

Agenda
Administrative Operations Committee
July 14, 2016
801 Sycolin Road

1930 Hours

1. Call to Order
 - a. Approval minutes of 6/9/16 meeting (attached)
2. Update on Key Issues
 - a. Update on Executive Committee activity (AC Tobia)
3. Subcommittee Reports
 - a. Budget Subcommittee Update (Dave Short)
 - b. Cost/Benefit Subcommittee Update (Aaron Kahn)
 - c. Financial Policies and Procedures Risk Assessments (Brad Quin)
4. Discussion Topics
 - a. Draft SWP (revision) Social Media and Personal Electronic Devices (previously distributed))
 - b. Draft SWP (revision) Fire and EMS Training Enrollment and Wait List (previously distributed)
 - c. Fund Raising Boundaries and Process Review Request (see attached)
5. Action Items
 - a. Draft SWP Fire and EMS Training Enrollment and Wait List
6. Information Sharing Across Volunteer Committees and from DFREM
 - a. R&R Committee
 - b. DFREM (Chief Tobia)
 - c. Fire Operations Committee
 - d. EMS Operations Committee
7. New Business
8. Announcements
9. Adjourn

n.b.: If you are sending a representative to the meeting and intend to have that individual vote on your behalf our By-laws require written authorization from you to the chair. Authorizations already on file for regular meeting attendees previously designed do not require re-authorization.

**Administrative Operations Committee
Minutes**

June 9, 2016

The June meeting of the Administrative Operations Committee was held on Thursday, June 9, 2016 in the DTCL Large Conference Room at 801 Sycolin Road. Chairman Quin presided and called the meeting to order at 1935 hours. The following were in attendance:

Co. 1	Absent
Co. 2	Brad Quin
Co. 4	John Moring
Co. 5	John Malone
Co. 6	Jimmy Olevson
Co. 7	Bernie Boteler
Co. 8	Eric Shank
Co. 9	Jay J Brown
Co. 10	Bob Akers
Co. 11	Andy Gode
Co. 12	Karen Deli: Excused
Co. 13	Jim Cromer
Co. 14	Aaron Kahn
Co. 15	Jen Ferguson
Co. 17	Absent
LCFR:	AC Matt Tobia, Christine Langley-Obaugh

Minutes

Motion: A motion was made by Jimmy to approve the May 12, 2016 minutes. The motion was seconded by Bob.

Vote: Approved with a vote of 12-0-0-3.

Update of Key Issues:

Executive Committee Update:

Chief Tobia reported that the Awards and Recognition SWP was passed.

The EC also passed the first cut of the funding algorithm as proposed by the AOC. Chief Tobia shared that the first cut will occur after July 1st.

Chief Tobia stated that Chief Hale presented the accidental fire data at the EC meeting.

In addition, a proposed revision to the EMS Fee for Service Revenue Distribution SWP was also passed. Chief Tobia advised that the only change included clarifying language relating to the 10% first responder component of the policy.

Lastly, Chief Tobia shared that there was a referral for the SWP on Ballistic Vests, however, a motion was made to go ahead and deploy a limited number of vests on the Battalion Chief and EMS Supervisor Vehicles so we can ensure protection for those involved, if an event were to occur.

Chairman Quin added that at the next EC meeting there will be a report from the Training Committee concerning potential revisions to the EMS and Fire Training Enrollment and Wait List SWP.

Subcommittee Reports:

Budget Sub-committee:

Chairman Quin reported that Dave Short is out of the state on business. Chair Quin also advised that he was not able to attend the meeting held Memorial Day weekend. However, President Quin informed the AOC that the committee will be meeting again on Sunday to continue deliberations on key issues previously identified by the AOC.

Discussion Topics

Fire Marshal's Update (Herndon and Braun):

Lisa Braun recently updated an *After the Fire Survival Guide* for individuals that have been effected by significant fire. According to Lisa, the purpose of the pamphlet is to begin with the process of recovery. The pamphlet addressed everything from temporary housing to Red Cross, obtaining fire reports, and contacting insurance companies. The guides are available on the staff duty officer buggies as well as in the Battalion Chief's vehicles.

Should anyone desire some *After the Fire Survival Guides*, then please email Lisa at Lisa.Braun@loudoun.gov. Ideally, the guide should be provided on the scene.

Chief Tobia shared that our Survival Guide was modeled after the United States Fire Administration Fire Guide. Chief Tobia shared that that publication is available in both English and Spanish.

Lisa Braun also stated she had been working with the Fire Marshals to compile the accidental fire data to help identify what fire issues are occurring within the County, so prevention can take place. Lisa has titled the data *Fire 411* and it encompasses an overview of the issues within the County based on the number of calls as well as various damage amounts. Lisa emphasized that we can take the information received and provide fire safety information to the community. Lisa stated that this will be a quarterly publication that will be posted on the website. Lisa reiterated that the publication will provide awareness. Lisa stated the website provides a little more clarity about the nature of fire causes.

Lisa stated the data was disseminated this past quarter via email.

Captain Herndon stated upon conclusions of investigations, each investigator submits a synopsis of each accidental fire at the end of the month and then Lisa will compile that data for use in the publication. Herndon stated it is important to share the number one cause of fire here in Loudoun County as that may differ from the number one national cause. In addition, the message sent to the public locally would derive from the data received as opposed to a generic message. Fire prevention is also about whether or not there is a faulty product that needs to be taken off the market or whether or not a Code needs to be amended.

Chief Tobia stated that the data reveals that we do have a serious fire problem. Although, overwhelmingly the fires are accidental in nature, to look at the dollar loss we do have a significant issue from the continuity of business perspective.

Discussion ensued regarding insured versus uninsured data as well as demographics.

Chief Tobia shared that if we are seeing this fire problem in one of the wealthiest counties in America, then what happens when we are built out in ten or twenty years? Chief Tobia stated that there is no honor in fighting the fire that could have been prevented.

Herndon stated that a goal would be to have the publication in Spanish, as well. Herndon also stated that on a residential single family dwelling, \$125 per square foot is typically used when calculating how much it will cost to rebuild.

Lisa Braun also mentioned upcoming events in which assistance is needed to include: the *Dulles Plane Pull on 9/17/16* whereby a fire safety obstacle course will be set up and the Air and Space Museum off of Route 28 at the end of October for the *Air and Scare Event* which is a Council of Governments initiative. Lisa reported that she has 911 simulators, a Safety Trailer, a Hazard House and a prize wheel. Should any companies be interested in using these items, please email Lisa. In addition, companies may wish to reach out to the NFPA and FEMA for materials and resources. Lastly, Lisa shared that McGruff Camp (partnership with LCSO) is coming up and assistance is needed during the day should anyone be available. The camp will run the following dates: June 27-July 1; July 11-15; July 18-22.

Ballistic Vests Draft SWP:

Chief Tobia shared that the Ballistic Vests SWP will actually become a part of the Active Threat SWP. Chief Tobia explained that the ballistic vest is different from a law enforcement vest and is not designed to be worn under clothing. Chief Tobia stated it is meant to provide a measure of protection for individuals operating in what's known to be the warm zone of an incident, not the hot zone where law enforcement will be engaged in neutralizing an active threat.

Chief Tobia shared that the initial set of vests were purchased on a grant provided by Northern Virginia ERS, but there is no sustainment money attached to it. Chief Tobia also stated that there is a life limit to the vest and so increasing the number of vests increases our financial obligation associated with providing replacements. Chief Tobia shared that no discussions have taken place at this point regarding long term funding for additional vests beyond the initial purchase.

Chief Tobia stated the question that will most likely be posed is: "How many responders are we planning on putting into a warm zone at any given time?" Chief Tobia advised that most active threat incidents are over in less than ten minutes. Chief Tobia shared that the vests are meant to provide peace of mind, but don't necessarily translate into an actual need. Chief Tobia reported that statistically, the likelihood of them being needed is extraordinarily low.

Chief Tobia stated the SWP is simply to operationalize the vests in which we have taken delivery. Chief Tobia stated that if the AOC, EMSOC and FOC indicate their support for the SWP then the item can return to the EC in June.

Chief Tobia emphasized that the vests are not routinely to be worn, the idea is that they are to be deployed during an Active Threat Incident.

Discussion ensued.

Action Item/New Business:

Ballistic Vests Draft SWP:

Bernie Boetler made a motion to accept the SWP. The motion passed with one abstention: Jen Ferguson. (11-0-1-3)

Information Sharing Across Volunteer Councils and Committees

Recruitment and Retention Committee- Discussion ensued regarding the Recruitment and Retention Minutes. Chairman Quin advised that he reached out to Chair Etter and requested the minutes. Further, Chair Quin stated they will become part of the AOC packet.

DFREM- Chief Tobia shared that Bill Toon, the EMS Education Manager has resigned. Bill will be moving to Arkansas. Chief Tobia stated that his position will be advertised and that a search will occur for a new EMS Manager.

Chief Tobia reported that one of the career members of fire station 8 was involved in an off duty motor vehicle collision. Chief Tobia shared that his one year old son was with him at the time and fortunately, only sustained some minor abrasions. Chief Tobia stated the firefighter, however, sustained some very significant injuries. Chief Tobia stated that the firefighter is looking at approximately twelve weeks in a wheel chair followed by nine months of recovery. Chief Tobia stated he remains at the trauma center in York Hospital in Pennsylvania. Chief Tobia reported that the local started a go fund me page to help with costs as his wife will need to stop working for a period of time in order to care for him. Chief Tobia stated folks are stepping up to provide work coverage, however, there may also be an opportunity for some additional support.

Chief Tobia stated since the last AOC meeting, Chief Lickey was laid to rest, which was conducted with a tremendous amount of coordination with respect and honor being paid.

Chief Tobia shared that Bob Riley with Sterling Volunteer Rescue Squad was a Charter Member and passed away in Rocky Mount, Virginia. Chief Tobia stated that Chief Andrews attended the

funeral and represented the system. Chief Tobia reported that he was a Rescue Chief with Round Hill as well.

Chief Tobia reminded folks to sign up for the active directory training stating that it is essential that members sign up five business days in advance. Chief Tobia reiterated that there are over thirty classes being offered. Chief Tobia stated that if someone has a need, please contact Thomas Kane at Thomas.Kane@Loudoun.gov.

Discussion regarding additional training opportunities occurred.

FOC- Nothing to report

EMSOC- Nothing to report

Risk Assessments-Chairman Quin stated a good report from Cherry Bekaert has been received, however, outstanding information still needs to be provided so that the draft report can be delivered. Chair Quin encouraged all to provide the information being requested.

Discussion ensued regarding turnover within Cherry Bekaert. Chair Quin stated to advise where specific concerns exist.

Presentation to BOS Chair-Aaron Kahn advised that previously a presentation was conducted to the BOS regarding the services of volunteers as well as the cost savings to the taxpayers. Aaron stated they determined previously that they save the County over ten million dollars. Aaron stated since there have been Board changes, it may be time to revisit the presentation and give consideration to conducting another one. Aaron is seeking a few volunteers to assist him with the presentation. In addition, Aaron will be seeking data so calculations can be provided. Aaron stated he will also be looking at how many volunteer members are also taxpayers and voters in Loudoun County.

Aaron stated that the goal for the presentation will be the end of summer. Aaron explained it will be a three part approach to include: who the volunteers are and what they do, how much it costs and how much we save. Please contact Aaron if you are interested.

Chairman Quin stated the intent here is to do a well-crafted, cogent analysis for the Board of Supervisors. Chair Quin appointed Aaron Kahn as a subcommittee chair to create a plan for the presentation.

Discussion ensued.

Announcements-

Accounting Support: John Moring inquired whether or not anyone outsources to a third party for accounting support. John suggested if someone is interested, it may be possible to achieve a discount. Please email John, if interested.

Child Safety Seat Inspections: Jay J. Brown stated that last week they hosted a National Child Seat Safety Course and conducted an event at the station on Sunday as their final exam whereby 47 seats were inspected and installed in two hours. (74 seats within a couple of weeks)

Jay J. Brown stated Bob Wahl's group assisted. Bob Wahl is a retired Fairfax County Police Officer and is currently working for Prince William Fire and Rescue and provided the instruction. Jay J. stated that Virginia Tire and Auto had technicians in the class.

Jay J. Brown advised that a group called Saving Loudoun Littles has spear headed this and has grown out of a girl scout troop that became involved after an event with Ashburn Rotary took place.

Purcellville Rescue is hosting a class in July. Aaron stated they have about 15 members that will take the course and then they will begin offering monthly Child Safety Seat Inspections. Aaron stated they will be setting up an appointment system.

Fundraising Boundaries: Chief Tobia responded to a question raised by Andy Gode regarding Fundraising Boundary files in which Chief Tobia recommended that the AOC may wish to have a conversation. Chief Tobia explained that if data is needed today, the County can provide the 2015 data. Chief Tobia stated there has been approval of new land developments since 2015 whereby there is a street address, but no house. Chief Tobia asserted that the data from 2015 is still valid data. Please contact Kate Nedrich at Kate.Nedrich@Loudoun.gov to request 2015 data.

Chief Tobia explained that Kate is trying to take data and convert it into sequel server. Chief Tobia stated that the bigger issue that the AOC may wish to take up is that originally the first due boundaries were going to be first due boundaries. At some point, a decision was made as first due areas change due to road developments that the changes would be acknowledged by all the companies. Chief Tobia further explained that in the not too distant future, when we go to automatic resource locating (ARL), there will not be any first due areas anymore functionally because the computer will choose the closet unit via GPS marker. The closets available resource will be selected. Chief Tobia stated that the AOC may want to have a conversation about returning to a fixed geographic first due area for the purposes of fundraising activities irrespective of the operational impact of going to an ARL system.

Discussion ensued.

Chairman Quin stated a group could be formed to take a look at this matter with a full understanding of ARL.

Designated Emergency Manager for Loudoun County: Chief Tobia reported that the designated Emergency Manager for Loudoun County is Tim Hemstreet. Chief Tobia shared that Kevin is the manager for Emergency Management Division and effective July 1 for the purposes of County Government, that position will now be a direct report to Mr. Hemstreet.

Chief Tobia believes we will continue to staff the EOC when there is a major event and continue to integrate closely with OEM as it relates to planned and unplanned events within the County.

Chief Tobia reminded the AOC that the name will change to Loudoun County Fire and Rescue.

Purcellville Cannons: NCAA sponsored program for the minor leagues, a collegiate summer season. Chairman Quin stated apparatus will be on site on Father's Day for the Cannons baseball game.


Adjournment

There being no further business to discuss, the meeting was adjourned at 2112 hours.

The next Administrative Operations Committee meeting will be held on Thursday, July 14, 2016 at 1930 hours at 801 Sycolin Road, DTCI Large Conference Room.

Respectfully submitted:

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

	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-FRSESV-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 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.

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.

- 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.

	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-CFRS 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

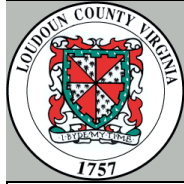
Co. 1	Co.2	Co. 4	Co. 5	Co. 6	Co. 7
PFF 1/1 1300	PFF 1/1 1300	PFF 01/09 1300	PFF 01/10 1300	PFF 1/1 1300	PFF 1/03 1200
PFF 01/31 1300	PFF 1/27 0700		PFF 01/21 1900	PFF 1/01 1300	PFF 1/4 1300
PFF 01/31 1400				PFF 1/01 1300	
				PFF 1/01 1400	
				PFF 1/01 1500	
				PFF 1/04 1300	
				PFF 1/07 1300	
3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

Chief:

I'm preparing the agenda for the July 14 meeting of the AOC and this item will be on it for some discussion.

I really don't have any idea how this will unfold as this topic is both complicated from a current management point of view (unduly so I continue to maintain) and fraught with the potential for additional misunderstanding (at least as respects the elimination of first due areas the system has come to know) as you point out. (In 2013 we went from a several sentence FRG on fundraising boundaries to a five page Magnum Opus in an attempt to codify the rules of the road more clearly!)

I do think this issue will creep up on people and could fundamentally impact the culture of volunteer identification in our communities, which in turn impacts fundraising if the two previously married actions (service delivery and fund raising) are now detached and unrelated to each other.

I have already taken to get my arms around this so I can at least find the right combination of people to work the issue.

Meanwhile, I continue to wonder how a system that divorces emergency response from companies' discrete territory will impact the image of the system in the eyes of our public. It could provide better response times and that's good. But does it further diminish the sense of community-based volunteer companies as we know it? Just wondering.

Brad

Bradley J. Quin

Chair, Administrative Operations Committee
President/Membership Chair
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"The Best in the West"

From: PRESCO02 [<mailto:PRESCO02@loudoun.gov>]

Sent: Monday, June 27, 2016 8:40 AM

To: bquin@purcellvillefire.org

Subject: FW: ARL/First due boundaries

From: Brower, William Keith

Sent: Monday, June 27, 2016 8:40:02 AM (UTC-05:00) Eastern Time (US & Canada)

To: PRESCO01; PRESCO02; PRESCO04; PRESCO05; PRESCO06; PRESCO07; PRESCO08; PRESCO09; PRESCO10; PRESCO11; PRESCO12; PRESCO13; PRESCO14; PRESCO15; PRESCO17; FCHIEF01; FCHIEF02; FCHIEF04; FCHIEF05; FCHIEF06; FCHIEF07; FCHIEF08; FCHIEF09; FCHIEF10; FCHIEF11; FCHIEF12; RCHIEF04; RCHIEF06; RCHIEF09; RCHIEF12; RCHIEF13; RCHIEF14; RCHIEF15; RCHIEF17

Cc: Tobia, Matthew; Johnson, Keith; Morgan, John; Hale, Linda; Jim Cook; Byron Andrews; Hemstreet, Tim; Parker, Corey; Turner, Patricia; Obaugh, Christine L.; McQuaid, Karen; Maguire, Mary

Subject: ARL/First due boundaries

Good morning:

As you know, we are in the final development and deployment phase of a new CAD system. One of the key components of this System will be the activation of *Automatic Resource Locating*, a feature which will allow CAD to automatically select the closest unit to a call based on the unit's location. This will ensure that the closest appropriate unit will be dispatched and respond to a citizen's need for help. This is absolutely critical in meeting our primary mission, however it will require a substantial change in culture with regard to the concept of "first-due" areas. The deployment of the ARL feature is not scheduled to occur until approximately 6 months after new CAD is operationalized. This is by design to allow time for each component of the new CAD/RMS system to be fully tested and have punch list items addressed.

Concurrently, new road way infrastructure continues to have a dynamic impact on the response routes for apparatus. Additionally, new location fire rescue stations, as they are built, will also have an impact on the order of selection of apparatus assigned to calls. I am concerned about the potential impact that all of these changes may have on the relationship between companies. To that end, I have asked the Communications Division to hold any additional proposed changes to "box areas" until I have had a chance to review the merits of the request and review the data. I also want to ensure that the leadership of each company is fully aware of the impact of any proposed changes prior to their occurrence.

Finally, I am asking that the AOC form a workgroup to review the existing FRG pertaining to fundraising activities in "first due" areas and beyond to ensure that any proposed revisions / changes to existing policy are resolved prior to the activation of ARL. Each company is correctly cognizant of the impact that "losing" or "gaining" fundraising areas has on their operations. Having said that, I am concerned that, left unmanaged, there is the potential for such actions to devolve into something adversarial. I am confident that the AOC is in a unique position to address this issue pro-actively, as they have demonstrated through the administration of the county funding algorithm.

Thank you in advance for your cooperation and patience. Please do not hesitate to contact me with any questions or concerns.

Recruitment & Retention Committee Meeting Minutes
June 8, 2016

Attendance:

Company	Representative	Company	Representative
1	Rick Etter, Debbie Etter	10	Absent
2	Al King	11/18/24	Betsy Keogan
3	Absent	12	Ann Hardy
4	Jeff Fitzgerald	13	John Palm
5	Absent	14	Dana Eddy
6/22	Abena Bonso-Bruce	15/25/35	Betsy Keogan
7	Absent	17	Ed Peters
8	Bob Fallin	LCFR	Lauren Hartman
9	Pat Cornwell	Guest	

- Meeting started at 19:30
- Chair's Report. Meeting chaired by Rick Etter.
 - Announcement about a home-made bread sale being coordinated by Ed Carmichael to help a relative pay for a pacemaker. Contact Ed for more information.
- Vice Chair's Report.
 - Lisa Braun needs volunteers for McGruff Camp.
- Treasurer's Report.
 - Treasurer's report was presented by Lauren Hartmann. Rick Etter discussed purchase of recognition gifts.
 - Motion made by Pat Cornwell to reallocate \$7,199 budgeted for LOS awards to recognition gifts. Seconded by Abena Bonso-Bruce. Passed unanimously.
 - Motion made by Pat Cornwell to reallocate remaining balance of unspent FY16 funds to R&R related advertising expenses already incurred by LCFR this fiscal year. Seconded by Abena Bonso-Bruce. Passed unanimously.
 - Ad hoc committee for the FY17 budget was created. Members are Karen McQuaid, Debby DeVito, Lauren Hartman, Ed Peters, Abena Bonso-Bruce.
- Secretary's Report.
- Volunteer Program's Report.
 - Active Directory and Mobile Training Sessions were discussed. Please remind your company presidents to tell their members to sign up for these classes.
 - Graduation will be August 31, 2016 at Heritage High School. EMTs, firefighters, intermediates, and paramedics will be honored.
 - We will have a recruitment booth at the Plane Pull 9/17. We have an opportunity to have an apparatus on display. This is something we should consider doing, if possible.

- Firefighter Family Day is August 13. This year we may include more fire safety activities for children.
- The new Training Calendar was handed out and discussed.
- Night of Fun with Purcellville Cannons is June 19, 7 pm. All free tickets have been given out.
- Please let Lauren Hartmann know about other community events or workplace fairs that we could attend.
- Old Business
 - Recruitment banner. Final photo shoot is 10 a.m. this Sunday at Arcola station. Please RSVP to Lauren Hartman.
 - The newsletter, LoCoHero, the “Open New Doors” campaign, and the Leadership Class are being worked on.
 - Ad hoc committee subcommittee to handle remaining tasks for LoCoHero was created. Members are Dana Eddy, Jeff Fitzgerald, and Lauren Hartman.
 - “Open New Doors” is 90% complete.
 - Orientation. Discussion re: The value of having family members attend County Orientation, and having a portion of the class directed to them. It was noted that orientation may need other changes related to the new Active Directory and CAD Mobile Training. Project tabled for a few months to see what needs may arise related to that training.
 - Chamber of Commerce Membership for R&R Committee. Betsy Keogan will do further research, however the general consensus was this did not seem interesting at this time.
 - Motion to hold an information session about Explorer's Programs at the August RR meeting was made by Lauren Hartman. Seconded by Ed Peters. Passed Unanimously. August RR Meeting will start at 7 to accommodate this. Please invite members from your company who may be interested in this program.
- New Business
 - Orientation 6/28 and 7/20. Instructors: Pat Cornwell and Rick Etter will handle 6/28 (Ben Breton will be training and will observe). Betsy Keogan and Abena Bonso-Bruce will handle 7/20.
 - NVFC Step Up Awards. Betsy Keogan and Abena Bonso-Bruce will research who all the LCFR nominees are. When all nominees are determined, we will send out a notice to encourage LCFR members to vote.
 - Ad hoc committee to handle Retention/Recognition Gifts was created. Members are Al King, Dana Eddy, Debby DeVito, and Lauren Hartman.
 - Recent class on how to hold effective meetings was discussed. We will discuss incorporating ideas from this class at the next RR meeting.

Meeting adjourned at 21:30. Next meeting is July 13.