

Agenda
Fire Operations Committee
October 19, 2016 at 1900
DTCI Large Conference Room
801 Sycolin Road, First Floor

1. Call to order
2. Roll Call
3. Approve September Meeting Minutes
4. Chairman's Report
5. LCFR Department Report (Nally)
 - a. NOVA Manuals
 - b. Significant Incident Review
6. LCFR Training Report (Brazier)
7. Sub-committee Reports
 - a. Equipment Standards Committee (Stephens)
 - b. Communications Committee (Quijano)
 - c. Health and Safety Committee (Quijano)
 - d. Training Committee (Radcliffe)
 - e. Dispatch Algorithm Committee (Stephens)
8. IAFF (Mader)
9. Old Business
 - a. Updating Command Officer FRG and Conversion to SWP
10. New Business
 - a. Written Communications Draft SWP
11. Committee Member Comments
12. System Comments
13. Announcements:
 - a. Next Fire Operations Committee Meeting: November 16, 2016
 - b. Next Executive Committee Meeting: October 25, 2016

LOUDOUN COUNTY FIRE OPERATIONS COMMITTEE

Committee Meeting

21 September 2016

1900 hours

DTCI Large Conference Room, 801 Sycolin Road

The September meeting of the Loudoun County Fire Operations Committee was held on Wednesday, September 21, 2016. FOC Chairman Cook presided and called the meeting to order at 7:05 p.m. The following attended:

Co. 1/20	Jim Cook
Co. 2	Bob Dryden/Scott Maple
Co. 4	Eric Carroll
Co. 5	Absent
Co. 6	Miguel Quijano
Co. 7	Buzzy Carter
Co. 8	Rick Pearsall
Co. 9	Chris Meier
Co. 10	Robert Honec
Co. 11/18/24	David Short
Co. 12	Rob Berka
LCFFA	Jason Dodson
LCFR:	AC Tobia, DC Nally, BC Gottholm, Captain Scott Brazier and Christine Langley-Obaugh

Public Comments

No public comments.

Approval of Previous Meeting Minutes

A motion was made to approve the August minutes. The motion was seconded and passed.

Chair's Report

Chairman Cook advised that the Strategic Planning Retreat-Year II was held over the last weekend. Assistant Chief Tobia reported that four main initiatives were discussed to include: Communication, Building Trust, Recruitment and Retention and Professional Development. Additional information will be forthcoming.

LCFR Department Report -Deputy Chief Michael Nally

COG & NOVA Senior Operations Chiefs Committee

COG Senior Operations Chiefs

- Thursday, September 1, 2016
 - Chief Defina is doing research to standardize our ICS vests.
 - Looking to update the mutual aid Operations Plan.
 - Discussion on Metro MCI events.
 - Discussion on First Watch situational awareness software.

NOVA Senior Operations Chiefs

- Thursday, September 1, 2016
 - Notes attached
 - Informational Bulletin 16-19 – Release of Quick Reference Guide

Opportunities to suggest changes to the NOVA Manuals exist. Please contact BC Collins.

General

- System Informational Bulletin 2016-031 – Temporary Relocation of MAU-608

Apparatus

Current Projects:

- Hazmat Support 619
 - PO cut
 - Pre-Construction meeting complete
 - Waiting for start date.
 - Hope for a late summer delivery date
- 2 Tankers (Lucketts & Roundhill)
 - Staff completed first inspection in August, with final due in early September. Units should be in county late September.

Future Projects:

- Kirkpatrick Farms, Hamilton Engines
 - Targeting the October Finance, Government, Operations sub-committee of the Board of Supervisors to bring item for consideration for contract award.
 - Purchase price for engine is approximately \$700,000 each
- Kirkpatrick Farms Tanker
 - Targeting the October Finance, Government, Operations sub-committee of the Board of Supervisors to bring item for consideration for contract award.
 - Purchase price is approximately \$475,000

- Kirkpatrick Ambulance and replacement of 40053, 40054, 40055
 - PO cut for Ambulance 40055 replacement – currently being manufactured. This includes significant changes to patient care compartment.
 - Delivery in Winter 2017
 - Other three should be ordered Fall 2017
- Brush 603
 - Targeting the October Finance, Government, Operations sub-committee of the Board of Supervisors to bring item for consideration for contract award.
 - Project budget is \$175,000
- HazMat 619 Replacement
 - Targeting the October Finance, Government, Operations sub-committee of the Board of Supervisors to bring item for consideration for contract award.
 - Project budget is: \$971,000.

Miscellaneous:

- Station captains should begin reviewing apparatus chain inventory pursuant to SOP 03.02.03, Vehicle and Apparatus Snow Chains, with a report back to LCFR Fleet by 10/31

Volunteer Battalion Chief Program

July 2016 - 24 of 31 nights were covered by VBC's (77.42%)

Graham- 4
Short- 3
Davis- 2
Firmin- 1
Cook - 4
Shultz- 4
Starling- 3
Buchanan- 0
Stephens- 3
LCFR- 7

August 2016 - 23 of 31 nights were covered by VBC's (74.19%)

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

Stephens- 0
LCFR- 8

The trend down is temporary and should be short lived according to DC Nally.

Significant Incident Reports

- 08-10-16 25398 Lisa Terrace - Aldie (Inc.# 201618928)
 - Townhouse Fire – BC Collins
- 08-16-16 20460 Gant Lane - Leesburg (Inc.# 201618830)
 - Technical Rescue – BC Neal

On 10/4/16, the BOS will be reading the National Fire Prevention Week Proclamation around 5:30pm. All are welcome and Class A uniforms are appropriate.

LCFR Training Report – Captain Scott Brazier

Firefighter I & II

-Graduation was held on August 31, 2016 at Heritage High School beginning at 1900 hours with 25 fire graduates!

Firefighter I & II

- Registration for Class 16-2 is open (posted on July 30) and registration closes on August 26, 2016 for a September 17, 2016 class start date.

-Registration Update: A total of 14 students are on the VDFP roster for this class.

-Lt. Michael Smith is the Course Coordinator and Lead Instructor. He can be reached at robert.m.smith@loudoun.gov

-Lt. Boyd Morris is the Co-Course Coordinator and also a Lead Instructor. He can be reached at boyd.morris@loudoun.gov

Monroe Tech.

- Fire Fighter Certification Program:

-Classes started on August 29, 2016. There are 11 students enrolled in the Firefighter I & II class.

-Students have completed infection control and have moved into HazMat Operations.

-With a larger number of students in class this year as opposed to last year's number, MTC and LCFR Training are looking to move forward with a more independent program.

- EMT Certification Program:

- Classes started on August 29, 2016. There are 17 students enrolled in the EMT certification class.

- Students have started the EMT curriculum and have completed infection control and have

moved into HazMat Awareness.

-The Module I Test is scheduled for October 7, 2016.

Program Information:

- Due to the number of proposed students for the 2016/2017 school year, we will move forward in working toward making MTC an independent class and to not depend on the volunteer fire school or the EMS programs at the academy for support. Hopefully interest and attendance in these classes will continue to grow in the coming years to support such an independent move!

LCPS Instructor Sandy Sokol is MTC's Course Coordinator and Lead Instructor. She can be reached at sandra.sokol@lcps.org

Ongoing/Completed/Cancelled Courses

- NFPA 1021-Fire Officer-Level III-Purcellville VFC-Ongoing thru August 27, 2016.

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

-NFA Leadership II-Completed

-NFA Incident Safety Officer-Completed

-LCFR NOVA Manual Review-Sterling Edition-Completed

-Communicating with Your Community-FMO-**Cancelled due to low enrollment.**

-VDFP/LCFR Rural Water Supply-**Cancelled**

-Response to Aviation Accidents for First Responders-**Cancelled due to low enrollment.**

-NFPA 472-Hazardous Materials Operations-September Class-**Cancelled due to low enrollment-(5)**

Classes Being Offered

Fire Behavior/Flashover Recognition	Ongoing- Contact BC Gottholm Bernard.gottholm@loudoun.gov
Firefighter I & II Basic Certification School (Class 16-2)	Sept 17, 2016 -March 4, 2017 Regis. closes August 26, 2016
NFA Leadership III	September 24-25, 2016 Regis. closes Sept. 16, 2016
LCFR Ignitor/1403 Awareness	September 24, 2016 Regis. closes Sept. 16, 2016
VDFP HTR-Rope Rescue-Level I	September 24, 25, October 1, 2, 2016 Regis. closes September 9 th
LCFR NOVA Manual Review Held at PVFC FS602	September 28, 2016 Regis. closes September 19, 2016
NFA Health and Safety Officer	October 15-16, 2016 Regis. closes October 6, 2016
EVOC I, II and III Hamilton RS 617	October 15-16, 2016 Regis. through Hamilton VRS
VDFP Fire Instructor-Level I	October 1-November 12, 2016

	Regis. closes September 23 rd
VDFP Officer I ????? Ashburn VFC	October 4-November 10, 2016
LCFR Emergency Boat Operator	October 15-17, 2016 Regis. closes October 7, 2016
LCFR Swift Water and Ice Rescue Awareness	October 8, 2016 Regis. closes September 30 th
LCFR Swift Water and Ice Rescue Awareness	October 22, 2016 Regis. closes October 14 th
NFPA 1002 Driver/Operator-Aerial	November 5-December 3, 2016 Regis. closes October 14 th
NFPA 472 Hazardous Materials Operations- November 2016	November 1-19, 2016 Regis. closes October 21 st
VDFP-HTR-Vehicle Rescue-Level I	November 5-6, 2016 Regis. closes October 28 th
VDFP-Fire Officer I (Hybrid) Open to EMS Officers	December 3-January 21, 2017 Regis. closes November 25, 2016
VDFP-Mayday Firefighter Down! Operations Stand Alone Class	November 5-6, 2016 Regis. closes October 21, 2016

Training Center MISC

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

****LCFR-Swift Water and Ice Rescue Awareness-As of January 1, 2017, this class becomes a prerequisite for Swift Water Rescue Technician. Therefore two classes are being held, October 8, and 22, 2016, to help system members become certified prior to the change in the swift water program.**

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

- Fire Officer III-Hampton, Virginia-October 22-December 12, 2016
- Fire Officer III-Suffolk, Virginia-November 12-December 17, 2016

Upcoming Events from Around the State

NFA Training Weekend Tennessee-Virginia	US-NFA-Emmitsburg, MD	September 23-25, 2016
Structural Collapse Technicians Course	Virginia Beach	October 15-22, 2016
NOVA Regional School Weekend	VDFP Division 7	October 22-23, 2016

The Virginia Fire Officer's Academy-A Modular Delivery Program!
4 Modules will be offered at 4 different locations throughout the State and will run from September 24, 2016 thru August 26, 2017. Visit www.vfca.us for further details.

Committee Reports

- **Equipment Standards Committee: Chief Stephens**

No report

- **Communications Committee: Chief Quijano**

Chief Quijano reported that the last meeting was cancelled.

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

The EAP program will be available to the Volunteers effective October 1st.

Cancer prevention work is on-going.

A noise study will be coming out soon.

- **Training Committee: Captain Radcliffe**

A no show policy is currently being reviewed.

Should anyone have suggestions for the training committee, please advise.

- **Dispatch Algorithm Committee**

No report.

- **IAFF: Jeremy Mader**

No report.

Old Business

Updating Command Officer FRG and Conversion to SWP

Chair Cook stated he has not received any feedback regarding the documents distributed to include the draft SWP.

One typo was discussed and should change from NFPA to NFA under Volunteer Battalion Chief section.

Chair Cook would like to bring the draft SWP forward to the EC in October.

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

Chief Tobia stated that everything we do is subject to Virginia FOIA Law relating to public records. Chief Tobia shared that it is imperative to protect our reputation and we need to define appropriate behaviors within our system.

Chief Tobia stated the one change that has occurred is as follows: pictures may be retained on personal electronic devices until such a time it is determined the images will be used.

A motion by Chief Pearsall was made to accept the Draft SWP Social Media and Use of Personal Electronic Devices. The motion was seconded by Chief Cook.

The motion passed unanimously.

New Business

SWP 503.1 Use of Seatbelts and SWP 503.4 Backing Procedures for Apparatus

Chief Tobia stated that the EMSOC and AOC approved both draft SWP's. Chief Tobia shared that there were recommendations received from stakeholders and the revisions are attached.

SWP 503.1 Use of Seatbelts

Chief Tobia stated that there was a request to clarify and fully explain the term "functioning as an instrumentality of the County" on page 2, thus Chief Tobia explained to the FOC members that it means one is engaged in Fire and Rescue Emergency Services or other activities on behalf of the combined system.

Under #8, Chief Tobia clarified and explained the intent of the section.

Section #6 and #7 were discussed.

A motion to approve draft SWP 503.1 Use of Seatbelts was made by Chief Pearsall. The motion was seconded by Chief Quijano. The motion carried with no one opposed.

Chief Nally requested that the SWP be brought back up to discuss section #4 regarding tillers and wireless headsets. Discussion ensued specific to risk management.

Motion made to have FOC recommend to the EC that section #4 be stricken. Motion was seconded and approved. It should be noted that one member was opposed.

SWP 503.4 Backing Procedures for Apparatus

Chief Tobia stated there were some changes due to the acknowledgement when there is a two person crew on an ambulance and they are engaged in patient care, they should not have to abandon the patient to back up the apparatus.

Discussion ensued under Policy, section #1, section #2, #3 (change to Bus 690) and #4 (the driver is ultimately responsible). Terminology in section B under Procedure, General will be placed back into the document.

Chief Tobia stated regarding page 4, even if you have a spotter, the expectation is that before you cross the threshold into the station, that you will stop, verify the door is up and the door is not in motion and that it is safe to proceed. Discussion regarding issues with bay doors occurred.

A motion was made to accept the Draft SWP Backing Procedures for Apparatus. The motion was seconded.

Additional discussion took place regarding safety vests.

The motion carried with three opposed.

Draft SWP Respiratory Protection Equipment

Chief Cook reported that SCBA will remain on during overhaul. Chief Cook stated an implementation plan will need to be created.

A motion was made to approve the Draft SWP Respiratory Protection Equipment. The motion was seconded.

Discussion occurred relative to #7, hazards being identified by the Incident Commander. Conversation centered on having clear guidelines. IDLH environments were also discussed.

Chief Tobia defined Operational Member and recommended a change in definition as well as the addition of the term "system member". Changes in #2 were also presented.

The motion passed unanimously.

Committee Member Comments

CAD: Discussion occurred regarding resetting the internal timer on the aircard. Please direct any questions to DC Nally.

Company 6: New ambulance placed in service.

Open House will be held on October 8th in Sterling.

Facebook page: Loudoun Volunteer Coverage mentioned for coverage.

NFFF Memorial Weekend will be held October 8th and 9th.

The next Executive Committee meeting is September 27, 2016 at 7:00 p.m. and the next Fire Operations Committee meeting is October 19, 2016 at 7:00 p.m.

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

DRAFT



Loudoun County, Virginia
Department of Fire, Rescue, and Emergency Management

PO Box 7100
801 Sycolin Road SE, Suite 200
Leesburg, VA 20177-7100
Phone 703-777-0333 Fax 703-771-5359



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MEMORANDUM

DATE: October 13, 2016

TO: Christine Langley-Obaugh, Executive Liaison

FROM: Michael Nally, Deputy Chief of Operations

CC: Keith H. Johnson, Assistant Chief of Operations

SUBJECT: LCFR Operations Report to Loudoun County Fire Operations Committee

COG & NOVA Senior Operations Chiefs Committee

COG Senior Operations Chiefs

- Thursday, October 6, 2016
 - No notes distributed

NOVA Senior Operations Chiefs

- Thursday, October 6, 2016
 - Notes attached

Apparatus

Current Projects:

- Hazmat Support 619
 - PO cut; pre-Construction meeting complete
 - Chassis has been delivered to Pierce; currently fabricating body.
 - Post-paint inspection tentatively slated for mid-October
- EMS601 Replacement
 - Being manufactured by SWAB; Chevy 3500 Crew Cab Chassis. Anticipated delivery date late Fall 2016.
- 2 Tankers (Lucketts & Round Hill)
 - Staff recently completed final inspection on these two tankers. They should be in Loudoun County in two weeks.

Teamwork * Integrity * Professionalism * Service

Future Projects:

- Action item being presented to Finance/Government Operations and Economic Development Committee requesting contract award authority to Atlantic Emergency Solutions in the amount of \$2,046,719 for the purchase of:
 - Two engines (Kirkpatrick, Hamilton)
 - Tanker (Kirkpatrick Farms)
 - Brush Truck (Middleburg)
 - If approved, will move to the October Board meeting for final action.
- HazMat 619 Replacement
 - In the planning stage and should have a PO cut late 2016/early 2017. Targeting December Finance/Government Operations and Economic Development Committee as an action item.
- Kirkpatrick Ambulance and replacement of 40053, 40054, 40055
 - PO cut for Ambulance 40055 replacement; this unit includes significant changes to patient care compartment after Fleet staff engaged with numerous providers during the design process.
 - Hoping for delivery in late 2016
 - Other three should be ordered in Spring 2017

Miscellaneous:

- Station captains should begin reviewing apparatus chain inventory pursuant to SOP 03.02.03, Vehicle and Apparatus Snow Chains, with a report back to LCFR Fleet by 10/31.

Volunteer Battalion Chief Program

August 2016 - 23 of 31 nights were covered by VBC's (74.19%)

Graham- 5
Short- 3
Davis- 4
Firmin- 2
Cook - 3
Shultz- 2
Starling- 4
Buchanan- 0
Stephens- 0
LCFR- 8

September 2016 - 18 of 30 nights were covered by VBC's (60%)

Starling- 5
Shultz- 4
Stephens- 4
Short- 3
Davis- 2
Buchanan- 0
Cook - 0
Firmin- 0
Graham- 0
LCFR- 12

Significant Incident Reports

- 09-22-16 Wright Farm Drive & Berlin Turnpike - Purcellville (Inc.# 2016-00000963)
 - MCI – BC Cooper
- 10-05-16 46853 Backwater Drive - Sterling (Inc.# 2016-00002493)
 - House Fire – BC Jacobs

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Loudoun County • Prince William County • Stafford County • City of Manassas Park • Quantico Marine Base
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NOVA Senior Operations Chiefs Committee Agenda for October 6, 2016

Meeting Minutes

5a

Location: Conference Call

Time: 1100 Hours

Roll Call of Attendees

- o **Arlington County, Doug Ginsley**
- o City of Alexandria, Byron Andrews
- o **City of Fairfax, Andrew Vita**
- o Fairfax County, Reggie Johnson
- o Fairfax County, Richard Roatch
- o Fauquier County, Darren Stevens
- o Fort Belvoir, Bruce Wright
- o Fort Belvoir, Rod Frazier
- o **Fort Myer, Bruce Surette**
- o Loudoun County, Michael Nally
- o Loudoun County, Keith Johnson
- o City of Manassas, Todd Lupton
- o **City of Manassas Park, James Soaper, Chair**
- o **Metropolitan Washington Airports Authority, Mike Defina**
- o Prince William County, Lance McClintock
- o Quantico Marine, Dwayne Palermo
- o Quantico Marine, Tracy Wheeler
- o **Stafford County, Joseph Grainger**
- o Chair of the Fire Operations Board, Battalion Chief Kevin Franzello
- o Chair of the EMS Operations Board, Battalion Chief Todd Lupton
- o **Chair of Technical Writing Group, Battalion Chief Dan Shaw**
- o **Chair of the Training Committee, Captain Nick Salameh**
- o Chair of the Fire and EMS Communications Committee, Tom Clark
- o **COG Safety Committee, John Jeniec, City of Fairfax**
- o **Henry Cauley, NVERS**
- o Aiden Garcia, FBI
- o Jared Goff, NVRIC
- o Chris Cook, NVHA/RHCC

Items

- o Approval of the September 1, 2016 meeting minutes, which were sent to the group.
 - o The September 1st meeting minutes were approved.
- o Complete the NOVA Regional Fire Department Committees Spread Sheet.

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NOVA Senior Operations Chiefs Committee Agenda for October 6, 2016

Old Business

- Communications Manual
 - The Communications Committee will hold a three-hour work session on October 20th to update the Communications Manual. This work session will replace the October monthly meeting and will be held at Dulles Airport.
- Senior Operations Chiefs Work Session
 - The Senior Operations Chiefs Work Session will be held on Monday, October 31st from 0900-1600 at the Blenheim Estate in the City of Fairfax.
 - **Action:** Chief Vita will send an email to the Senior Operations Chiefs and Committee Chairs to solicit agenda items.
 - The meeting will address the history of the fire committees, the current status and issues with the fire committees, and the future of the fire committees.
 - Representatives from each of the Fire Committees will be present. A representative from the Fire Chiefs may also attend.
 - This meeting will replace the November Senior Operations Chiefs monthly meeting.
 - **Action:** Henry will send out a meeting invitation. Please RSVP so there is an accurate count for food.
 - Coffee, lunch and snacks will be provided.

New Business

- Discussion of Informational Bulletin 16-22
 - The purpose of this IB is to solicit interested individuals in helping to produce training packets and manuals. These individuals would be considered associate members of the Training Committee, Technical Writing Group, and Operations Board, and would be overseen by the Chair of the Training Committee. Associate Members will be asked to commit to the role for one year.
 - There are many younger, tech-savvy members of the departments who would be able to produce these packages faster than many current members. This will also provide these individuals with a leg-up towards eventually becoming full committee members later in their careers.
 - The Senior Operations Chiefs approved IB 16-22.
 - **Action:** Henry will finalize the IB with Captain Salameh and share with the region via email and the NVERS website.
- METRO Manual
 - Chief Soaper will speak with the Operations Board to determine the status of the manual.

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NOVA Senior Operations Chiefs Committee Agenda for October 6, 2016

- Any additional edits or suggestions should be sent to Chief Franzello, Chair of the Operations Board.
- **Action:** Henry will send out a request for comments.
- Arlington County will be hosting the beta package of online Metro trainings that have been developed by WMATA. The initial launch is anticipated for March 2017.
- Quick Reference Guide
 - Two edits were suggested to the Guide following its posting to the website.
 - The language in the guide needs to reflect the change of the second hose line only serving as a backup as needed. Otherwise it can be advanced as a second line.
 - The fifth engine under the midrise should note that it is only necessary when the incident is being treated as a high-rise incident.
 - **Action:** Henry will work with Captain Salameh to update the guide and will then post the updated version to the NVERS website.

Bulletins Released

- IB: 16-01 NOVA Senior Operations Chiefs' Meeting Schedule for 2016
- IB: 16-02 Alexandria Deployable Unit Relocation
- IB: 16-03 Fall 2016 Command Officer Training Topics
- IB: 16-04 Spring 2016 Public Safety College Fair
- IB: 16-05 Spring 2016 Regional Training – Solar Photovoltaic Safety for Firefighters
- IB: 16-06 Weapons of Mass Destruction Manual Available for Operations Chiefs Review
- IB: 16-07 METRO Manual Available for Operations Chiefs Review
- IB: 16-08 90-Day Review of Firefighter Safety and Survival Manual
- IB: 16-09 Fire Prevention Code
- IB: 16-10 PV Training Announcement
- IB: 16-11 Public Safety College Fair
- IB: 16-12 90 Day Review of Joint Action Guide
- IB: 16-13 1031 and 1033 Training
- IB: 16-14 Alexandria Deployable Unit Relocation New Unit Identification
- IB: 16-15 Release of New Manual Truck Company Book 1
- IB: 16-16 Release of Revised Manual Metrorail Emergencies
- IB: 16-17 Active Violence Resource Guidance
- IB: 16-18 Fall 2016 Command Training
- IB: 16-19 Release of Quick Reference Guide
- IB: 16-20 Release of New Manual Firefighter Safety and Survival
- IB: 16-21 Release of Revised Manual Weapons of Mass Destruction

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NOVA Senior Operations Chiefs Committee Agenda for October 6, 2016

Fire Committee Updates from Chairs

- Report from Fire Chief's Meeting September 13, 2016, Chief Dixon
 - The Fire Chiefs discussed the information needed for the Fire/EMS Assessment Phase II and reviewed agenda items for their October 11th joint Fire Chiefs and Police Chiefs meeting.
 - The Fire Chiefs received a briefing on First Watch. The region will wait on pursuing this system for now.
- Report from Fire Operations Board's Meeting September 15, 2016, Chief Franzello
 - The Operations Board reviewed the MCI Manual and CIR Guide. Comments were shared with the SMEs of each of the manual committees.
- Report from Technical Writing Group's Meeting September 22, 2016, Chief Shaw
 - The Technical Writing Group reviewed the Garden Apartment Manual and incorporated many of the suggested edits.
 - The TWG held a preliminary discussion on how to approach the update/re-write of the regional RIT manual, based on the data coming out of the Fairfax County RIT exercises/trainings that are still underway.
 - Truck Book 1 is complete. Truck Book 2 (forcible entry) is with the editor.
 - Rural Water Supply, Strip Shopping Center, and Single Family Dwelling Manuals are all in cycle to be reviewed.
 - The TWG is exploring different meeting structures to increase attendance and participation.

Subcommittee Updates from Chairs

- The Command Officer Training held at the City of Fairfax was very successful and received lots of positive feedback. Attendance continued to be an issue, with 216 attendees across four sessions.
 - College representatives from Northern Virginia Community College, University of Virginia, West Virginia University and Kaplan University were present to hand out information.
 - The registration was run through the NVERS website and received much pushback. Many could not attend their original time and were worried they could not attend a different session because of the registration.
 - The night session on the second day oriented towards volunteers had mediocre attendance. More emphasis needs to be made to the volunteer departments that the purpose of this session is for them.
- NOVA Regional School Weekend is October 22-23.
 - Three sessions will be held. The Incident Safety Officer in Arlington only has seven registrants so please re-share with your departments so the class is not cancelled.

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NOVA Senior Operations Chiefs Committee Agenda for October 6, 2016

- The training announcements are typically shared with each jurisdiction's representative to the Training Committee. This is unusually where the communication breakdown occurs.
- Captain Salameh shared a project concept proposal with the Senior Operations Chiefs for two potential projects: High Exposure Stress Training and Forcible Entry Doors.
 - This proposal came about from the \$250,000 State Share funding that NVERS is set to receive. That money has now been allocated elsewhere, however these projects could be proposed for the 2017 UASI Funding Process or placed on the NVERS future project list as additional funds become available.
 - The door vendor reduced their price down to \$5500 from \$6000 if the region purchases at least 5 doors.
 - Fairfax County has one door in each Battalion for training and has found them to be very useful.
- Could funding be used to replace the tables and Chairs at Fire Station 403?
 - The NVERS Steering Committee would most likely not approve funds for this project. The Fire Chiefs could approve to fund this initiative from their own dues; however, storage is currently a major issue at FS403.
- There has been some regional discussion about what language or policies are in place for clearing a MAYDAY. Currently there are none. This will be incorporated into the RIT Manual update.
- Report from the COG Safety Committee, John Jeniec.
 - Montgomery County Fire/Rescue provided a two-hour presentation on their Fire Overhaul Risk Management program. The purpose of the program is to reduce the risks associated with overhaul operations.
 - The Fire Department Safety Officers Association (FDSOA) Annual Conference will be held in January 2017 in Florida. This conference is not combined with the FDSOA Annual Apparatus Symposium.
 - The Arrive Alive and FRESH Symposium will change names to become the COG Health and Safety Symposium.
 - The COG Communications Sub-Committee noted that a Patient Tracking vendor has created a Rehab app and wishes to meet with COG H&S Committee to review. This will be addressed at a future meeting.

Partner Organizational Updates

- Report from the EMS Council, Todd Lupton
- Report from NVHA, Chris Cook
- Report from FBI, Aiden Garcia

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NOVA Senior Operations Chiefs Committee Agenda for October 6, 2016

- Report from NVRIC, Jared Goff
- Report from NVERS, Henry Cauley
 - The FY17 UASI process is open for project proposals. The Steering Committee will be voting on projects at the November 14th Steering Committee Meeting. Henry will share the Project Concept Proposal form with anyone who is interested.
 - Julie Gall has left NVERS for a new opportunity at COG. Henry will be covering for Julie until a new Project Manager is hired.
 - NVERS is currently hiring for a Program Director and Project Manager

Next Meeting

- The Senior Operations Chiefs Workshop will be held on October 31, 2016 at the Blenheim Estate in the City of Fairfax from 0900-1600. This meeting will replace the November 3rd Senior Operations Chiefs meeting.



SIGNIFICANT INCIDENT REPORT



Incident Commander BC Jamie Cooper

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

Incident date 9/22/2016	Incident number 2016-00000963
Dispatch time 08:35	Box area 60221K
Incident location Wright Farm Drive & Berlin Turnpike	

Type of incident as dispatched Vehicle Fire – Dispatched as a Truck Fire response

Actual type of incident (if different from above) School Bus (full) with engine problems

Number of Alarms: ☐ Initial Alarm Only ☐ Second Alarm or Greater ☐ Level I RIT

☐ Level II RIT ☐ Level III RIT ☐ Tanker Task Force

☒ Other specialty unit MCI call

Dispatched/Additional Units (Level I RIT, 2nd Alarm, Tanker Task Force, etc): EMS601, one additional ALS and BLS unit, MAB 623, MCSU 614, SDO, LCSO

Casualties

	Civilian	Fire Service	Other
Injuries	1 ALS adult, 17 BLS pediatrics	0	0
Fatalities	0	0	0

Property Loss (determined in conjunction with the FMO)

	Building	Contents	Total
Value	\$0	\$0	\$0
Damages	\$0	\$0	\$0

Incident Times

First unit on scene	0840
Additional alarms/resources requested	0854
Fire/Incident Under Control	0840
Last unit cleared scene	1057

Understaffed/Unavailable/Add-on Units

Add On: Duty602, Unit602, OEM602

Initial Evaluation

S (size up) – Completed
L (locate the fire) – Not Applicable
I (identify the flow path) – Not Applicable
C (cool the space) – Not Applicable
E (extinguish the fire) – Not Applicable
R (rescue) – Not Applicable
S (salvage) – Not Applicable

Engine 602 arrived on the scene and corrected the location to Wright Farm Drive & Berlin Turnpike. Engine 602 advised ECC that there was one bus on the right hand side of the road with nothing evident. Personnel from the school bus garage and LCPS Transportation were already on the scene and advised that there was no fire, just a fuel line that had blown and “sprayed diesel fuel everywhere”.

Narrative of Operations

Initial crews on scene (E602, RE602, A614, and Captain 602) verified that the immediate life-threats were mitigated and began an initial medical assessment on one adult and 2 children with generalized trouble breathing complaints. The children (32) and driver (1) were placed on a spare operational LCPS bus prior to the arrival of Fire and Rescue. Staff from RE602 identified a possible 2 gallon diesel fuel leak on the ground and mitigated with, “Stay Dry” to control any possible run off.

During the initial evaluation of three patients, additional students began to have similar complaints. BC602 arrived on scene and took report from Captain 602 and Engine 602. Due to the increasing number of complaints, unified command was established (with LCSO and LCPS) and additional resources (listed above) were requested.

Command utilized personnel on the scene to establish the Triage, Treatment, and Transport groups. Due to apparatus positioning on scene and staff already involved with specific tasks, Rescue Engine 602 and Ambulance 614 were assigned triage and treatment and Engine 602 was assigned transport. (This is a break from the standard assignments, however it worked well for this incident due to initial apparatus placement and pre-assigned crew functions.)

Initial triage revealed one yellow (adult) and 13 green (pediatric) tag patients. As with many MCI type incidents, these numbers fluctuated up and down throughout the call. Once triage was completed, Command requested they contact RHCC as the transport section was still being organized. The triage group then integrated into the treatment group.

ECC was updated with patient numbers and situation and reported back that per OMD600, Loudoun Lansdowne Peds would be able to handle all pediatric patients. ALS614 and the second BLS unit arrived on scene to assess the nature of the trouble breathing complaints. EMS 601 arrived and was assigned as EMS branch. MAB 623 arrived and prepared to transport the students. The SDO arrived and assisted as liaison with media, parents, LCPS staff, and LCSO.

In total, 1 adult and 17 pediatric patients were transported. 15 students were released back to LCPS staff.

Safety Officer Comments

Personnel need to ensure that they are wearing the proper PPE while operating on a roadway.

Additional Comments

This was a slow progressing and low acuity MCI. This allowed for crews to work through the established MCI process and make appropriate changes to suit the specific needs of this incident. The placement of the initial two EMS units would have been acceptable if the call had remained at three patients. With the increase in apparatus and patients on the scene, the initial responding EMS unit became blocked in. All crews should remain diligent to assure an appropriate path of egress for all transport units.

Crews did well with the patient tracking iPads, however additional proficiency should still be worked toward. Remember that the blue wrist tags are only for training and not for actual incidents. There was also duplication of a few entries which reflected an inaccurate total number of patients. Lastly, the departure of MAB623 was delayed because the data entry of the patients was delayed from the triage and treatment groups.

Command directed crews to contact RHCC early on in the incident. Due to direct interaction with OMD600 (in the ECC for the duration of the call), the full incorporation of RHCC was never realized. This was compounded by the contacting crew member reaching out to RHC (Reston Hospital Center) not RHCC (Regional Hospital Coordination Center). It is imperative that all crews understand the difference between the two and how to make contact with RHCC when required.

The communication and coordination between LCFR, LCSO, and LCPS was nearly ideal. Due to the nature/acuity of the event and limited receiving hospitals (Cornwall and Lansdowne) the tracking of specific patients and names made things easier for all staff (including the hospital). In true emergencies, patients may be identified by number only, this could create difficulties down the line with reuniting patients and families.

Attachments

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



SIGNIFICANT INCIDENT REPORT



Incident Commander Aaron Jacobs

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

Incident date 10/5/2016	Incident number 2016-00002493
Dispatch time 20:21	Box area 61824
Incident location 46853 Backwater Drive	

Type of incident as dispatched Structure Fire

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

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

Dispatched/Additional Units (Level I RIT, 2nd Alarm, Tanker Task Force, etc):

Level I RIT: TL606, M615B, R620, E404

Casualties

	Civilian	Fire Service	Other
Injuries	NA	NA	NA
Fatalities	NA	NA	NA

Property Loss (determined in conjunction with the FMO)

	Building	Contents	Total
Value	\$Unknown	\$Unknown	\$Unknown
Damages	\$400,000	\$320,000	\$720,000

Incident Times

First unit on scene	20:27
Additional alarms/resources requested	NA
Fire/Incident Under Control	21:23
Last unit cleared scene	00:45

Understaffed/Unavailable/Add-on Units

Add-on: R615

Initial Evaluation

S (size up) – Completed
L (locate the fire) – Completed
I (identify the flow path) – Completed
C (cool the space) – Completed
E (extinguish the fire) – Completed
R (rescue) – Not Applicable
S (salvage) – Completed

At 20:21 hours the Emergency Communications Center (ECC) received a call notifying them of a potential fire in the garage at 46853 Backwater Drive. A full structural response was dispatched with operations for the incident assigned to 6-Delta, Tac 11. Shortly thereafter, ECC announced that based on additional information received from the caller, they believed that this was going to be a working fire. E618B identified a column of smoke while responding and marked on scene of a two story single family dwelling with the garage fully involved. BC601 subsequently requested that a Level 1 RIT be added to the assignment as E618B completed a 360 walk around of the structure.

Narrative of Operations

BC601 Arrived on scene, confirmed the initial report from E618B and established Backwater Drive command. E618B and E611 had previously established the water supply and had placed multiple 1 ¾ inch hand lines in services focusing on the area of the garage in preparation for a transitional attack. As the incident progressed, additional units arrived on scene, RIT was established and crews were able to move from an exterior to an interior fire attack. With multiple units operating in and around the building, divisions were established in applicable areas. Units operating on the first floor were consolidated into Division One (1) initially under Duty618, Division Two (2), respectively, was assigned to E618B while E624 was assigned as the RIT Group Supervisor.

During the incident, utilities were controlled, rehab was established, PAR checks were conducted and crews affectively rotated through their assignments. Operations on scene continued after the bulk of the fire was extinguished for the next few hours due to the need for extensive salvage and overhaul. In the end, Three (3) occupants were displaced for the night and the Fire Marshal's Office placed the cause as undetermined/under investigation. Command was terminated, the channel released and units returned to service when ready.

Safety Officer Comments

Safety 600 observation and comments:

- **Positive aspects:**
 - Drivers were placing ladder upon my arrival on Side Charlie. I instructed additional ladders to be thrown on Side Alpha, Bravo, Charlie, all sides of the structure were eventually covered with at least one ladder.
 - Command instituted a zero drop policy, personnel stayed disciplined and remained on air throughout the incident.
 - Rehab was immediately set up. Most if not all personnel rotated through.
 - Crews took off PPE prior to entering Rehab.
 - All personnel consumed plenty of liquids
- **Negative aspects:**
 - Windows that were taken for either ventilation or firefighter safety were not completely cleared out. The glass was broken but the sashes remained.
 - Personnel had to be instructed to put on their firefighting gloves while actively engaged in suppression activities. PPE is to be worn as the full ensemble.
 - Not all crews that operated within the IDLH willingly went to rehab after being assigned to do so. Further direction was needed from the command post.

Additional Comments

- As noted in previous SIR's the importance of the Battalion Aide cannot be overstated. For this incident, the BC601 Aide (AC615) had a direct effect on commands ability to successfully track units, make command level decisions and interact with company officers; all of which contributed directly to firefighter safety and scene management.
- Divisions & Groups:
 - Unit and command officers should not self-appoint divisions or groups. Suggestions can be relayed but the responsibility and decisions remains with the Incident Commander.
 - Units assigned as a division cannot abandon their position and subsequently the crews they are responsible for without notifying command for the need to be replaced and confirming who the replacement is. Ensuring this is accomplished will allow for uninterrupted crew accountability and a continuation of divisional efforts.
 - Divisional supervisors must ensure that they know what resources are operating under their supervision at all times. Accountability is imperative.
 - Staging was never formally established however as the incident progressed, Chief 611 filled the position. Command should have made an official designation.
 - Units responding on the Level 1 RIT need to ensure that they report to the RIT Group Supervisor and not vie for alternative assignments.
 - The RIT Group was established; but it was done face to face. This is an acceptable practice however, Command had the ability to be more clear and concise by announcing who the supervisor was going to be and the respective units that were to

be assigned the division or group. This practice will assist in eliminating any potential confusion as well as improving overall communications.

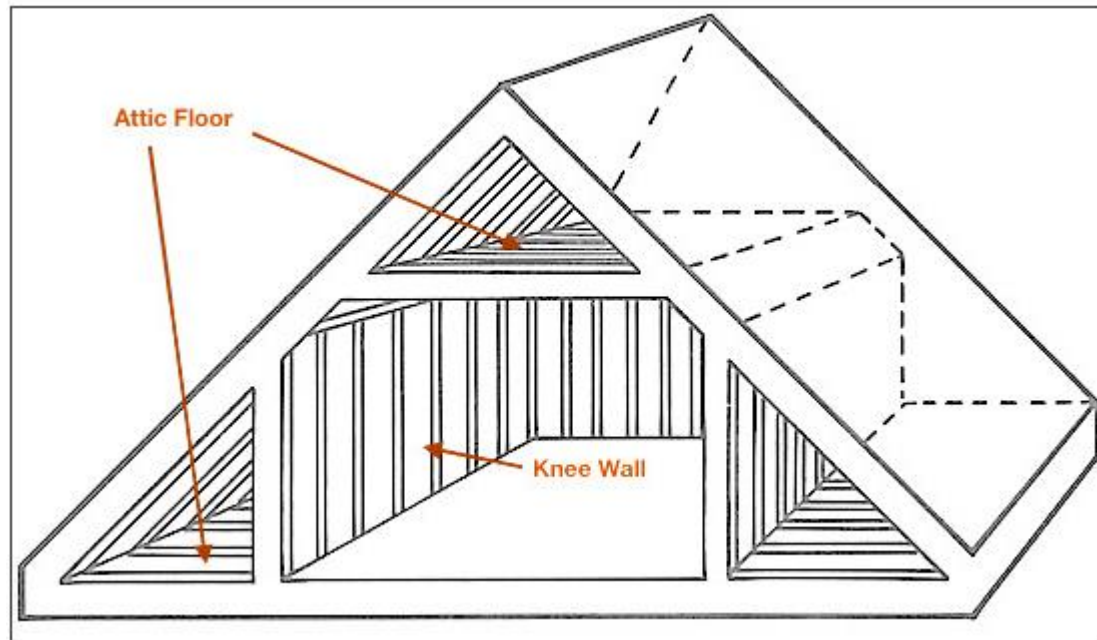
- Fire Suppression:
 - Based on the initial presentation of fire ground conditions, the decision for a transitional attack by the initial company officers was appropriate.
 - Crews directly responsible for fire suppression efforts need to ensure that the task has been completed before continuing on to other areas or additional assignments. Command received notification that the fire in division 1 had been extinguished on multiple occasions only to receive an update shortly thereafter that there was fire evident again. Full completion of tactical benchmarks is extremely important.
 - A ground monitor was requested to be placed into service however it was not done.
 - An elevated master stream was briefly placed into service without direction from command or coordination with interior units.
 - Units operating on scene need to be clear and concise on current or changing fire conditions as strategic considerations are based off of this information.
 - An excellent coordinated effort of ventilation and fire attack within division 2 resulted in the extinguishment of a growing fire within the attic space.
- Building construction considerations:
 - This structure was Type 5, lightweight, wood frame construction.
 - The room directly above the garage had knee walls in place.
 - Once the fire compromised the ceiling in the room of origin, an open void and identifiable flow path directly into the attic was created. (Diagram 1.)
 - Four identifiable void spaces were checked for extension and subsequently overhauled. The living space, behind the two knee walls and along the peak of the roof.
 - UL Firefighter Safety Research Institute offers the following on fires involving knee walls (Link1):
 - ***Knee Wall Fire Dynamics*** - During a structure fire, it is possible for fire to enter void spaces and surround crews conducting interior operations. Even though there is a delay between making the breach and the change in conditions, once initiated, the transition to untenable conditions in the area of operation occurs in seconds. Knee wall construction often provides the potential for ideal fire growth, with air entering low at the eave line and combustion gases exiting the peak through mushroom vents, ridge vents or gable vents.
 - ***Apply water on a knee wall fire at the source and toward the direction of spread before committing to the attic*** - Applying water utilizing the same path the fire took to enter the void space may be the most effective method at slowing fire growth. Water application to the knee wall will not be effective until the source below it is controlled with direct water application.
 - ***Interior operations on knee wall fires*** - Tests have demonstrated that the most effective way to get a handle on knee wall fires is to control the source fire, cool the gasses prior to making large breaches in the barrier, and then aggressively open the knee walls to complete extinguishment, focusing on wetting the underside of the roof decking.

- Salvage:
 - Crews recognizing the need to start salvage early in the incident and did an excellent job in the preservation of the homeowners' property.
 - A mass effort was focused in the basement with crews diligently tarping personal property and diverting water as applicable.
 - The establishment of a Salvage group could have been taken into consideration by command.
- Priority Traffic Consideration:
 - Within division 2, a firefighter became separated from his officer when a portion of drywall from the ceiling fell creating an obstacle in between them.
 - The firefighter attempted to verbally contact the officer who had exited the room but was unable to do so. Choosing to utilize an open window with a ladder already in place, the firefighter exited the structure whereby he was shortly met by his officer.
 - The officer, after the ceiling fell, exited the room and discovered that he was no longer in contact with his firefighter. After quickly searching the immediate area, the officer exited the structure and found his personnel.
 - Personnel must remember and hold true to what is stated in the Rapid Intervention Team Command and Operational Procedural manual *"Individual firefighters must not delay reporting to Command if they become lost, trapped, or otherwise in need of assistance. Company officers must not delay reporting to command they cannot account for members of their crew."*
 - A "hot wash" review of the incident was completed with applicable personnel, prior to units leaving the scene, to ensure that the seriousness of the incident was understood and that immediate communication to command was warranted.

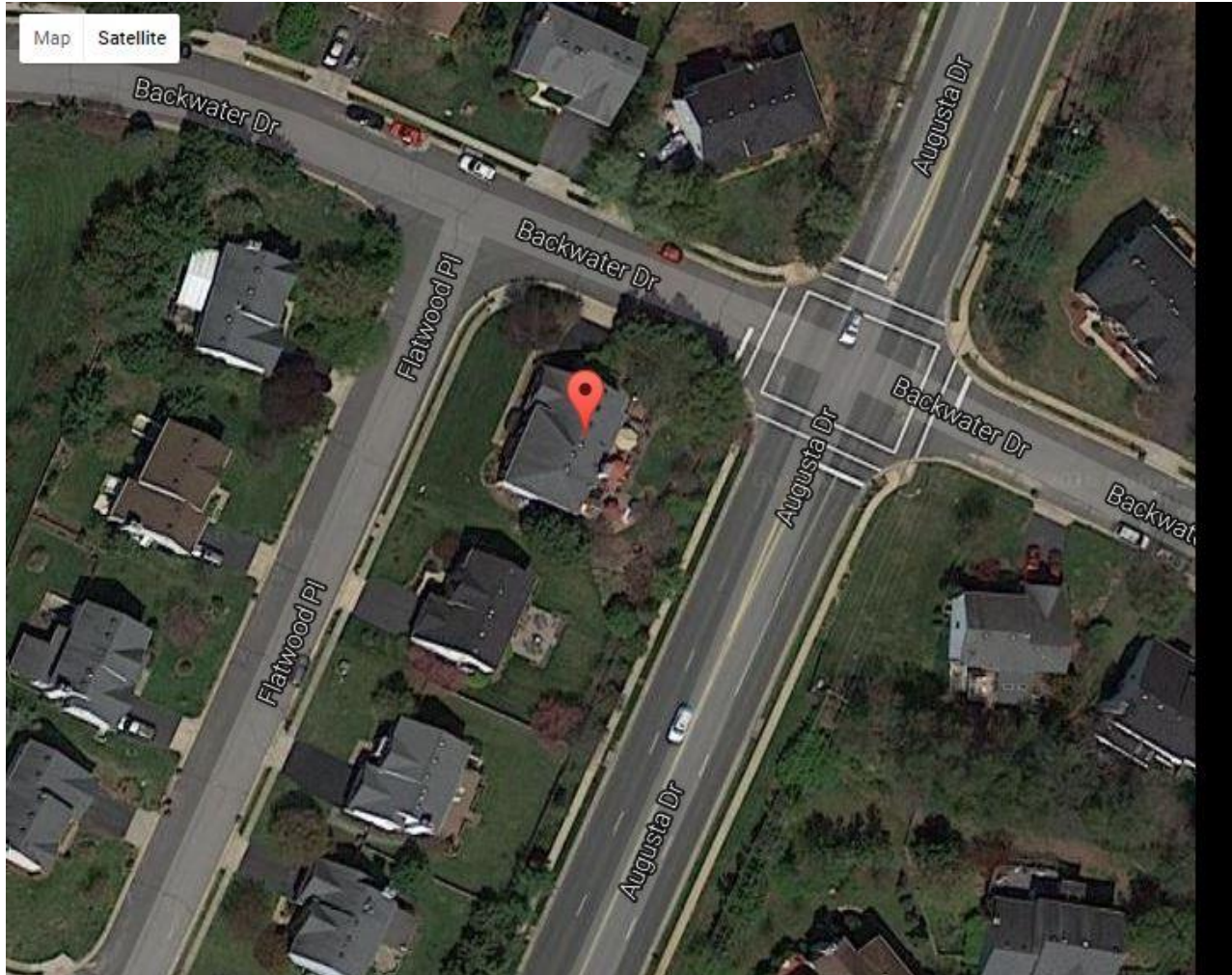
Attachments

- ☒ Pictures
- ☒ Diagrams
- ☒ Other Map Overview

Diagram 1.



Link 1. https://firenotes.ca/files/UL_FSRI_Attic_Final_Report.pdf







Loudoun County Fire and Rescue **TRAINING DIVISION**

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



6

FIRE OPERATIONS COMMITTEE REPORT

September 15, thru, October 13, 2016

2016-2 Firefighter I & II

- Class began on September 17, 2016, with a total of 15 students.
- Since the beginning of class, we have lost three (3) students to outside factors which has brought the total number of active students to 12.
- Class 16-2 has completed the PAT test and the consumption test and are currently working on PPE, SCBA, hose, ladders, and ropes and knots.
- The Module I test is scheduled for November 5, 2016.
- Lt. Michael Smith is the Course Coordinator and Lead Instructor. He can be reached at robert.m.smith@loudoun.gov
- Lt. Boyd Morris is the Co-Course Coordinator and also a Lead Instructor. He can be reached at boyd.morris@loudoun.gov

Monroe Tech.

-The Fire Fighter Certification Program:

- Classes started on August 29, 2016. There are 11 students enrolled in the Firefighter I & II class.
- Students have completed the State testing for HazMat Operations (results pending) on October 13, 2016. They will be starting the EMR program next.

-The EMT Certification Program:

- Classes started on August 29, 2016. There are 17 students enrolled in the EMT certification class.
- The Module I Test was conducted on October 7, 2016, and all students were successful in their testing.
- Students will begin the chapters on the human body and airway management.

- Program Information:

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

Ongoing/Completed/Cancelled Courses

- FF I & II Basic Certification School-Class 16-2-Ongoing
- VDFP Fire Instructor-Level I-Oct. 1 – Nov 12, 2016-Ongoing
- VDFP Officer I-Ashburn VFC-Oct. 4-Nov. 10, 2016-Ongoing????

- NFPA 1021-Fire Officer-Level III-Purcellville VFC-Ongoing thru August 27, 2016-Completed
- NFA Leadership III-Completed
- LCFR Ignitor/1403 Awareness-Completed
- VDFP HTR-Rope Rescue-Level I-Completed
- LCFR NOVA Manual Review-PVFC FS602-Completed
- LCFR-Swift Water and Ice Rescue Awareness-October 8, 2016-Completed

Classes Being Offered

Fire Behavior/Flashover Recognition	Ongoing-Contact BC Gottholm bernard.gottholm@loudoun.gov
NFA Health and Safety Officer	October 15-16, 2016 Regis. closes October 7, 2016
EVOC I, II, and III Hamilton RS617	October 15-16, 2016 Regis. thru Hamilton VRS
LCFR-Emergency Boat Operator	October 15-17, 2016 Regis. closes October 7, 2016
VDFP-Mayday Firefighter Down! Operations-PVFC ???	October 19-23, 2016-???
LCFR-Swift Water and Ice Rescue Awareness	October 22, 2016 Regis. closes October 14, 2016
NFPA 1002-Driver/Operator-Aerial	Nov. 5-Dec. 3, 2016 Regis. closes October 14, 2016
NFPA 472-Hazardous Materials Operations-November 2016 11	Nov. 1-19, 2016 Regis. closes October 21, 2016
VDFP-HTR-Vehicle Rescue-Level I	November 5-6, 2016 Regis. closes Oct. 28, 2016
VDFP-Fire Officer I (Hybrid) Open to EMS Officers	Dec. 3, 2016-Jan. 21, 2017 Regis. closes Nov. 25, 2016
VDFP-Mayday Firefighter Down! Operations Stand Alone Class-0	November 5-6, 2016 Regis. closes Oct. 21, 2016
Liquid Petroleum Gas (LPG) Emergencies	November 15 and 17, 2016 Regis. closes Nov. 11, 2016
LCFR Quarterly Hands on Training (H.O.T.) Appendage and Impalement Class-1	November 13, 2016 Regis. closes November 4, 2016

LCFR Quarterly Hands on Training (H.O.T.) Appendage and Impalement Class-2	November 15, 2016 Regis. closes November 4, 2016
LCFR Quarterly Hands on Training (H.O.T.) Appendage and Impalement Class-2	November 17, 2016 Regis. closes November 4, 2016

Training Center MISC:

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

****LCFR-Swift Water and Ice Rescue Awareness-As of January 1, 2017, this class becomes a prerequisite for Swift Water Rescue Technician. Therefore two classes are being held, ~~October 8,~~ and 22, 2016, to help system members become certified prior to the change in the swift water program.**

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

- Fire Officer III-Hampton, Virginia-October 22-December 12, 2016
- Fire Officer III-Suffolk, Virginia-November 12-December 17, 2016
- Fire Officer III-Portsmouth-January 3-February 8, 2017

Upcoming Events from Around the State

- | | | |
|--|-----------------|---------------------|
| -Structural Collapse Technician Course | Virginia Beach | October 15-22 2016 |
| -NOVA Regional School Weekend | VDFP Division 7 | October 22-23, 2016 |


-The Virginia Fire Officer's Academy-A Modular Delivery Program!
4 Modules will be offered at 4 different locations throughout the State and will run from September 24, 2016 thru August 26, 2017.

Visit www.vfca.us for further details.

Registration period is from August 1-26, 2016

Questions! Please contact:

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

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

PURPOSE**SCOPE****DEFINITIONS****POLICY****PROCEDURE**

- I. The following minimum requirements must be successfully completed for certification and release as a Volunteer Fire Chief, Assistant Fire Chief or Deputy Fire Chief in the Loudoun County Combined Fire and Rescue System.
 - A. Virginia OEMS Emergency Medical Responder (EMR)
 - B. American Heart Association CPR & AED
 - C. VDFP or VDEM Hazardous Material Operations
 - D. Loudoun County Blood Borne Pathogens, with annual renewal.
 - E. VDFP NFPA Firefighter I & II
 - F. VDFP May Day Firefighter Down
 - G. VDFP Liquid Propane Gas Emergencies
 - H. NIMS 100, 200, 700 and 800
 - I. NIMS 300 and 400 (effective 10/01/2016)
 - J. E Learning Preventing Sexual Harassment Course

- K. VDFP Driver Pump Operator
- L. VDFP Rural Water Supply
- M. VDFP EVOC III
- N. VDFP Instructor I
- O. VDFP Instructor II (effective 10/01/2016)
- P. VDFP Fire Officer II
- Q. VDFP Fire Officer III (effective 10/01/2016)
- R. VDFP HTR Module I & II (effective 10/01/2016)
- S. NFA Incident Safety Officer
- T. Loudoun County NOVA Manual Review
- U. Mass Casualty Incident Level II (State or County)
- V. Minimum of Five (5) years of service within the Loudoun County Fire and Rescue System and must have served as a Captain or higher for at least One (1) year.
- W. Individual Companies may have additional requirements in order to hold the office of Fire Chief, Assistant Chief or Deputy Chief.

II. The Volunteer Battalion Chief program is intended to permit qualified members of the LC-CFRS to staff a Battalion Chief position in the System. The program is described as follows:

A. Selection of Battalion Chiefs

1. Selection of Career Battalion Chiefs shall follow the promotional process as established by LCFR in conjunction with Loudoun County Human Resources.
2. Selection of Volunteer Battalion Chiefs will be made by the LCFR Deputy Chief, Operations and approved by the Chief of System.
3. Any qualified volunteer Captain or above may request to be certified as a county Volunteer Battalion Chief by submitting a letter of request with attached evidence of certification of the required prerequisite training (listed below). Volunteers who have served as a captain or above in the Loudoun County system for at least one-year within the preceding three (3) years are also eligible to submit a letter of request. Career officers must apply through the established Loudoun County Human Resources process.
4. Volunteer candidates shall provide a favorable letter of endorsement from the Chief of their respective volunteer company. A lack of endorsement shall not prevent candidates from submitting their request but it will be noted and followed up with the Company Chief and/or President.
5. The Deputy Chief, Operations may, at his discretion, accept demonstrated experience in lieu of the prerequisite training. It is the intent of the program that all candidates meet the training standards listed below within 18 months of appointment.
6. The Deputy Chief, Operations shall select and appoint a Volunteer Battalion Chief to serve as the coordinator of the Volunteer participation in this program.

B. Training

1. Volunteer Battalion Chief Candidates must have completed the following training/experience to be considered for certification as a Volunteer Battalion Chief:
 - a. VDFP Fire Officer III
 - b. EMT (Basic) or higher EMS Certification
 - c. Rescue Squad Operations Familiarization
 - d. NFPA Incident Safety Officer Training
 - e. VDFP EVOC III
 - f. NOVA Consolidated Incident Management
 - g. Prior experience may be substituted as deemed appropriate by the Deputy Chief, Operations.
 - h. Experience may be obtained as either a Fire or EMS officer.

2. Career Battalion Chief Candidates must satisfy the requirements set forth by Loudoun County Fire and Rescue and Loudoun County Human Resources.

C. Experience

1. Volunteer Battalion Chief Candidates shall have at least three years of experience as a company officer; have held the rank of Captain, and have three years as a member of the Loudoun County Fire & Rescue system.
2. Career Battalion Chief Candidates must satisfy the requirements set forth by Loudoun County Fire and Rescue and Loudoun County Human Resources.

D. Logistics

1. The County Deputy Chief, Operations shall coordinate the duty schedules for Career Battalion Chiefs.
2. The Volunteer Battalion Chief Coordinator shall coordinate scheduling of the Volunteer Battalion Chiefs. All scheduling will be entered into the Telestaff system at all times.
3. While on duty, each Battalion Chief will utilize the appropriate response vehicle and equipment assigned to that Battalion.
4. Battalion Chiefs shall maintain a standardized log of their activities while on duty. In addition Battalion Chiefs shall prepare a report for any significant incident response where there is a major injury, loss of life, or damage over \$100,000.
5. The County shall also provide badges, pagers, phones, uniforms, and any additional special equipment required for this position.

Approved for compliance with Emergency Medical Services delivery

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

**LC-CFRS EXECUTIVE COMMITTEE
ACTION ITEM**

10 a

SUBJECT: SWP 101.2 Written Communications

PRIMARY SERVICE AREA: System-Wide

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

PURPOSE: To adopt DRAFT SWP 101.2 Written Communications.

RECOMMENDATION: Staff recommends that the Executive Committee of the LC-CFRS adopt SWP 101.2 Written Communications, as attached.

BACKGROUND: SWP 101.2 has been reviewed and revised by the System-Wide Policy Ad Hoc Committee; it supersedes and replaces FRG Admin 1.2. The revisions ensure that the policy's scope is consistent with other approved SWPs and adopts standardized templates for System-Wide Informational Bulletins and General Orders. This SWP also codifies the use of Loudoun County email as the System's means of disseminating policies, procedures, etc.

ISSUES: During the August 2016 Executive Committee Meeting, this item was tabled to return to the SWP Ad-Hoc Committee for further review and development of a memorandum template.

FISCAL IMPACT: None

DRAFT MOTIONS: I move that the Executive Committee adopt DRAFT SWP 101.2 Written Communications, as attached.

-OR-

I move that the Executive Committee of the LC-CFRS send DRAFT SWP 101.2 Written Communications to the EMS Operations Committee, Fire Operations Committee, and the Administrative Operations Committee for review and approval. Further, I move that the Executive Committee ask that a recommendation be brought back to the Executive Committee for consideration at the October 2016 meeting.

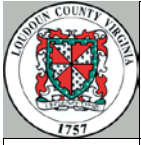
-OR-

I move an alternative motion.

ATTACHMENTS: SWP 101.2 Written Communications
i. Informational Bulletin Template

Item: X F
September 27, 2016
Page 2

- ii. General Order Template
- iii. Memorandum Template



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

TITLE	Written Communications
SECTION	Administration
SWP#	101.2
ISSUED	
REVISED	
APPROVED	System Chief _____ W. Keith Brower, Jr.

This SWP supersedes and replaces FRG Administration 1.2.

PURPOSE

To describe the System's means of written communications.

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 Loudoun County Fire and Rescue.

Operational Volunteer Member – A volunteer in the LC-CFRS who is authorized to perform essential fire suppression, rescue, and/or EMS duties as a member in good standing of a fire and/or rescue company recognized under Chapter 258 of the Codified Ordinances of Loudoun County. Administrative members who provide support services are excluded.

Commented [CLO1]: On 10/13/16, the AOC recommended that this definition/paragraph be deleted

POLICY

- Members will use and adhere to the following types of written communications: Loudoun County Email, Memorandums, System-Wide Informational Bulletins, Health and Safety Bulletins, System-Wide General Orders, Operational Medical Policies and Protocols, and System-Wide Procedures.

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10 a

~~a. 1. Members should submit suggestions for policies/procedures through the appropriate chain of command to the Executive Committee. Draft language should accompany any recommendation.~~

2. Members are responsible for reviewing new and revised policies and procedures as they are issued.

a. Loudoun County Email will be used to distribute new and revised System-Wide Informational Bulletins, Health and Safety Bulletins, System-Wide General Orders, Operational Medical Policies and Protocols, and System-Wide Procedures.

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3. Deviation from the content of System-Wide General Orders, Operational Medical Policies and Protocols, System-Wide Procedures or other written directives may result in disciplinary action up to and including dismissal from the System or termination, in accordance with applicable policies and procedures.

4. Individual departments/agencies within the LC-CFRS are permitted to maintain policies and procedures specific to their members and/or employees so long as they do not conflict with or supersede System-Wide policies and/or procedures.

PROCEDURE

I. Authority/Administrators

A. Members should submit suggestions for new or revised policies/procedures or other communications through the appropriate chain-of-command to the Executive Committee. Draft language should accompany any recommendation.

B. Pursuant to Chapter 258 of the Codified Ordinances of Loudoun County, the authority to establish, implement, veto, and enforce System-Wide Procedures (SWPs) rests with the Chief of System (System Chief).

1. Generally, SWPs will be reviewed by the Executive Committee prior to approval by the Chief of System.

2. As appropriate, SWPs will be approved at the discretion of the System Chief. SWPs will be considered for submission to the System Chief by the Executive Committee. System stakeholders, System governance sub-committees and County agencies may provide recommendations and review of SWPs prior to consideration by the Executive Committee, as appropriate.

3. SWPs will be reviewed for compliance with Emergency Medical Services delivery by the System's Operational Medical Director (OMD) prior to dissemination.

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C. The Chief of System has delegated the authority to administer certain documents to other Members of the System.

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1. ~~Any Member can~~ may develop and send ~~initiate~~ a Memorandum for official communication up or down the chain-of-command.
 2. Informational Bulletins will be approved and signed by the Chief of System, any LCFR Assistant or Deputy Chief, or a member of the Executive Committee.
 3. Health and Safety Bulletins will be developed, approved, and disseminated through the LCFR Office of Health and Safety.
 4. System-Wide General Orders will be approved and signed by the Chief of System or an LCFR Assistant Chief.
- D. ~~OMPPs must~~ will be approved by the Operational Medical Director ~~OMD~~ or designee.
~~OMPPs are not subject to approval by the Executive Committee of the Loudoun County Combined Fire Rescue System (LC-CRS) or Loudoun County Fire and Rescue.~~

II. Loudoun County Email

- ~~A. Loudoun County Email will be used to distribute System Wide Informational Bulletins, System Wide General Orders, and System Wide Procedures.~~
- B. Emailed directives, requests for action, etc. from supervisors and/or superior officers are considered binding and Members will respond/react accordingly.
- C. ~~At a minimum, LCFR employees and Operational Volunteer Members~~ will check email once per shift. Administrative members will check email weekly.

Commented [CLO2]: On 10/13/16, the AOC recommended to change this phrase to "Member"

Commented [CLO3]: As Company 4 does not have permanent shifts, the EMSOC desires an amendment to include that Operational Volunteers will check email on a weekly basis.

III. Memorandum

- A. Memorandums may be used to disseminate directives, ~~s,~~ advisories, and/or informative matter or request action by another Member(s) of the System.
- B. Memorandums that include directives, requests for action, etc. from supervisors and/or superior officers are considered binding and Members will respond/react accordingly.
- ~~C. A. Any Member can initiate a Memorandum for official communication up or down the chain of command.~~

IV. System-Wide Informational Bulletins (IBs)

- A. IBs are used to disseminate information of interest.
- B. IBs are numbered sequentially, with the IB name, followed by the year, a dash, and the number (e.g., LC-CFRS Informational Bulletin 2016-001).
- C. System-Wide IBs will be posted and maintained on the appropriate network drive.

V. Health and Safety Bulletins (HSBs)

- A. HSBs are used by the Office of Health and Safety to disseminate information regarding close calls, lessons learned, health and wellness, etc.

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- B. HSBs are numbered sequentially, with the HSB name, followed by the year, a dash, and the number (e.g., HSB Example 2015-001).
- C. HSBs will be posted and maintained on the appropriate network drive.

~~V~~VI. System-Wide General Orders (GOs)

- A. A System-Wide GO is a directive that orders one or more persons, either by name or by class/group, to take a specific action or series of actions.
- B. A GO will be in effect for a defined time-frame, with a specific beginning and ending date, unless otherwise specified on the published order.
- C. GOs are numbered sequentially, with the GO name, followed by the year, a dash, and the number (e.g., LC-CFRS General Order 2016-001).
- D. System-Wide GOs will be posted and maintained on the appropriate network drive.

~~V~~VII. Operational Medical Policies and Protocols (OMPPs)

- A. OMPPs describe policies, procedures, and protocols for emergency medical care.
- ~~B. A. OMPPs must be approved by the Operational Medical Director or designee. OMPPs are not subject to approval by the Executive Committee of the Loudoun County Combined Fire Rescue System (LC-CFRS) or Loudoun County Fire and Rescue.~~
- ~~C. B.~~ Copies of OMPPs will be posted on the Department's website.
- ~~D. C.~~ Station Commanders/Worksite Supervisors/Company Chiefs will ensure that a current copy of OMPPs is maintained on each EMS licensed vehicle.

Commented [CLO4]: The EMSOC proposes an amendment to include EMS Policies, Protocols and Procedures

Commented [CLO5]: The EMSOC prefers to delete OMPP

Commented [CLO6]: Consider deleting the acronym OMPP

Commented [CLO7]: The EMSOC wishes to add that electronic copies are permissible.

~~VII~~VIII. System-Wide Procedures (SWPs)

- A. SWPs establish processes and policies for all Members and are binding on Members identified in the scope of each SWP.
- ~~B. A. SWPs will be approved at the discretion of the System Chief. SWPs will be considered for submission to the System Chief by the Executive Committee. Stakeholders, System governance sub-committees and County agencies may provide recommendations and review prior to consideration by the Executive Committee, as appropriate.~~
- ~~C. B.~~ SWPs are numbered and organized by topic.
- ~~D. C.~~ Approved SWPs will ~~be be disseminated to all personnel via email, with a copy~~ posted and maintained on the appropriate network drive.

Approved for compliance with Emergency Medical Services delivery

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



LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM GENERAL ORDER (GO)

TITLE	
GO #	
ISSUED	
EXPIRES	
APPROVED	System Chief _____ W. Keith Brower, Jr.

PURPOSE

BACKGROUND

SCOPE

DEFINITIONS

POLICY

PROCEDURE

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LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM INFORMATIONAL BULLETIN (IB)

TITLE	
IB #	
ISSUED	
APPROVED	System Chief _____ W. Keith Brower, Jr.

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DRAFT



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

PO Box 7100
801 Sycolin Road SE, Suite 200
Leesburg, VA 20177-7100
Phone 703-777-0333 Fax 703-771-5359

MEMORANDUM

TO:

FROM:

THROUGH:

SUBJECT:

DATE:

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CC: