMSOC Minutes with the Council Minutes.

Motion to Adjourn - Approved.

The next meeting will be July 19, 2016 at Inova Loudoun Hospital.

Attachments

LCEMSC Minutes

June 21, 2016



**Loudoun County Emergency
Medical Services Council, Inc.**
16600 Courage Court
Leesburg, Virginia 20175

*USPS Address: P. O. Box 1841
Leesburg, Virginia 20177*

Leo C. Kelly, PA
Chairman

TREASURER'S REPORT
June 21, 2016

The fund balances in LCEMS Council accounts are as follows:

June 21, 2016 Account Balances	Balance
Middleburg Bank #*****601 (Funds)	\$ 41,486.57
BB&T Money Market #****1576 (LCEMSC Funds)	111,499.51
BB&T General Fund #*****343 (LCEMSC Funds)	38,865.52
TOTAL FUNDS ON HAND	\$191,851.60

Items of Interest:

1. Clark Deener
awards were purchased
2. Breakfast and
lunch for National Registry testing

Please let me know if you have any questions about this report.

Respectfully submitted,

David Beatty, Treasurer

Training Report

Date: June 20, 2016

From: Michelle Beatty – EMS Training Specialist

RE: EMS Training monthly report

Current EMS Programs

➤ EMR Spring 2016

The first day of class was Monday, April 4th with 8 students. That includes seven in-county and one out-of-county student. The county practical final was June 11th. Six students took the test and each of them passed. The state practical test will be on Wednesday, June 22nd at C.S. Monroe Technology Center.

One student had taken EMR through Monroe Tech and was eligible to test out early in class which she successfully did. Another student still needs to take the county final. This will occur this week.

➤ EMT Spring 2016

The first day of class was Sunday, March 20th and started 30 students. There are currently 25 students in class. All 25 students have taken the Comprehensive Final Exam.

The state practical test will be Wednesday, June 22nd at C.S. Monroe Technology Center. The NREMT written exam will be on Friday, July 1st at C.S. Monroe Technology Center

Completed EMS Programs

BLS Challenge

Six students participated in the BLS Challenge last Saturday (June 11th). All have successfully completed the challenge except one. This individual needs to retest the written exam on local protocols. This will be completed early next week. Both the student and Co 15 leadership have been notified.

EMR/EMT Refresher class

- 3 EMR refresher students attended and successfully completed the course on June 11, 2016.
- 5 EMT refresher students attended and successfully completed the course on June 11, 2016.
- 4 EMT refresher students remain with outstanding requirements:

The 4 EMT refreshers have been notified, along with their agency leadership of the outstanding requirements. They should be completed early next week to be successful with the refresher class.

EMT to Intermediate

This class was completed on May 21st, 2016. Nine students completed the class and eight have been certified. One student still needs to complete the NREMT practical exam, as he was unavailable to test on the original practical skills exam date.

In addition, a student from Co. 606, an Intermediate student from the 2014-2015 class year has completed all course requirements and is now authorized to complete NREMT psychomotor testing. He is scheduled to test in mid-July. We received news today that he passed the NREMT written exam. Another student from the 2014-2015 class is close to completing his clinicals. Should that occur within the next month, he will be eligible to submit for the ALS challenge in August.

ALS Preceptor class

This class was posted on April 27th and registration closed on May 13, 2016. It was held on Saturday, June 11th at Sterling Rescue – Station 25. EMS Training Specialist Beatty conducted the required pre-test for each. It was based on general directives, protocols, policies, and procedures. Each candidate was successful with a minimum score of 90%. Students who completed the class consist of 5 career and 6 volunteer members. All 11 class participants will be recommended to be approved by Dr. Morgan as released preceptors at the next ALS Committee meeting on Monday, July 20, 2016.

Upcoming classes

- Bloodborne Pathogens (BBP) on Sunday, July 10, 2016
- Hazardous Materials Awareness Examination on Wednesday, July 13, 2016
- AHA Healthcare Provider CPR on Thursday, July 14, 2016
- ALS Challenge – Local Authorization Testing on Saturday, August 13, 2016
- Hybrid EMT Refresher program beginning on Tuesday, August 16, 2016
- Hybrid EMR Refresher program beginning on Thursday, August 18, 2016
- BLS Challenge – Local Authorization Testing on Saturday, August 27, 2016
- Hybrid EMT Initial program beginning on Wednesday, September 7, 2016
- EMT to Intermediate night/weekend class beginning on Tuesday, September 13, 2016
- EMT to Intermediate daytime class beginning on Thursday, October 20, 2016

Other News

➤ Target Solutions Transition

The implementation date is scheduled for July, 2016. This will replace the CentreLearn platform. We have deactivated many user accounts for CentreLearn that are not in use. We have left accounts open for students who are in current EMS programs and for new providers who need Bloodborne and HIPAA trainings. It is important that system members complete a training session on Active Directory. We are unable to assign them a TargetSolutions account without first completing the AD training. Sessions are occurring in various locations within the county during the months of June and July.

**LOUDOUN COUNTY EMS ADVISORY COUNCIL, INC.
ADVANCED LIFE SUPPORT COMMITTEE
MINUTES**

Monday, June 20, 2016

The regular meeting of the ALS Committee was held at the Cornwall Conference Room, Leesburg, Virginia on June 20, 2016 with the following members in attendance:

Co. 4	A. Reichert	Co. 15	S. McLaren
Co. 6	J. Horvath	Co. 17	Absent
		Loudoun Hospital	J. Stephens
Co. 9	D. Bennett	LCFR	M. Beatty
Co. 12	K. Deli	OMD	J. Morgan, MD
Co. 13	S. Porter	Chair	Leo Kelly
Co. 14	R. Ritchie	Reston Hospital	K. Morrison
		Stone Spring	J. Wolfen
		Hospital	

The meeting was called to order at 19:40 hours by Leo Kelly.

Public Comments – None

Delegate Comments

Kelly stated that each year the EMS Council recognizes system members for their outstanding contributions and service to the Loudoun County EMS System. This year the EMS Council recognized the following members at the Awards Banquet:

Nicholas Croce, Jr. was awarded the “Clark J. Deener Award” for his overall contributions to Loudoun County’s Emergency Medical Services System. The Deener Award is the highest recognition awarded to an EMS Provider in Loudoun County.

John W. Grant was awarded the “Leo C. Kelly – ALS Instructor of the Year Award”

Michelle Beatty was awarded the “Robert ‘Hap’ Arnold – BLS Instructor of the Year Award”

At the May 2016 EMS Council meeting, during EMS Week, the Chairman also recognized other organizations and partners who make it possible for us to be very successful as an EMS System. The following were recognized and presented plaques:

**The Loudoun County EMS Council, Inc.
Chairman's Award for Excellence is presented to
Administration & Staff Inova Loudoun Hospital Center
For over 50 years of partnership in education, support, coordination and direction of
Emergency Pre-Hospital Care
May 17, 2016**

This award was accepted by James Stephens, RN.

**The Loudoun County EMS Council, Inc.
Chairman's Award for Excellence is presented to
Medical Staff Commonwealth Emergency Physicians
For fifteen years of support, direction, and guidance of The Loudoun County EMS Council, Inc.
and its member agencies.
May 17, 2016.**

This award was accepted by John Morgan, MD.

**The Loudoun County EMS Council, Inc.
Chairman's Award for Excellence is presented to
The Loudoun County Sheriff's Office
For incorporating life-saving skills, and their bold approach to the deployment of AEDs and
life saving drug therapy by field personnel.
May 17, 2016.**

This award was accepted by Bruce Domin.

**The Loudoun County EMS Council, Inc.
Chairman's Award for Excellence is presented to
The Officers and Members of The Loudoun County Volunteer Rescue Squad
In appreciation of your exceptional support of The Loudoun County EMS Council, Inc.
May 17, 2016.**

This award was accepted by Augie Rojas.

**The Loudoun County EMS Council, Inc.
Recognizes Sam Moten of the Loudoun County Volunteer Rescue Squad for his many years of
dedicated support
May 17, 2016.**

This award will be presented to Sam Moten

Kelly congratulated all the recipients and thanked them for all their support.

Minutes

A motion was made by S. McLaren (Co. 15) and seconded by K. Deli (Co. 12) to accept the May 16, 2016 committee meeting minutes.

Motion: To accept the April ALS Committee Meeting Minutes.
Vote: Approved

Loudoun Hospital Center – Jamie Stephens, RN

Jamie extended a sincere thank you from the Administration and Staff to the EMS Council for the recognition received at the EMS Council meeting in May.

The ILH Emergency Department Public Safety Education Day, Saturday, May 21, 2016 did not generate significant registrations. They will look toward a better means of notifying system members and improving the registration process for future years.

Things have been somewhat quiet as the summer approaches.

An open house will be held at the Ashburn HealthPlex on August 10, 2016, between 1600-1900 hours and will be a family affair atmosphere. Please watch for further announcements. It is hoped that the agencies will participate with their members, families and apparatus.

Reston Hospital ED – Keith Morrison

Keith stated that the renovations to Rooms 4 and 5 are almost completed.

On July 11, 2016, there will be a presentation on OB Emergencies. This will be conducted in conjunction with the Fairfax County Training Center.

There is also a presentation being scheduled for Sterling during the third week in August with the date to be determined. The presenter will be Dr. Jacobs.

StoneSpring Hospital ED - Jaime Wolfin

Jaime said that they are looking at focusing on monthly topics and presentations. The focus for July is pediatrics. They are still working on the details however they are considering perhaps a Saturday breakfast with the Doctor type sessions.

Medical Director – John Morgan, MD

Dr. Morgan stated that the roll out for the new CAD System is scheduled for August 23, 2016. He stated that it is important that system members attend the various programs that have been scheduled to learn about the new system and also to obtain their ID's and access to the new system.

He also stated that we will be removing our Trauma Response in the County. He stated that the new system is only capable of handling a two tiered response for EMS.

Working Groups

ALS Technician Status (Tracy Lane, Michelle Beatty, Stewart McLaren)

There was no report received on those being precepted, their Mentors or the time in preceptorship from the EMS Division.

On behalf of the Review Sub-Committee, Stewart McLaren presented the preceptorship of Augustine Rosas (Co. 13) at the EMT- I/P Level. The details of the provider's preceptorship were presented. A. Rosas has the recommendations of both his Mentor Patty Russell (Co. 13) and Chief Tony Mino (Co.13).

There was considerable discussion on the types of calls (90) and their level of severity that were encountered by the preceptee. Mr. Rosas was precepted by 7-8 different preceptors and ran a total of 518 hours with positive reviews.

A motion was made by Stewart McLaren (Co. 15) and seconded by Steve Porter (Co. 13) that Augustine Rosas (Co. 13) be recommended for release at the EMT-I/P Level. The motion passed.

Motion:	To recommend Augustine Rosas (Co. 13) for release at the EMT-I/P Level.
Vote:	Approved
OMD:	Denied

Dr. Morgan explained his reason for denial of the recommendation. He said that he felt based on the in-depth discussion that the preceptee would benefit from at least another month of preceptorship in an effort to hopefully increase his chances for a couple more challenging calls before next month's meeting.

A reminder to everyone that Preceptorship Books (with all appropriate release forms and documentation) must be received by Tracy Lane at least one week prior to the ALS Committee so that an adequate period of time is allocated for the Review Committee to the review candidate's preceptorship.

There was a lengthy discussion on some of the calls that are being submitted for review as ALS level calls to the Review Subcommittee. It was noted that a large number of calls which are Basic Life Support (BLS) calls are being dispatched as Advanced Life Support (ALS) calls by Communications. As a result of this, many BLS incidents are being classified as ALS for purposes of precepting ALS candidates.

Steve Porter provided a summary of the general discussion of the committee members:

“Upgrading” of Calls (for Precepting Purposes)

There was a discussion about “upgrading” a call to ALS by starting an IV or placing a patient on a monitor even when the situation does not really call for it. This is most commonly seen in Precepting or student rotations, but it also happens with released providers on normal calls. Remember just because we CAN does not necessarily mean we SHOULD do it. Placing a patient on a cardiac monitor or starting an IV when not indicated and simply to classify the call as ALS just does not make sense. From a precepting perspective, the Technician Working Group Reviewers are rejecting these types of calls and not counting them toward the Precepting requirements.

The key of course for either Precepting or just running calls is to thoroughly document the why behind the procedure if it is not evident from other information in the report. As an example, placing someone on a cardiac monitor for a non-traumatic, public assist style fall does not make sense on the surface, however if the patient has a cardiac history, felt dizzy, etc. then that could make sense—but those details need to make it into the call report and Precepting documentation.

Preceptor/Mentor Updates

There was some discussion on the need to provide more regular updates to and information to the ALS preceptors and mentors. A couple of potential action items from that:

The Technician Working Group will look at putting out some sort of “Newsletter” or similar communication to highlight key points, policy changes, new documentation / paperwork, expectations, etc.

Julius Horvath, Co. 6 pointed out that many of these changes are sent to mentors but not sent to the preceptors. It was asked if the current “Precepting” documentation packages could be made more widely available to the preceptors. At the present time they are being sent out to the preceptee, the mentor and the Rescue Chief.

Training – EMS Training Specialist – Michelle Beatty

M. Beatty presented eleven (11) candidates who have successfully completed the prerequisites for and the ALS Preceptor class at the Training Center. All the candidates who attended had received the recommendations to attend the class from their respective Rescue Chief, the ALS Committee and Dr. Morgan. In accordance with ALS Policy #20 it moves now to the full ALS Committee for a recommendation to the Medical Director.

A motion was made by Michelle Beatty (LCFR) and seconded by Stewart McLaren (Co. 15) that the following individuals, having successfully completed the requirements for ALS Preceptors at the EMT-I/P level be formally recommended for approval:

Sabrina Evangelisti (LCFR)
Erik Hanna (SVRS)
Karen Lavarney (LCFR)
Jason McCandless (SVRS)
Olivia McLaren (SVRS)
Daniel Mehan (SVRS)
Sam Neglia (SVRS)
Ben Rudman (LCFR)
Michelle Sargent (LCFR)
Michael Schivik (LVRs)
Donald Vick (LCFR)

The motion passed.

Motion: That the following individuals having successfully completed the requirements for ALS Preceptors at the EMT-I/P and it is recommended that they be formally approved:

Sabrina Evangelisti (LCFR)
Erik Hanna (SVRS)
Karen Lavarney (LCFR)
Jason McCandless (SVRS)
Olivia McLaren (SVRS)
Daniel Mehan (SVRS)
Sam Neglia (SVRS)
Ben Rudman (LCFR)
Michelle Sargent (LCFR)
Michael Schivik (LVRs)
Donald Vick (LCFR)

Vote: **Approved**
OMD: **Approved**

In addition, EMS Training Specialist, Michelle Beatty also provided the following training update:

Current EMS Programs

➤ EMR Spring 2016

The first day of class was Monday, April 4th with 8 students. That includes seven in-county and one out-of-county student. The county practical final was June 11th. Six students took the test and each of them passed. The state practical test will be on Wednesday, June 22nd at C.S. Monroe Technology Center.

One student had taken EMR through Monroe Tech and was eligible to test out early in class which she successfully did. Another student still needs to take the county final. This will occur this week.

➤ EMT Spring 2016

The first day of class was Sunday, March 20th and started 30 students. There are currently 25 students in class. All 25 students have taken the Comprehensive Final Exam.

The state practical test will be Wednesday, June 22nd at C.S. Monroe Technology Center. The NREMT written exam will be on Friday, July 1st at C.S. Monroe Technology Center

Completed EMS Programs

BLS Challenge

Six students participated in the BLS Challenge last Saturday (June 11th). All have successfully completed the challenge except one. This individual needs to retest the written exam on local protocols. This will be completed early next week. Both the student and Co 15 leadership have been notified.

EMR/EMT Refresher class

- 3 EMR refresher students attended and successfully completed the course on June 11, 2016.
- 5 EMT refresher students attended and successfully completed the course on June 11, 2016.
- 4 EMT refresher students remain with outstanding requirements:

The 4 EMT refreshers have been notified, along with their agency leadership of the outstanding requirements. They should be completed early next week to be successful with the refresher class.

EMT to Intermediate

This class was completed on May 21st, 2016. Nine students completed the class and eight have been certified. One student still needs to complete the NREMT practical exam, as he was unavailable to test on the original practical skills exam date.

In addition, a student from Co. 606, an Intermediate student from the 2014-2015 class year has completed all course requirements and is now authorized to complete NREMT psychomotor testing. He is scheduled to test in mid-July. We received news today that he passed the NREMT written exam. Another student from the 2014-2015 class is close to completing his clinicals. Should that occur within the next month, he will be eligible to submit for the ALS challenge in August.

ALS Preceptor class

This class was posted on April 27th and registration closed on May 13, 2016. It was held on Saturday, June 11th at Sterling Rescue – Station 25. EMS Training Specialist Beatty conducted the required pre-test for each. It was based on general directives, protocols, policies, and procedures. Each candidate was successful with a minimum score of 90%. Students who completed the class consist of 5 career and 6 volunteer members. All 11 class participants will be recommended to be approved by Dr. Morgan as released preceptors at the next ALS Committee meeting on Monday, July 20, 2016.

Upcoming classes

- Bloodborne Pathogens (BBP) on Sunday, July 10, 2016
- Hazardous Materials Awareness Examination on Wednesday, July 13, 2016
- AHA Healthcare Provider CPR on Thursday, July 14, 2016
- ALS Challenge – Local Authorization Testing on Saturday, August 13, 2016
- Hybrid EMT Refresher program beginning on Tuesday, August 16, 2016
- Hybrid EMR Refresher program beginning on Thursday, August 18, 2016
- BLS Challenge – Local Authorization Testing on Saturday, August 27, 2016
- Hybrid EMT Initial program beginning on Wednesday, September 7, 2016
- EMT to Intermediate **night/weekend class** beginning on Tuesday, September 13, 2016
- EMT to Intermediate **daytime class** beginning on Thursday, October 20, 2016

Other News

➤ Target Solutions Transition

The implementation date is scheduled for July, 2016. This will replace the CentreLearn platform. We have deactivated many user accounts for CentreLearn that are not in use. We have left accounts open for students who are in current EMS programs and for new providers who need Bloodborne and HIPAA trainings. It is important that system members complete a training session on Active Directory. We are unable to assign them a TargetSolutions account without first completing the AD training. Sessions are occurring in various locations within the county during the months of June and July.

Old Business - None

New Business – None

There being no further business to discuss a motion was made by S. McLaren (Co. 15/25) and seconded by J. Horvath (Co. 6) to adjourn the meeting.


**Motion: Motion to adjourn meeting at 8:55 hours S. McLaren (Co. 15/25)
and seconded by J. Horvath (Co. 6)**

Vote: Passed Unanimously

The next ALS Committee meeting will be held on July 18, 2016 at the INOVA Loudoun Cornwall Campus Conference Room.

For the ALS Committee:

**Leo C. Kelly, PA, Office of the Medical Director
Advanced Life Support Committee
The Loudoun County EMS Council, Inc.
Recorded by Leo C. Kelly**

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

Scope:

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

Purpose:

The purpose of this policy is to provide guidance to LC-CFRS members by identifying the appropriate use of social media by System personnel, and acknowledge that the inappropriate use of social media may lead to actual harm and disruption to the System. This may include, but is not limited to, negatively impacting the public's perception of the organization and its willingness to render services to them. For example, if a member of the LC-CFRS makes negative stereotypic comments on social media about a protected class, religious group, or race of people, citizens in such groups may avoid calling 9-1-1 due to that member's posted 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.

Another purpose of this policy is to provide guidance to LC-CFRS members on 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.

Nothing contained in this SWP is intended to abridge LCFR Fire Marshal Office (FMO) personnel from conducting any investigatory action commensurate with their position.

Definitions:

- **Social media:** an internet 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+; as well as blogs, commenting on online media sites, and other similar communication platforms or channels.
- **Loudoun County Combined Fire Rescue System:** The "Combined System" or "LC-CFRS" includes every volunteer fire-fighting and EMS organization (also referred to as Company) recognized pursuant to Chapter 258 of the Codified Ordinances of Loudoun County (Chapter 258) 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 Loudoun County Fire and Rescue (LCFR) and all of its employees.
- **Personal Electronic Device:** Includes, but is not limited to: mobile phones, smartphones, tablets, personal computers, digital cameras, personal body cameras, personal dash cameras, personal helmet cameras, and GoPros®.
- **Spokesperson for the System:** Any System member who is authorized to make a statement on behalf of the System Chief 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, System Chief, or designee.
- **Hate speech:** Speech that identifies, in a negative manner, a person or group of people 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:**A. Social Media**

1. All organizations listed in Chapter 258 are permitted to establish and maintain official social media communication platforms for their respective organization.
2. Each organization which chooses to establish and/or maintain an official social media presence shall establish Company level policies and procedures governing the use and administration thereof which shall not be inconsistent with the intent of this SWP.
3. Under the direction of the System Chief, the official social media platforms of Loudoun County Fire and Rescue (LCFR) are the official LC-CFRS Social Media platforms for System-Wide operational activities.
4. Each organization is permitted to have its own Public Information Officer (PIO). Company-level PIOs may speak on behalf of their respective organization for all matters pertaining to the non-operational corporate functioning of that organization (e.g. matters

relating to fundraising, community events, public outreach, public education, annual recognition banquets, etc).

5. System-wide and Operational requests for information shall be directed to the System PIO. Examples of the types of inquiries to be handled by the System PIO are those relating to all emergency and non-emergency calls dispatched by Loudoun County; all potential violations of the System-Wide Code of Conduct; all financial matters pertaining to county funding; and all personnel matters until such time as they are vetted by the System Chief). Likewise, any request for public records in the possession of the System shall be directed to the System PIO for appropriate response under the Virginia Freedom of Information Act (“FOIA”).
6. Each organization is permitted to have its own designated photographer(s). Procedures relating to the security, maintenance and posting of images captured by Company photographers are outlined below.
7. The following individuals are authorized to access and/or utilize LC-CFRS social media platforms during operational incidents to speak on behalf on the Combined System: the System Chief and designee(s), Staff Duty Officers, Incident Commanders (or designee), and the LC-CFRS Public Information Officer (PIO) (or designee).
8. To keep System members and the public safe, and to ensure that all personnel remain situationally aware while engaged in incident operations, the use of social media platforms by System members (other than those listed in #7) is prohibited during emergency response which begins at the time of initial dispatch and continues through the time the unit is placed in service as available and has cleared the scene. This does not include being dispatched in an available status (i.e. station transfer).
9. LC-CFRS organizations and their members who operate official and/or personal social media platforms shall not engage in speech on personal and/or organizational social media platforms 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, explosive and environmental investigations, accident or collision investigations);
 - b. Patient Protected Health Information (as defined in the Health Insurance Portability and Accountability Act “HIPAA”);
 - c. Personnel matters including investigations and disciplinary actions;
 - d. Protected controlled unclassified information, provided by federal, state, or local government partners, for System situational awareness (often labeled FOR OFFICIAL USE ONLY or FOR LAW ENFORCEMENT USE ONLY);
 - e. Information not required to be released to the public under a 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)
 - g. NOVA Operational Manuals
 - h. Public records not required to be released under FOIA.
- 10. System members' use of personal and/or System organizational social media sites shall be in accordance with all applicable System-Wide policies and procedures regarding confidentiality, harassment, and the System-wide code of conduct.
- 11. 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 (e.g. engaging in hate speech by posting comments on social media platforms that have the real or perceived effect of blunting an individuals' likelihood of accessing emergency services when needed).
- 12. Supervisors of System members shall not require any System member to accept a request to join their social media circle.
 - a. Example: A Chief/Company Officer cannot require a subordinate member to join the Chief's/Company Officer's social media account; nor can he or she require the member to grant him or her access to the member's social media account.
 - b. Example: A System organization cannot require prospective or incumbent members to provide them access to their social media platform(s).
- 13. 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.
 - a. Example: a social media platform is created using the System Chief's name when the System Chief has no such account.
 - b. Example: A member of the System has his or her social media account hacked or hijacked.
- 14. The LCFR name and associated logos (including the title of the LC-CFRS) are not to be sold without permission of the System Chief, or designee.
- 15. 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. Their direct supervisor, following chain-of command;
 - b. The Employee Assistance Program

B. Use of Personal Electronic Devices

1. The use of personal electronic devices while on an emergency call is permitted for legitimate business purposes (mission related applications). Examples include mapping, accessing medical protocols, and research that supports incident operations. Additionally, personnel may use their personal electronic devices for communication 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 urgent or emergent nature are also permitted, provided they do not interfere with a System member's performance of duties.

2. The use of personal electronic devices outside of emergency calls shall be governed by a member's Company/Department policy, however all information captured by a personal electronic device while on duty may be subject to release under FOIA if determined to be a public record.
3. State laws concerning the use of electronic devices while operating a vehicle apply to all LC-CFRS members.
4. Images, photos, videos, and/or audio recordings that are obtained intentionally or accidentally (including images that are of poor quality) by a System member (including Company photographers) while on a call or performing fire or rescue functions on an incident scene shall become the property of the County and shall not be released, distributed, posted, and/or published in any form without the prior approval of the System Chief. Approval from the System Chief may be obtained through the following steps:
 - a. All images shall be forwarded to the System Chief's PIO¹ immediately after the incident in which there was a collection of photographic/videographic media and/or audio recordings (This can be done electronically or by electronic mail). The name and contact information of the individual who obtained the media must be provided.

The email address is DEPT-FRSERV-FREMPIO@loudoun.gov and the mailing address is:

Loudoun County Fire and Rescue
Attn: Public Information Officer
PO Box 7100
Leesburg, VA 20175

- b. All requests to publish or release submitted records should contain the specific Venue for which a System member is requesting the image, video or audio to be posted or shared (e.g. station website, personal website, training program, etc.).
- c. Once the photographic/videographic media and/or audio recordings have been submitted for review:
 - i. The images, video, and/or audio shall be deleted from the applicable electronic equipment from which it was created.
 - ii. Digital memory cards/DVD's/videotapes shall also have all images, video, and/or audio deleted from the device. If the type of media will not allow the


¹ The LCFR FMO may review images submitted for investigatory purposes and system members who submit images may be contacted by an LCFR Fire Marshal.

images/video/audio to be removed, the media shall be forwarded to the System Chiefs' PIO.

- d. Once received, the PIO will review the media and make a recommendation to the System Chief regarding approval/disapproval.
 - i. The System Chief, or designee, will approve/disapprove all requests for the release of images, video and/or audio recordings.
 - ii. Upon the System Chief's approval/disapproval, the PIO will inform the individual member in writing (email) of his/her decision and any restrictions attendant thereto. Permitted images/audio/video will be returned to the requestor.
5. LC-CFRS members authorized to capture photographs, images, videos, and/or audio inside a controlled area of incident operations (areas not accessible to the general public) shall include: the Incident Commander (or designee(s)), Staff Duty Officer(s), System Chief (or designee), LC-CFRS Public Information Officer (PIO), LC-CFRS Safety Officer, Loudoun County Fire Marshal or Assistant(s) and/or law enforcement agency(ies), or other investigatory agency or department as permitted under law.
6. Images, photos, videos, and/or audio captured outside of the controlled area of incident operations (areas accessible to the public) by off-duty personnel and/or designated photographers are beyond the scope of this SWP.
7. No images may be captured that contain information that is considered to be Protected Health Information (PHI) under HIPAA. For example, photographs of patients taken by EMS providers if the patient can be identified, whether directly or through their features, or indirectly through unique clothing, tattoos or other marking on the patient's body, license plate, or the nature of the particular injury or motor vehicle collision or event. Similarly, a photograph of a medical record, medications, ECG, or other documentation that can be linked to a specific patient are prohibited. Finally, meta-data contained within an image that could identify a patient is also included.
8. 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. Images captured in the provision of EMS must be attached to the patient's permanent medical record.
9. 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.
10. Off-duty LC-CFRS members shall not use their affiliation to gain access to controlled areas of incident operations (areas not accessible to the general public) for the purposes of capturing images, photos, videos, and/or audio of incident operations.
11. Use of personal helmet, personal body cameras and personal dash cameras (e.g. GoPro) are prohibited.

- C. Violations of this SWP may result in disciplinary action, up to and including dismissal as an operational member of the System, as determined by the System Chief in accordance with Chapter 258.

DRAFT

	LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM SYSTEM-WIDE PROCEDURE (SWP)
TITLE	Fire and EMS Training Enrollment and Waiting Lists <i>(Draft 2.0)</i>
SECTION	Training
SWP#	801.1
ISSUED	Xx/xx/2016
REVISED	
APPROVED	System Chief _____ W. Keith Brower, Jr.

PURPOSE

To establish a procedure for ensuring maximum enrollment in the fire and EMS training classes offered at the Oliver Robert Dubé Fire and Rescue Training Academy.

SCOPE

This policy applies to all Members of the Loudoun County Combined Fire and Rescue System (LC-CFRS).

DEFINITIONS

Member – Any individual who has been duly affiliated with any firefighting or EMS organization recognized by the Board of Supervisors under Chapter 258 of the Codified Ordinances of Loudoun County, including the Department of Fire, Rescue and Emergency Management (DRFEM).

Sponsoring Organization - Any Fire or Rescue Company or Department including Department of Fire, Rescue, and Emergency Management (DFREM), from which a member applies for enrollment in a class. For the purposes of the SWP, when the term "sponsoring organization" is applied to a LC-CRFS volunteer fire or rescue company it means "each named volunteer organization." Volunteer organizations with more than one station affiliation (i.e., Co 1/20, Co 11/18/24, Co 15/25/35, Co 6/22) equate to "one volunteer company," therefore a single "sponsoring organization."

Exception List – Administered by the Training Division during the application period in order to track applicants with a prerequisite variance. These applicants will have an opportunity to participate in the enrollment process provided that applicable conditions of this SWP are met.

Wait list – The list of applicants who are not seated in a class where the number of applicants exceeds the maximum number of students allowed. Applicants who are not seated will be

placed on this list and must agree to applicable terms and conditions. These “wait-listed” students may then be seated in the class as enrolled students drop out. This list is administered by the Training Division.

Business Day – For the purpose of the SWP, business days are Monday thru Friday (excluding holidays) and Close of Business (COB) occurs at 1700.

POLICY

Members will register for courses at the Oliver Robert Dubé Fire and Rescue Training Academy as outlined in this SWP.

PROCEDURE

- I. **Firefighter I & II, EMR, EMT and HazMat Operations Training**
 - A. The LC-CFRS Training Committee hereby establishes a procedure for timely notification to fire and rescue system members seeking registration for Firefighter I & II, HazMat Operations, EMR and EMT classes¹ offered by the Training Division. This policy also establishes procedures for enrollment and class placement, for a waiting list in classes where the number of applicants exceeds the maximum allowable and for the addition of a second class in the event of high demand.
 - B. Maximum class sizes will be dictated by the Commonwealth or nationally recognized credentialing agencies such as the Virginia Department of Fire Programs (VDFP) and the Virginia Office of Emergency Medical Services (VOEMS). Class sizes may only be exceeded if the credentialing agency grants a variance.
 - C. Minimum class sizes will be determined by the credentialing agency (i.e. VDFP, VOEMS).
 - D. Training Advisories (TA) will be distributed a minimum of sixty (60) calendar days prior to the posted application closing date. Normally the application closing date will be at least thirty (30) business days before the first day of class. Some classes such as hybrid classes however may require an application closing date of more than thirty (30) business days. Any deviation from the nominal closing date/class start timelines will be announced in the TA.
 - E. No Training Requests (TR) will be accepted after the posted application closing date unless the class is not filled to capacity. No applicants will be added to the class after the first class session.

¹ Section I also applies to EMR and EMT recertification classes.

- F. Incomplete TR's² will be returned for resubmittal. No priority will be given to students resubmitting a TR. Once the completed TR is received, the applicant will be eligible for the class placement process provided that the provisions of Paragraph E are met. The date and time that the completed TR is received by the Training Division will be used to determine the applicants position in the placement process.
- G. Applicants who are currently enrolled but have not completed a prerequisite class may petition the Deputy Chief of Training for a variance to allow admission into a class. Enrollment would be conditional upon successful completion of all prerequisite class's³ on or before the first day of the requested class. After receipt of this request, one of the following two actions will be taken:
1. The Deputy Chief of Training denies the variance – Applicant is not accepted into the class and receives an explanation for the rejected application.
 2. The Deputy Chief of Training approves the variance - Applicant will be placed on the exception list.
 - a. If there are remaining seats available at the end of the placement process, the applicant will be seated in the class.
 - b. If no seats are available at the end of the placement process, the applicant may volunteer for the wait list program provided the wait list is not full.
 - c. Applicant shall be informed of and agree to, all conditions of the variance prior to acceptance into the class.
- H. Training requests must have the endorsement of the sponsoring organization's Chief Officer or designee.
- I. Classes will be filled utilizing the following method:⁴
1. At the close of the application period, all applications will be sorted by sponsoring organization and grouped in order of time and date that they were received.
 2. If there are more applications than seats, a numeric formula shall be used to fill seats. The maximum number of seats for the class shall be divided by the number of applicants. The answer shall be represented as a percentage of permissible applications. That percentage will then be multiplied by the number of applicants from each sponsoring organization to determine how many students from each will be accepted. This will ensure that at least one student from each organization is accepted into the class. Applications from each sponsoring organization shall be chosen in order of time and date each complete TR is received by the training division.

² A "completed TR" is one which includes all required information and supporting documentation (prerequisites).

³ Paragraph G applies only to a prerequisite class in which the applicant is currently enrolled (i.e., Enrolled in HAZMAT Ops which will end 4 days prior to the start of Firefighter I & II) and not "self-study" curriculum (i.e., online NIMS 700 course)

⁴ See Appendix I for details

3. When calculating each percentage, the numbers should be rounded up when applicable. In the event that there is an overage or underage, the applicant with the next latest date and time will be removed or added.
 - a. Example – There are 23 applicants for a class with a maximum of 20 seats. 20 divided by 23 equals .867 or 87%, therefore each sponsoring organization will be permitted to send 87% of its applicants to the class.
- J. Within five (5) business days of the application closing date, the Course Coordinator will notify each sponsoring organization's Chief Officer or designee, of the number of their applicants who have been accepted. The FCHIEF / RCHIEF and VOLTRN email groups will be utilized for LC-CFRS sponsoring organizations. If there are more applicants than available seats, each Chief Officer or designee will have two (2) business days to prioritize which of their applicants will attend the class. If no priority is received after two (2) business days, their members will be admitted on a first come, first served basis, utilizing the date and time the completed TR was received by the Training Division.
- K. Within twelve (12) business days of the application closing date, the Course Coordinator will send an email to all applicants who submitted a completed TR for the course. That notification will indicate one of the following three courses of action:
 1. The applicant is accepted into the class – The notification will provide the course information such as start date, location, time, etc.
 2. The applicant has been placed on the wait-list for the class - The notification will provide course information such as start date, location, times, class attendance during the wait-list period, and an explanation of the wait-list process (i.e., how/when an applicant will be taken from the wait-list and enrolled in the class).
 3. The applicant is not accepted in the class – The notification will include an explanation for the rejected application.
- L. For classes where the number of applicants exceeds the maximum class size, the Course Coordinator will establish a wait list. The following policy applies to the wait-list process:
 1. Within twelve (12) business days of the application closing date applicants not seated in the class will be notified that they have been placed on the wait list.
 2. Applicants will have two (2) business days to decline placement on the wait list.
 3. No more than ten (10) applicants may be placed on a waiting list.
 4. For applicants who are placed on the wait list, their order on the wait list will be determined by the date and time that their completed TR was received by the training division. The Course Coordinator will communicate with the applicant their position on the wait list.
 5. All applicants on the wait list must agree to all terms and conditions associated with being on the wait list as communicated by the Course Coordinator.
 6. Fire classes will allow wait-listed students to sit for the first day of class. Any wait-listed student not seated at that time will be dropped from the class and the list terminated.

7. EMS classes will allow wait-listed students to attend class until the first module test. Any wait-listed student not seated before the first module test will be dropped from the class and the list terminated.
- M. For classes where the number of applicants exceeds the maximum class size and there are more than ten (10) students applying for the wait list, the Deputy Chief of Training will determine the feasibility of opening a second class. This decision will be made within five (5) business days of the close of the enrollment period of the original class⁵. The Deputy Chief of Training will take one of the following two actions regarding this decision:
 1. The Deputy Chief of Training determines that a second class is not feasible - A maximum of ten (10) applicants will be placed on a waiting list for the original class as per Paragraph L.
 2. The Deputy Chief of Training determines that a second class will be feasible - Enrollment for this additional class will be open to all members. Enrollment will be conducted as described in Section I with the following exceptions:
 - a. Enrolling applicants may need to submit a second TR specific to the new class.
 - b. Applicants will be provided a minimum of ten (10) business days to enroll in the second class.
 - c. Classes will be filled utilizing the method directed in Paragraph I. Reapplying applicants who were not seated in the first class will not receive priority. Each sponsoring organizations Chief Officer or designee will be responsible for prioritizing which of their applicants will attend the class as described in Paragraph J.
 - d. Due to the fact that this is an unplanned class hosted for the purpose of meeting immediate demand, other exceptions may apply. All exceptions to Section I will be defined in the TA.

II. Virginia Department of Fire Programs (VDFP) and All Other Sponsored Classes

- A. The LC-CFRS Training Committee hereby establishes a procedure for timely notification to fire and rescue system members seeking registration for Virginia Department of Fire Programs (VDFP) and all other sponsored classes not covered previously in Section I, which are offered by the Training Division⁶. This policy also establishes procedures for enrollment, for a waiting list in classes where the number of applicants exceeds the maximum allowable and for the addition of a second class in the event of high demand.
- B. Maximum class sizes will be dictated by the Commonwealth or nationally recognized credentialing agencies such as the Virginia Department of Fire Programs (VDFP) and the

⁵The provisions of Paragraph M do not in any way preclude the Deputy Chief of Training or Training Division from taking other, more effective actions to increase class size in order to accommodate demand (i.e. adding additional instructors to a class, module scheduling changes).

⁶ The enrollment process for classes not offered by the Training Division but conducted at the Training Academy will be controlled by the agency which sponsors the class. (i.e. Applicants must apply on-line at the VDFP web site and receive notifications from VDFP; not the Training Division, for an Instructor III class held at the Training Academy.)

Virginia Office of Emergency Medical Services (VOEMS). Class sizes may only be exceeded if the credentialing agency grants a variance.

- C. Minimum class sizes will be determined by the credentialing agency (i.e. VDFP, VOEMS).
- D. Training Advisories (TA) will be distributed a minimum of sixty (60) calendar days prior to the posted application closing date. Normally the application closing date will be thirty (30) business days before the first day of class. Some classes such as hybrid classes however may require an application closing date of more than thirty (30) business days. In these cases, the deviation from the nominal closing date/ class start timelines will be announced in the TA.
- E. No Training Requests (TR) will be accepted after the posted application closing date unless a variance is granted by the credentialing agency. If applicable - No applicants will be added to the class after the first class session.
- F. Incomplete TR's⁷ will be returned for resubmittal. No priority is given to students resubmitting a TR. Once the completed TR is received, the applicant will be eligible for the class placement process provided that the provisions of Paragraph E are met. The date and time that the completed TR is received by the Training Division will be used to determine the applicants position in the placement process.
- G. Applicants who are currently enrolled in but have not completed a prerequisite class, may petition the Deputy Chief of Training for a variance to allow admission to a class. When applicable, the Deputy Chief of Training will coordinate this request with the credentialing agency. Enrollment would be conditional upon successful completion of all prerequisite class's⁸ on or before the first day of the requested class. After receipt of this request, the following action will be taken:
 - 1. The Deputy Chief of Training or credentialing agency denies the variance – Applicant is not accepted into the class and receives an explanation for the rejected application.
 - 2. The Deputy Chief of Training or credentialing agency approves the variance - Applicant will be placed on the exception list.
 - a. If there are remaining seats available at the end of the placement process, the applicant will be placed in the class.
 - b. If no seats are available at the end of the placement process, the applicant may volunteer for the wait list program provided the wait list is not full.
 - c. Applicant shall be informed of and agree to, all conditions of the variance prior to acceptance into the class.

⁷ A "completed TR" is one which includes all required information and supporting documentation (prerequisites).

⁸ Paragraph G applies only to a prerequisite class in which the applicant is currently enrolled (i.e., Enrolled in Instructor I which will end 4 days prior to the start of Officer I) and not "self-study" curriculum (i.e., online NIMS 700 course)

- H. Training request must have the endorsement of the sponsoring organization's Chief Officer or designee.
- I. Classes will be filled utilizing the following method:
1. Each sponsoring organization will have the opportunity to fill one (1) seat in the class.
 2. Any sponsoring organization not filling a seat (e.g., by not submitting a completed TR) on or before the class closing date will forfeit their seat.
 3. Remaining seats not filled as specified above, will be filled on a first come, first served basis, utilizing the date and time the completed TR is received by the Training Division.
- J. Within five (5) business days of the application closing date, the Course Coordinator will notify each sponsoring organization's Chief Officer or designee, of the number of their applicants who have been accepted. The FCHIEF / RCHIEF and VOLTRN email groups shall be utilized for LC-CFRS sponsoring organizations. If there are more applicants than available seats, each Chief Officer or designee will have two (2) business days to prioritize which of their applicants will attend the class. If no priority is received after two (2) business days, their applicants will be admitted on a first come, first served basis, utilizing the date and time the completed TR was received by the Training Division.
- K. Within twelve (12) business days of the application closing date, the Course Coordinator will send an email to all applicants who submitted a completed TR for the course. That notification will indicate one of the following three courses of action:
1. The applicant is accepted into the class – The notification will provide the course information such as start date, location, time, etc.
 2. The applicant has been placed on the wait-list for the class - The notification will provide the course information such as start date, location, times, class attendance during the wait-list period, and an explanation of the wait-list process (i.e., how/when will an applicant be taken from the wait-list and enrolled in the class).
 3. The applicant is not accepted in the class – The notification will include an explanation for the rejected application.
- L. For classes where the number of applicants exceeds the maximum number of students allowed and where permitted by the credentialing agency, the Course Coordinator will establish a wait list. The following policy applies to the wait-list process:
1. Within twelve (12) business days of the application closing date applicants not seated in the class will be notified that they have been placed on the wait list.
 2. Applicants will have two (2) business days to decline placement on the wait list.
 3. The maximum number of applicants to be placed on a waiting list shall be ten (10) unless otherwise defined by the credentialing agency.
 4. For applicants who volunteer to be placed on the wait list, their order on the wait list will be determined by the order that the Training Division received their completed TR. The Course Coordinator will communicate with the applicant their position on the wait list.

5. Any applicant who volunteers to be placed on the wait list must agree to all terms and conditions associated with being on the wait list as communicated by the Course Coordinator.
 6. Unless otherwise specified by the credentialing agency, the wait list will allow students to sit for the first day of class. Any wait-listed student not seated at that time will be dropped from the class and the list terminated.
- M. For classes where the number of applicants exceeds the maximum number of students and there are more than ten (10) students applying for the wait list, the Deputy Chief of Training will determine the feasibility of opening a second class. This decision will be made within five (5) business days of the close of the enrollment period of the original class⁹. The Deputy Chief of Training will take one of the two following actions regarding this decision:
1. The Deputy Chief of Training determines that a second class is not feasible - A maximum of ten (10) applicants will be placed on a waiting list for the original class as per Paragraph L.
 2. The Deputy Chief of Training determines that a second class will be feasible - Enrollment for this additional class will be open to all members. Enrollment will be conducted as described in Section II with the following exceptions:
 - a. Enrolling applicants may need to submit a second TR specific to the new class.
 - b. Applicants will be provided a minimum of ten (10) business days to enroll in the second class.
 - c. Classes will be filled utilizing the method directed in Paragraph I. Reapplying applicants who were not seated in the first class will not receive priority. Each sponsoring organizations Chief Officer or designee will be responsible for prioritizing which of their applicants will attend the class as described in Paragraph J.
 - d. Due to the fact that this is an unplanned class hosted for the purpose of meeting immediate demand, other exceptions may apply. All exceptions to Section II will be defined in the TA.

Approved for compliance with Emergency Medical Services delivery

John I. Morgan, M.D., LC-CFRS Medical Director

⁹ The provisions of Paragraph M do not in any way preclude the Deputy Chief of Training or Training Division from taking other, more effective actions to increase class size in order to accommodate demand (i.e. adding additional instructors to a class, module scheduling changes).

Appendix I

SWP 801.1 Fire and EMS Training Enrollment and Waiting Lists

PERCENTAGE METHOD

EXAMPLE A - FIREFIGHTER 1 & 2 CLASS WITH 41 APPLICANTS FOR 30 SEATS

Co. 1	Co.2	Co. 4	Co. 5	Co. 6	Co. 7	Co. 8
PFF 1/1 1300	PFF 1/1 1300	PFF 1/3 1300	PFF 1/1 1300	PFF 1/1 1300	PFF 1/9 1300	PFF 1/1 1300
PFF 1/2 1400	PFF 1/3 0900	PFF 1/11 1300	PFF 1/14 1100	PFF 1/1 1300		
PFF 1/11 1300	PFF 1/14 1300			PFF 1/1 1300		
PFF 1/17 1300	PFF 1/18 1300			PFF 1/1 1300		
PFF 1/19 1800				PFF 1/1 1300		
				PFF 1/1 1300		
				PFF 1/6 1300		
5 X 73%	4 X 73%	2 X 73%	2 X 73%	7 X 73%	1 X 73%	1 X 73%
4	3	1	1	5	1	1

Co. 9	Co. 10	Co.11	Co. 12	Co. 13	Co. 15	Co. 17
PFF 1/1 1300	PFF 1/1 1300	PFF 1/1 1300	PFF 1/6 1300	PFF 1/6 1300	PFF 1/8 1300	PFF 1/8 1300
PFF 1/3 1200		PFF 1/1 1300	PFF 1/6 1300		PFF 1/8 1300	
		PFF 1/1 1300	PFF 1/6 1300		PFF 1/8 1300	
		PFF 1/2 1200			PFF 1/8 1300	
		PFF 1/4 0200				
		PFF 1/5 1900				
		PFF				
2 X 73%	1 X 73%	7 X 73%	3 X 73%	1 X 73%	4 X 73%	1 X 73%
1	1	5	2	1	3	1

30 divided by 41 = .7317 or 73%

73% multiplied by the number of applicants from each sponsoring organization provides the total admitted to class from each

Note –The time and date that the TR was received shall be used to determine order of students accepted from each company. In the event that the calculations provide more or less students than the class maximum, date and time shall be used to add or remove one applicant.

Appendix I

SWP 801.1 Fire and EMS Training Enrollment and Waiting Lists

PERCENTAGE METHOD

EXAMPLE B - HAZ MAT OPS CLASS WITH 34 APPLICANTS FOR 20 SEATS

Co. 1	Co.2	Co. 4	Co. 5	Co. 6	Co. 7
PFF 1/1 1300	PFF 1/1 1300	PFF 01/09 1300	PFF 01/10 1300	PFF 1/1 1300	PFF 1/03 1200
PFF 01/31 1300	PFF 1/27 0700		PFF 01/21 1900	PFF 1/01 1300	PFF 1/4 1300
PFF 01/31 1400				PFF 1/01 1300	
				PFF 1/01 1400	
				PFF 1/01 1500	
				PFF 1/04 1300	
				PFF 1/07 1300	
3 X 59%	2 X 59%	1 X 59%	2 X 59%	7 X 59%	2 X 59%
2	1	1	1	4	1

Co. 9	Co.11	Co. 12	Co. 13	Co. 17	Out of County
PFF 1/04 1300	PFF 1/01 1300	PFF 1/01 1300	PFF 1/01 1300	PFF 1/1 1300	PFF 1/01 1300
PFF 1/08 1300	PFF 1/1 1400	PFF 1/09 0800	PFF 1/01 1300		PFF 1/02 1800
	PFF 1/11 1500		PFF 1/03 1330		PFF 1/6 0700
	PFF 1/21 1300				PFF 1/09 1300
	PFF 1/23 1400				
2 X 59%	5 X 59%	2 X 59%	3 X 59%	1 X 59%	4 X 59%
1	3	1	2	1	2

20 divided by 34 = .5882 or 59%

59% multiplied by the number of applicants from each sponsoring organization gives us the **total admitted to class from each organization**

Note –The time and date that the TR was received shall be used to determine order of students accepted from each company. In the event that the calculations provide more or less students than the class maximum, date and time shall be used to add or remove one applicant.



LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM SYSTEM-WIDE PROCEDURE (SWP)

TITLE	Fire and EMS Training Enrollment and Waiting Lists <i>(Percentage Method Draft Version 2.0)</i>
SECTION	Training
SWP#	801.1
ISSUED	Xx/xx/2016
REVISED	
APPROVED	System Chief _____ W. Keith Brower, Jr.

Original	Intent
PURPOSE To establish a procedure for ensuring maximum enrollment in the fire and EMS training classes offered at the Oliver Robert Dubé Fire and Rescue Training Academy.	<i>The goal of the LC-CFRS Training Division is to enroll, teach and certify as many students as possible while maintaining the highest standards of the fire service</i>

Original	Intent
SCOPE This policy applies to all Members of the Loudoun County Combined Fire and Rescue System (LC-CFRS).	

Original	Intent
DEFINITIONS Member – Any individual who has been duly affiliated with any firefighting or EMS organization recognized by the Board of Supervisors under Chapter 258 of the Codified Ordinances of Loudoun County, including the Department of Fire, Rescue and Emergency Management.	

Original	Intent
<p>Exception List – Administered by the Training Division during the application period in order to track applicants with a prerequisite variance. These applicants will have an opportunity to participate in the enrollment process provided that applicable conditions of this SWP are met.</p> <p>Wait list – The list of applicants who are not seated in a class where the number of applicants exceeds the maximum number of students allowed. Applicants who are not seated will be placed on this list and must agree to applicable terms and conditions. These “wait-listed” students may then be seated in the class as enrolled students drop out. This list is administered by the Training Division.</p> <p>Business Day – For the purpose of the SWP, business days are Monday thru Friday (excluding holidays) and Close of Business (COB) occurs at 1700.</p>	<p><i>Applicants who are waiting for prerequisite certifications may obtain permission to enroll in the class as long as that certificate is obtained prior to class start. The exception list is maintained for the purpose of tracking during the enrollment period. After the enrollment period ends, so does this list</i></p> <p><i>The Wait list is established after the enrollment ends with more applicants’ than seats. It is comprised of applicants who did not make the cut to get into class. These students will be allowed into class if a currently enrolled student drops out.</i></p> <p>This SWP uses business days to define time frames and deadlines. This is noted in order to avoid having applicants submit late and miss the class.</p>

Original	Intent
<p>POLICY</p> <p>Members will register for courses at the Oliver Robert Dubé Fire and Rescue Training Academy as outlined in this SWP.</p>	

Original	Intent
<p>PROCEDURE</p> <p>I. Firefighter I & II, EMR, EMT and Haz Mat Operations Training</p>	<p><i>This SWP has two sections –</i></p> <ul style="list-style-type: none"> <i>The first deals specifically with courses which are Loudoun County specific.</i> <i>The second pertains to all VDFP sponsored classes</i> <p><i>The reason for the delineation is Loudoun Specific classes do not follow all of the same guidelines as VDFP and there is the ability to</i></p>

	<i>tailor these procedures to better fit our needs.</i>
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Original	Intent
A. The LC-CFRS Training Committee hereby establishes a procedure for timely notification to fire and rescue system members seeking registration for Firefighter I & II, HazMat Operations, EMR and EMT classes ¹ offered by the Training Division. This policy also establishes procedures for enrollment and class placement, for a waiting list in classes where the number of applicants exceeds the maximum allowable and for the addition of a second class in the event of high demand.	<i>A. Section I only applies to these specific classes as well as EMR and EMT recertification classes.</i>

Original	Intent
B. Maximum class sizes will be dictated by the Commonwealth or nationally recognized credentialing agencies such as the Virginia Department of Fire Programs (VDFP) and the Virginia Office of Emergency Medical Services (VOEMS). Class sizes may only be exceeded if the credentialing agency grants a variance.	<i>B. All classes must conform to the guidelines set forth by the agency that is responsible for the course. There may be situations where these guidelines may be changed in order to best suit the needs of the LC-CFRS</i>

Original	Intent
C. Minimum class sizes will be determined by the credentialing agency (i.e. VDFP, VOEMS).	<i>C. All classes must conform to the guidelines set forth by the agency that is responsible for the course. There may be situations where these guidelines may be changed in order to best suit the needs of the LC-CFRS</i>

Original	Intent
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¹ Section I also applies to EMR and EMT recertification classes.

<p>D. Training Advisories (TA) will be distributed a minimum of sixty (60) calendar days prior to the posted application closing date. Normally the application closing date will be at least thirty (30) business days before the first day of class. Some classes such as hybrid classes however may require an application closing date of more than thirty (30) business days. Any deviation from the nominal closing date/class start timelines will be announced in the TA.</p>	<p><i>D. 60 days notification provides the greatest amount of time for applicants to schedule time for the class and then enroll. It has been determined that this is the maximum amount of time that the Training Division can allow due to the great number of variables involved with course scheduling, and instructor teaching assignments. Any notification of specific class information greater than 60 days is not feasible.</i></p> <p><i>30 days notification of acceptance allows the student ample time to prepare for the class</i></p>
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Original	Intent
<p>E. No Training Requests (TR) will be accepted after the posted application closing date unless the class is not filled to capacity. No applicants will be added to the class after the first class session.</p>	<p><i>E. After the enrollment period is closed, If there is room, applicants may be added up to the end of the first class with permission from the training division. The goal is to provide the opportunity to as many students as possible. This is allowed since the first day is generally just orientation and paperwork. After that, the student will not be able to make up enough class time to pass the course.</i></p>

Original	Intent
<p>F. Incomplete TR's² will be returned for resubmittal. No priority will be given to students resubmitting a TR. Once the completed TR is received, the applicant will be eligible for the class placement process provided that the provisions of Paragraph E are met. The date and time that the completed TR is received by the Training Division will be used to determine the applicants position in the placement process.</p>	<p><i>F. Applicants must fill out the TR correctly and submit all required documentation to be considered for the class. Having to return incomplete TR's is time consuming for the training division.</i></p> <p><i>Date and time of the COMPLETED TR is used to seat applicants. This also removes the temptation to submit a partial application for the purpose of reserving a seat and then sending the completed application at a later date.</i></p>

² A "completed TR" is one which includes all required information and supporting documentation (prerequisites).

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Original	Intent
<p>G. Applicants who are currently enrolled but have not completed a prerequisite class may petition the Deputy Chief of Training for a variance to allow admission into a class. Enrollment would be conditional upon successful completion of all prerequisite class's³ on or before the first day of the requested class. After receipt of this request, one of the following two actions will be taken:</p> <ol style="list-style-type: none"> 1. The Deputy Chief of Training denies the variance – Applicant is not accepted into the class and receives an explanation for the rejected application. 2. The Deputy Chief of Training approves the variance - Applicant will be placed on the exception list. <ol style="list-style-type: none"> a. If there are remaining seats available at the end of the placement process, the applicant will be seated in the class. b. If no seats are available at the end of the placement process, the applicant may volunteer for the wait list program provided the wait list is not full. 	<p><i>G. Even though the training division has taken great steps to schedule classes that do not conflict, there is still a chance that this could happen, particularly in the case of students taking an out of county prerequisite class prior to a county class or waiting for a certificate in the mail. The student will have the opportunity to get permission to enroll in the county class pending successful completion of the prerequisite class or obtains the certificate. A chief officer or designee from the student's company will petition the Deputy Chief of Training on behalf of the student. This does not relieve the applicant from having to complete self-study type prerequisite certifications such as an on-line NIMS course.</i></p> <ol style="list-style-type: none"> 1. 2. <i>Each request will be reviewed for feasibility and if approved, the applicant will agreed to the conditions set forth. Since this application is predicated on obtaining a certification and is not guaranteed, the applicant is placed last so that no other qualified student loses a seat in the event that the certification is not obtained.</i> <ol style="list-style-type: none"> a. b. <i>Applicants on the exception list who are not seated will be transferred to the wait list if it is not already full.</i> <p><i>The exception list is terminated when its applicants are placed in class, placed on the wait list or dropped from the process.</i></p>

³ Paragraph G applies only to a prerequisite class in which the applicant is currently enrolled (i.e., Enrolled in HAZMAT Ops which will end 4 days prior to the start of Firefighter I & II) and not “self-study” curriculum (i.e., online NIMS 700 course)

3. Applicant shall be informed of and agree to, all conditions of the variance prior to acceptance into the class.	<i>3. Applicants must understand that the exception list does not guarantee a seat and that if the certification is not obtained by the first day of class, they are dropped from the enrollment process.</i>
Original	Intent
H. Training requests must have the endorsement of the sponsoring organization's ⁴ Chief Officer or designee.	<i>H. Ensures that each company is responsible for sending the qualified applicants that they want. Prioritization of students may be added in the endorsement by the company officer</i>
I. Classes will be filled utilizing the following method: ⁵ 1. At the close of the application period, all applications will be sorted by sponsoring organization and grouped in order of time and date that they were received. 2. If there are more applications than seats, a numeric formula shall be used to fill seats. The maximum number of seats for the class shall be divided by the number of applicants. The answer shall be represented as a percentage of permissible applications. That percentage will then be multiplied by the number of applicants from each sponsoring organization to determine how many students from each will be accepted. This will ensure that at least one student from each organization is accepted into the class. Applications from each sponsoring organization shall be chosen in order of time and date each complete TR is received by the training division.	<i>I. Percentage Method 1. Each applicants will be grouped with their company or department in order of the date and time the completed TR was received. 2. A percentage is obtained by dividing the maximum number of seats by the number of applicants. This is the percentage of applicants from each organization that will be accepted into the class. This method allows for a more equitable distribution of students and prevents one or two companies from monopolizing the enrollment.</i>

⁴ For the purposes of the SWP, the term "sponsoring organization" means "each named volunteer organization." Volunteer organizations with more than one station affiliation (i.e., Co 1/20, Co 11/18/24, Co 15/25/35, Co 6/22) equate to "one volunteer company."

⁵ See Appendix I for details

<p>3. When calculating each percentage, the numbers should be rounded up when applicable. In the event that there is an overage or underage, the applicant with the next latest date and time will be removed or added.</p> <p>a. Example – There are 23 applicants for a class with a maximum of 20 seats. 20 divided by 23 equals .867 or 87%, therefore each sponsoring organization will be permitted to send 87% of its applicants to the class.</p>	<p><i>3. Date and time of the TR (first come first served) will be used to solve any conflicts or issues with the math.</i></p>
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Original	Intent
<p>J. Within five (5) business days of the application closing date, the Course Coordinator will notify each sponsoring organizations Chief Officer or designee, of the number of their applicants who have been accepted. The FCHIEF / RCHIEF and VOLTRN email groups will be utilized for LC-CFRS sponsoring organizations. If there are more applicants than available seats, each Chief Officer or designee will have two (2) business days to prioritize which of their applicants will attend the class. If no priority is received after two (2) business days, their members will be admitted on a first come, first served basis, utilizing the date and time the completed TR was received by the Training Division.</p>	<p><i>J. Notification is done to inform the companies of which / how many of their applicants were accepted into class. Companies will also be notified at this time if there will be a second class to accommodate high demand.</i></p> <p><i>If there are more students than seats, this allows each company the opportunity to decide which students they want in the class.</i></p> <p><i>In the case of a second class, it will be the responsibility of each company to prioritize its applicants who were not seated in the first class.</i></p> <p><i>If no changes are received, the Training Division will place students first come first served from each company.</i></p>

Original	Intent
<p>K. Within twelve (12) business days of the application closing date, the Course Coordinator will send an email to all applicants who submitted a completed TR for the course. That notification will indicate one of the following three courses of action:</p>	<p><i>K. This is an increase from the original 5 days. It takes into account a maximum of 5 days to notify the companies, 2 days to receive a response and 5 days to formulate the final class roster and send to all students. Currently it rarely takes the full 5 days after closing to make all notifications so it is</i></p>

<ol style="list-style-type: none"> 1. The applicant is accepted into the class – The notification will provide the course information such as start date, location, time, etc. 2. The applicant has been placed on the wait-list for the class - The notification will provide course information such as start date, location, times, class attendance during the wait-list period, and an explanation of the wait-list process (i.e., how/when an applicant will be taken from the wait-list and enrolled in the class). 3. The applicant is not accepted in the class – The notification will include an explanation for the rejected application. 	<p><i>anticipated that this process will not usually take 8 days.</i></p> <p><i>Sub sections 1, 2 and 3 pertain to the class acceptance process and follow procedures already in use.</i></p> <p>3. No change from current policy</p>
Original	Intent
<p>L. For classes where the number of applicants exceeds the maximum class size, the Course Coordinator will establish a wait list. The following policy applies to the wait-list process:</p> <ol style="list-style-type: none"> 1. Within twelve (12) business days of the application closing date applicants not seated in the class will be notified that they have been placed on the wait list. 2. Applicants will have two (2) business days to decline placement on the wait list. 3. No more than ten (10) applicants may be placed on a waiting list. 	<p><i>L. The Wait List process has been used periodically and provides an orderly and productive process for backfilling vacancies as students drop out during the period of time between the close of the application period to the class start.</i></p> <p><i>1 The Wait list is voluntary; applicants are automatically enrolled but may choose to opt out.</i></p> <p><i>2. The purpose of two days opt out notification is to allow the training division to formulate a final wait list and notify all effected applicants in a timely manner. A student may drop out at any time but it is desirable to have them do it as soon as possible to avoid having to constantly update the list.</i></p> <p><i>3. Instead of allowing the course coordinator discretion on the maximum number of wait-listed students, the number was set at 10. This will provide a standard for each class.</i></p>

<p>4. For applicants who are placed on the wait list, their order on the wait list will be determined by the date and time that their completed TR was received by the training division. The Course Coordinator will communicate with the applicant their position on the wait list.</p> <p>5. All applicants on the wait list must agree to all terms and conditions associated with being on the wait list as communicated by the Course Coordinator.</p> <p>6. Fire classes will allow wait-listed students to sit for the first day of class. Any wait-listed student not seated at that time will be dropped from the class and the list terminated.</p> <p>7. EMS classes will allow wait-listed students to attend class until the first module test. Any wait-listed student not seated before the first module test will be dropped from the class and the list terminated.</p>	<p><i>Also, by mandating 10 students max, it sets the foundation for determination if a second class is needed to satisfy high demand.</i></p> <p><i>4. First come first served for list position</i></p> <p><i>5. Students must agree to the terms including acknowledgment that entry into the class is not guaranteed.</i></p> <p>6. Fire classes only wait list until the first day of class. If no one drops out prior to the first class, the wait list is over.</p> <p>7. EMS classes can wait list until the first module test</p>
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Original	Intent
<p>M. For classes where the number of applicants exceeds the maximum class size and there are more than ten (10) students applying for the wait list, the Deputy Chief of Training will determine the feasibility of opening a second class. This decision will be made within five (5) business days of the close of the</p>	<p><i>M. The addition of a second class when demand is high is not an uncommon event and this section simply defines that process. For classes where more than 10 applicants aren't seated, the Deputy Chief of Training will make the decision whether or not to open a second class. Factors that may be considered but not limited to include:</i></p> <ul style="list-style-type: none"> <i>• Number of applicants not seated</i> <i>• Instructor availability</i> <i>• Scheduling conflicts</i>

<p>enrollment period of the original class⁶. The Deputy Chief of Training will take one of the following two actions regarding this decision:</p> <ol style="list-style-type: none"> 1. The Deputy Chief of Training determines that a second class is not feasible - A maximum of ten (10) applicants will be placed on a waiting list for the original class as per Paragraph L. 2. The Deputy Chief of Training determines that a second class will be feasible - Enrollment for this additional class will be open to all members. Enrollment will be conducted as described in Section I with the following exceptions: <ol style="list-style-type: none"> a. Enrolling applicants may need to submit a second TR specific to the new class. b. Applicants will be provided a minimum of ten (10) business days to enroll in the second class. c. Classes will be filled utilizing the method directed in Paragraph I. Reapplying applicants who were not seated in the first class will not receive priority. Each sponsoring organizations Chief Officer or designee will be responsible for prioritizing which of their applicants 	<ol style="list-style-type: none"> 1. 2. <i>The second class will be open to all members and will usually be scheduled so as to begin as soon as possible with minimum delay from the original class. Enrollment in the second class will follow the guidelines as set forth except for a few exceptions due to the nature of squeezing in an unplanned class. All exceptions will be noted in the TA.</i> <ol style="list-style-type: none"> a. <i>Applicants may have to submit a new TR including evidence of prerequisite completion, in order to provide an updated request for the new class. For some classes, the training division may be able to transfer applicants from the first class to the second without having them reapply.</i> b. <i>Since this is an extra class and may need to be scheduled quickly, a minimum of 10 days is specified.</i> c. <i>It will be up to each Company, not the training division, to prioritize applicants.</i> d. <i>Due to the fact that implementing an extra class is workload intensive and scheduling is complicated, there will need to be exceptions</i>
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⁶The provisions of Paragraph M do not in any way preclude the Deputy Chief of Training or Training Division from taking other, more effective actions to increase class size in order to accommodate demand (i.e. adding additional instructors to a class, module scheduling changes).

<p>will attend the class as described in Paragraph J.</p> <p>d. Due to the fact that this is an unplanned class hosted for the purpose of meeting immediate demand, other exceptions may apply. All exceptions to Section I will be defined in the TA.</p>	<p><i>to the normal enrollment process. The TA will make clear all exceptions.</i></p>
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Original	Intent
<p>II. Virginia Department of Fire Programs (VDFP) and All Other Sponsored Classes</p>	<p><i>This second section pertains to all VDFP sponsored classes as well as any classes which are not covered by Section 1</i></p> <p><i>The reason for the delineation is Loudoun Specific classes do not follow all of the same guidelines as VDFP and there is the ability to tailor these procedures to better fit our needs</i></p>

Original	Intent
<p>A. The LC-CFRS Training Committee hereby establishes a procedure for timely notification to fire and rescue system members seeking registration for Virginia Department of Fire Programs (VDFP) and all other sponsored classes not covered previously in Section I, which are offered by the Training Division⁷. This policy also establishes procedures for enrollment, for a waiting list in classes where the number of applicants exceeds the maximum allowable and for the addition</p>	<p><i>A. Same as in Section I except that there will be classes held at the training academy that are not offered by the training division and sponsored by an outside agency. Enrollment for these classes will be handled entirely by that outside agency.</i></p>

⁷ The enrollment process for classes not offered by the Training Division but conducted at the Training Academy will be controlled by the agency which sponsors the class. (i.e. Applicants must apply on-line at the VDFP web site and receive notifications from VDFP; not the Training Division, for an Instructor III class held at the Training Academy.)

of a second class in the event of high demand.	
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Original	Intent
<p>B. Maximum class sizes will be dictated by the Commonwealth or nationally recognized credentialing agencies such as the Virginia Department of Fire Programs (VDFP) and the Virginia Office of Emergency Medical Services (VOEMS). Class sizes may only be exceeded if the credentialing agency grants a variance.</p> <p>C. Minimum class sizes will be determined by the credentialing agency (i.e. VDFP, VOEMS).</p>	<p><i>B. and C. – The Training Division shall comply with all class guidelines and mandates required by the credentialing agency. In cases where it would be advantageous for the LC-CFRS to deviate from those guidelines and mandates, the Training Division must first receive approval from the credentialing agency.</i></p>

Original	Intent
<p>D. Training Advisories (TA) will be distributed a minimum of sixty (60) calendar days prior to the posted application closing date. Normally the application closing date will be thirty (30) business days before the first day of class. Some classes such as hybrid classes however may require an application closing date of more than thirty (30) business days. In these cases, the deviation from the nominal closing date/ class start timelines will be announced in the TA.</p>	<p><i>D. Same as in Section I</i></p>

Original	Intent
<p>E. No Training Requests (TR) will be accepted after the posted application closing date unless a variance is granted by the credentialing agency. If applicable - No applicants will be added to the class after the first class session.</p>	<p><i>E. Provides the Training Division with the ability to continue to request deviations from certain requirements when advantageous for training</i></p>

Original	Intent
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<p>F. Incomplete TR's⁸ will be returned for resubmittal. No priority is given to students resubmitting a TR. Once the completed TR is received, the applicant will be eligible for the class placement process provided that the provisions of Paragraph E are met. The date and time that the completed TR is received by the Training Division will be used to determine the applicants position in the placement process.</p>	<p><i>F. Same as in Section I</i></p>
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Original	Intent
<p>G. Applicants who are currently enrolled in but have not completed a prerequisite class, may petition the Deputy Chief of Training for a variance to allow admission to a class. When applicable, the Deputy Chief of Training will coordinate this request with the credentialing agency. Enrollment would be conditional upon successful completion of all prerequisite class's⁹ on or before the first day of the requested class. After receipt of this request, the following action will be taken:</p> <ol style="list-style-type: none"> 1. The Deputy Chief of Training or credentialing agency denies the variance – Applicant is not accepted into the class and receives an explanation for the rejected application. 2. The Deputy Chief of Training or credentialing agency approves the variance - Applicant will be placed on the exception list. 	<p><i>G. Same intent as in the previous Section G however now the Deputy Chief of Training must request approval from the credentialing agency.</i></p> <ol style="list-style-type: none"> <i>1. The Deputy Chief of Training forwards the reason for the credentialing agency denial to the applicant.</i> <i>2. The Deputy Chief of Training forwards the credentialing agency approval to the applicant along with specific conditions of the variance</i> <p><i>a., b., 3. – Same as section I</i></p>

⁸ A “completed TR” is one which includes all required information and supporting documentation (prerequisites).

⁹ Paragraph G applies only to a prerequisite class in which the applicant is currently enrolled (i.e., Enrolled in Instructor I which will end 4 days prior to the start of Officer I) and not “self-study” curriculum (i.e., online NIMS 700 course)

<ul style="list-style-type: none"> a. If there are remaining seats available at the end of the placement process, the applicant will be placed in the class. b. If no seats are available at the end of the placement process, the applicant may volunteer for the wait list program provided the wait list is not full. <p>3. Applicant shall be informed of and agree to, all conditions of the variance prior to acceptance into the class.</p>	
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Original	Intent
<p>H. Training request must have the endorsement of the sponsoring organization's Chief Officer or designee.</p> <p>I. Classes will be filled utilizing the following method:</p> <ul style="list-style-type: none"> 1. Each sponsoring organization will have the opportunity to fill one (1) seat in the class. 2. Any sponsoring organization not filling a seat (e.g., by not submitting a completed TR) on or before the class closing date will forfeit their seat. 3. Remaining seats not filled as specified above, will be filled on a first come, first served basis, utilizing the date and time the completed TR is received by the Training Division. 	<p><i>H. Same as in Section I</i></p> <p><i>I. The method of First Come first Serve is a VDFP requirement and shall be used in Section II regardless of which enrollment method is selected in Section I.</i></p> <ul style="list-style-type: none"> <i>1. Guarantees that all companies that submit an application get at least one seat.</i> <i>2. Same as in Section I</i> <i>3. Same as in Section I</i>

Original	Intent
<p>J. Within five (5) business days of the application closing date, the Course Coordinator will notify each sponsoring organizations Chief Officer or designee, of the number of their applicants who have</p>	<p><i>J. Same as in Section I</i></p>

<p>been accepted. The FCHIEF / RCHIEF and VOLTRN email groups shall be utilized for LC-CFRS sponsoring organizations. If there are more applicants than available seats, each Chief Officer or designee will have two (2) business days to prioritize which of their applicants will attend the class. If no priority is received after two (2) business days, their applicants will be admitted on a first come, first served basis, utilizing the date and time the completed TR was received by the Training Division.</p>	
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Original	Intent
<p>K. Within twelve (12) business days of the application closing date, the Course Coordinator will send an email to all applicants who submitted a completed TR for the course. That notification will indicate one of the following three courses of action:</p> <ol style="list-style-type: none"> 1. The applicant is accepted into the class – The notification will provide the course information such as start date, location, time, etc. 2. The applicant has been placed on the wait-list for the class - The notification will provide the course information such as start date, location, times, class attendance during the wait-list period, and an explanation of the wait-list process (i.e., how/when will an applicant be taken from the wait-list and enrolled in the class). 3. The applicant is not accepted in the class – The notification will include an explanation for the rejected application. 	<p><i>K. Same as in Section I</i></p> <p><i>1. Same as in Section I</i></p> <p><i>2. Only applicable to classes in which the credentialing agency allows students into a class after the enrollment period has ended. A variance may be needed in some cases.</i></p> <p><i>3. Same as in Section I</i></p>

Original	Intent
<p>L. For classes where the number of applicants exceeds the maximum number of students allowed and where permitted by the credentialing agency, the Course Coordinator will establish a wait list. The following policy applies to the wait-list process:</p> <ol style="list-style-type: none"> 1. Within twelve (12) business days of the application closing date applicants not seated in the class will be notified that they have been placed on the wait list. 2. Applicants will have two (2) business days to decline placement on the wait list. 3. The maximum number of applicants to be placed on a waiting list shall be ten (10) unless otherwise defined by the credentialing agency. 4. For applicants who volunteer to be placed on the wait list, their order on the wait list will be determined by the order that the Training Division received their completed TR. The Course Coordinator will communicate with the applicant their position on the wait list. 5. Any applicant who volunteers to be placed on the wait list must agree to all terms and conditions associated with being on the wait list as communicated by the Course Coordinator. 6. Unless otherwise specified by the credentialing agency, the wait list will allow students to sit for the first day of class. Any wait-listed student not seated 	<p><i>L. Only applicable to classes in which the credentialing agency allows students into a class after the enrollment period has ended. A variance may be needed in some cases.</i></p> <ol style="list-style-type: none"> <i>1. Same as in Section I</i> <i>2. Same as in Section I</i> <i>3. Same as in Section I</i> <i>4. Same as in Section I</i> <i>5. Same as in Section I</i> <i>6. Same as in Section I except that the credentialing agency may will make the final determination about wait listing</i>

at that time will be dropped from the class and the list terminated.	
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Original	Intent
<p>M. For classes where the number of applicants exceeds the maximum number of students and there are more than ten (10) students applying for the wait list, the Deputy Chief of Training will determine the feasibility of opening a second class. This decision will be made within five (5) business days of the close of the enrollment period of the original class¹⁰. The Deputy Chief of Training will take one of the two following actions regarding this decision:</p> <ol style="list-style-type: none"> 1. The Deputy Chief of Training determines that a second class is not feasible - A maximum of ten (10) applicants will be placed on a waiting list for the original class as per Paragraph L. 2. The Deputy Chief of Training determines that a second class will be feasible - Enrollment for this additional class will be open to all members. Enrollment will be conducted as described in Section II with the following exceptions: <ol style="list-style-type: none"> a. Enrolling applicants may need to submit a second TR specific to the new class. b. Applicants will be provided a minimum of ten (10) business days to enroll in the second class. c. Classes will be filled utilizing the method directed in Paragraph I. Reapplying applicants who were not seated in the first class will not 	<p><i>M. Same as in Section I</i></p> <p><i>1. Same as in Section I</i></p> <p><i>2. Same as in Section I</i></p> <p><i>a. Same as in Section I</i></p> <p><i>b. Same as in Section I</i></p> <p><i>c. Same as in Section I</i></p>

¹⁰ The provisions of Paragraph M do not in any way preclude the Deputy Chief of Training or Training Division from taking other, more effective actions to increase class size in order to accommodate demand (i.e. adding additional instructors to a class, module scheduling changes).

<p>receive priority. Each sponsoring organizations Chief Officer or designee will be responsible for prioritizing which of their applicants will attend the class as described in Paragraph J.</p> <p>d. Due to the fact that this is an unplanned class hosted for the purpose of meeting immediate demand, other exceptions may apply. All exceptions to Section II will be defined in the TA.</p>	<p><i>d. Same as in Section I</i></p>
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Approved for compliance with Emergency Medical Services delivery

John I. Morgan, M.D., LC-CFRS Medical Director