



Loudoun County, Virginia

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Office of the County Administrator

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At a business meeting of the Board of Supervisors of Loudoun County, Virginia, held in the County Government Center, Board of Supervisors' Meeting Room, 1 Harrison St., S.E., Leesburg, Virginia, on Wednesday, April 16, 2014 at 4:00 p.m.

IN RE: ORDINANCE TO ESTABLISH A NEW CHAPTER OF THE CODIFIED
ORDINANCES OF LOUDOUN COUNTY – COMBINED FIRE AND RESCUE
SYSTEM (COUNTYWIDE)

Mr. Buona moved that the Board of Supervisors approve the Ordinance to establish a new Chapter of the Codified Ordinances of Loudoun County: Combined Fire and Rescue System with an effective date of July 1, 2015.

Mr. Buona further moved that the Board of Supervisors direct staff to bring forward to the Board at one of its future business meetings for consideration, a policy that memorializes the participation of the Loudoun County volunteer fire and rescue community as part of the hiring process for any new System-wide Chief position.

Seconded by Mr. Letourneau.

Voting on the Motion: Supervisors Buona, Clarke, Higgins, Letourneau, Reid, Volpe, Williams and York – Yes; Supervisor Delgaudio – No.

ASSISTANT CHIEF POSITION – SUPPORT SERVICES VOLUNTEER ADMINISTRATION
MOTION:

Mr. York moved that the Board of Supervisors approve an Assistant Chief for Support Services and Volunteer Administration within the Department of Fire, Rescue, and Emergency Management, subject to the following responsibilities and requirements:

- The position will report directly to the System-wide Chief; and be subject to all applicable county human resources policies and procedures.
- The position will have duties as assigned by the System-wide Chief with an emphasis on those that support the volunteer fire and rescue community.
- The position's primary responsibility is to act as the primary liaison with the County's volunteer fire and rescue community, helping to support the volunteers and grow the volunteer system.
- The position will also have the responsibility to oversee the planning and administration of support services.
- The primary responsibilities as outlined in this motion must be included as part of the Assistant Chief for Support Services and Volunteer Administration position description and advertisement.

- The System-wide Chief is responsible for the hiring process in adherence with county human resource policies and procedures and in consultation with the County's volunteer fire and rescue services community and will make the final hiring decision.
- As part of the recruitment process, the County will use a nationwide recruitment process.
- As part of the hiring process and consultation with the County's volunteer fire and rescue community, the System-wide Chief must include an odd number of volunteer representatives from the Administrative Operations Committee to serve on a selection panel to determine and recommend up to eight (8) candidates from a national search but no fewer than three (3) finalists for final interviews and selection by the System-wide Chief.

Mr. York further moved that the Board approve a budget adjustment to appropriate \$255,000 of unassigned general fund balance for full year funding for this 1.07 FTE Assistant Chief position; and that this position and its budget expenditures be included as a part of the baseline budget in subsequent fiscal years, in addition to the Assistant Chief position previously approved in the FY2015 Budget.

Seconded by Mr. Williams.

Voting on the Motion: Supervisors Buona, Clarke, Delgaudio, Higgins, Letourneau, Reid, Volpe, Williams and York – Yes; None – No.


DEPUTY CLERK FOR THE LOUDOUN
COUNTY BOARD OF SUPERVISORS

CHAPTER XXX

NOTE: [The Codifier is authorized and directed to assign appropriate Chapter and Section numbers as part of the annual update incorporating new or revised ordinances into the Codified Ordinances of Loudoun County]

LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM

- | | |
|---|--|
| XXX.01 Short Title | XXX.06 Chain of Command/Certification Standards |
| XXX.02 Purpose | XXX.07 Code of Conduct and Discipline |
| XXX.03 Definitions | XXX.08 Financial |
| XXX.04 Governance Structure | |
| XXX.05 Companies/Line of Duty/Workers' Comp. | |

CROSS REFERENCES

XXX.01 SHORT TITLE

This chapter shall be known and cited as the "Loudoun County Combined Fire and Rescue System (LC-CFRS) Ordinance."

XXX.02 PURPOSE

The purpose of this chapter is to promote the public health, safety and welfare by establishing a framework for governance of the LC-CFRS to include, but not be limited to: system-wide discipline, financial reporting and training and certification standards for operating members of all volunteer and career fire and/or emergency medical services (EMS) companies.

XXX.03 DEFINITIONS

- A. "Combined System" or "LC-CFRS" means every volunteer fire-fighting and EMS organization formed pursuant to Va. Code Title 27 and authorized by the Board of Supervisors to operate as a fire-fighting and/or EMS organization within the geographic boundaries of Loudoun County or any of its incorporated towns, as well as the Loudoun County Department of Fire, Rescue and Emergency Management (DFREM).
- B. "System Chief" means the individual who has the responsibility of overseeing and leading the LC-CFRS, with the duties and responsibilities outlined in Section XXX.08 and who is the department head of the DFREM, or similarly named county government agency as established pursuant to Va. Code Title 27. The System Chief shall be hired and report to the County Administrator.
- C. "Department" means DFREM, or any other official name as may be established by the Board of Supervisors for the government agency established pursuant to Va. State Code Title 27 for the purpose of the provision of fire-fighting and EMS services. This department also is known as the "career company," or "career department."
- D. "System-Wide Procedures" ("SWPs") means the guidelines adopted and endorsed by the Executive Committee of the LC-CFRS, or the former Loudoun County Fire and Rescue Commission.

- E. "Volunteer Chief" means the individual selected by a volunteer company to serve as the leader of a volunteer fire-fighting or EMS organization organized pursuant to Va. Code Title 27.
- F. "Volunteer Company or Volunteer Companies" means a volunteer fire-fighting or EMS organization formed pursuant to Va. Code § 27-8 within the geographic boundaries of Loudoun County as provided for by the Board of Supervisors in accordance with Va. Code Title 27.
- G. "Company" means either a volunteer fire-fighting or EMS organization as defined in (G) above, or the DFREM as defined in (D) above.
- H. "Executive Committee" means the LC-CFRS policy making body with the membership, duties, and responsibilities as outlined in Section XXX.04.
- I. "Operations Committee" means the LC-CFRS policy making body, or bodies, which reports to the Executive Committee, with the membership, duties, and responsibilities as outlined in Section XXX.04 and which consist of the following: (1) Administrative Operations Committee ("AOC"); (2) the Fire Operations Committee ("FOC") and (3) the EMS Operations Committee ("EMSOC)."
- J. "SCSC" means the System Compliance Subcommittee of the AOC, with the membership, duties and responsibilities as defined in Section XXX.04.
- K. "EMS Council" means the Emergency Medical Council, Incorporated, which reports to the EMSOC, with the membership, duties and responsibilities as defined in Section XXX.04.
- L. "Operational Medical Director ("OMD")" or "Medical Director" means the licensed medical physician Chief who under their licensure is responsible for providing medical advice, guidance, and direction for the emergency medical services programs and activities managed by the LC-CFRS on behalf of the County government.
- M. "Code of Conduct," means the LC-CFRS' Code of Conduct as referenced in Section XXX.07 and by the LC-CFRS SWPs.

XXX.04 GOVERNANCE STRUCTURE

A. System Chief position established.

The position of System Chief is hereby established, and shall possess operational authority pursuant to Va. Code Title 27.

- 1. The System Chief shall be selected by the County Administrator.
- 2. The System Chief shall report directly to the County Administrator.
- 3. The System Chief shall serve as the head of the LC-CFRS and the chief executive of the LC-CFRS' governance structure as defined under this section.

4. The System Chief shall supervise and manage the duties and responsibilities of the career personnel of the DFREM as defined in his/her performance plan in accordance with applicable policies set forth in the Loudoun County Human Resources Handbook.
5. The System Chief shall have the authority, duties and responsibilities as established by this ordinance with respect to the LC-CFRS in the following areas:
 - a. full scope of fire prevention, fire suppression, hazardous materials, emergency medical services, emergency management and other related public safety operational and management functions as provided to the County and its incorporated towns.
 - b. formulation, administration and enforcement of the rules, regulations, policies and SWPs as established by the LC-CFRS governance structure including, but not limited to, disciplinary actions pertaining to service in the system.
 - c. executive management and administration of the LC-CFRS governance structure including working in conjunction with the Executive Committee and any other LC-CFRS committees, subcommittees and ad-hoc committees as necessary and as established under Section XXX.04 or newly-created outside of this ordinance.
 - d. serve as the highest appeal hearing officer for LC-CFRS disciplinary cases as set forth in Section XXX.11 and any relevant LC-CFRS SWPs which includes veto authority.
 - e. carry out other duties and responsibilities as assigned by the County Administrator with regard to the provision of fire-rescue services, and emergency management.
 - f. this position shall have the ability to establish, implement, veto and enforce LC-CFRS SWPs at his/her discretion.

B. Executive Committee established.

1. The Executive Committee shall be comprised of the following seven (7) voting members appointed and/or elected on an annual basis:
 - a. chairperson of the AOC as annually elected by a quorum of said committee;
 - b. chairperson of the FOC as annually elected by a quorum of said committee;
 - c. chairperson of the EMSOC as annually elected by a quorum of said committee;
 - d. the Operational Medical Director;
 - e. the DFREM assistant chief, or other career employee designee as annually appointed by the System Chief who serves as chairperson of the Executive Committee;
 - f. the career DFREM deputy chief of operations, or other designee as annually appointed by the System Chief;
 - g. the career DFREM deputy chief of EMS, or other designee as annually appointed by the System Chief;
2. The Executive Committee shall provide advice and counsel to the System Chief with regard to policies, procedures, strategic planning, finances, audits, training requirements and LC-CFRS-wide discipline of volunteer members and any other duties as assigned by the System Chief;

3. The Executive Committee serves as the highest level legislative policy making body for the LC-CFRS and is responsible for System-wide proposed guidelines for recommendation to the System Chief.
 4. The Executive Committee shall provide direction and receive input from the Operations Committees, subcommittees and ad hoc committees and others.
 5. The Executive Committee shall not have involvement in the rules, regulations, or policies of individual volunteer companies, DFREM, or county government unless these directly conflict with the LC-CFRS mission, goals and objectives as defined by the LC-CFRS governance structure.
- C. Administrative Operations Committee established. The AOC shall serve as a standing committee under the Executive Committee and the System Chief.
1. The AOC shall be comprised of the duly elected president or chairperson of the board of Chiefs for each volunteer company and one (1) member of the career staff appointed by the System Chief.
 2. The AOC shall be responsible for electing a chairperson annually who will also serve on the LC-CFRS Executive Committee.
 3. The AOC shall be responsible for providing advice, counsel and recommendations to the Executive Committee and/or the System Chief on matters pertaining to LC-CFRS SWPs which include but are not limited to the following: administration guidelines, policies, procedures, fiscal matters, recruitment and retention of volunteers and objectives of the volunteer companies, and other matters as may be deemed appropriate by the Executive Committee and the System Chief.
 4. The AOC shall appoint a System Compliance Subcommittee.
- D. System Compliance Subcommittee ("SCS") established. There is a standing subcommittee formed by the AOC which is created to address LC-CFRS disciplinary matters involving participation in the system by volunteer and career members of the LC-CFRS.
1. The size and composition of the SCS shall be determined by the AOC in consultation with the Executive Committee and the System Chief.
 2. Members of the Executive Committee and the System Chief may not serve as members of the SCS.
 3. The SCS will provide advice and counsel and provide recommendations to the Executive Committee and the System Chief on LC-CFRS-wide disciplinary policies and serious misconduct based upon the LC-CFRS Code of Conduct as referenced in Section XXX-11.
 4. The SCS shall be responsible for the timely hearing of all LC-CFRS-wide disciplinary action appeals by LC-CFR members including those of volunteer companies and the DFREM and will be responsible for reporting their decisions to the Executive Committee and the System Chief respectively.

E. EMS Operations Committee established. The EMSOC shall serve as a standing committee under the Executive Committee and the System Chief.

1. The EMSOC shall be comprised of the highest ranking qualified operational EMS officer in each EMS volunteer company, and one (1) member of the career staff appointed by the System Chief.
2. In order to participate on the EMSOC, a member must be from a company duly licensed by the Commonwealth of Virginia for the provision of EMS, and the company must hold a valid EMS license from the Virginia Office of EMS.
3. The EMSOC shall provide advice, counsel and recommendations to the Executive Committee and/or the System Chief and OMD on LC-CFRS matters pertaining to EMS and EMS rescue, as well as objectives of the volunteer companies and other matters as deemed appropriate by the Executive Committee and the System Chief.
4. The EMSOC shall be responsible for oversight of the EMS Council, Incorporated, Advanced Life Support (ALS) Committee, Basic Life Support Committee (BLS), or any other subcommittees and/or ad hoc committees created by the EMSOC for the purpose of assisting them with their objectives. The EMS Council, Incorporated reports to the EMSOC as part of the governance structure.
5. The EMS Council, Incorporated will serve in an advisory and subordinate role to the System Chief, the Executive Committee, EMSOC and the OMD.

F. Fire Operations Committee ("FOC") established. The FOC shall serve as a standing committee under the Executive Committee and the System Chief.

1. The FOC shall be comprised of one (1) operationally qualified fire chief from each volunteer company and one (1) member of the career staff appointed by the System Chief.
2. The FOC shall provide advice, counsel and recommendations to the Executive Committee and/or the System Chief on LC-CFRS matters pertaining to fire prevention and suppression and fire related rescue, as well as objectives of the volunteer companies and among others as deemed appropriate by the Executive Committee and the System Chief;
3. The FOC shall have oversight of any subcommittee and/or ad hoc committee it may create to assist with their duties and responsibilities.

XXX.05 RECOGNIZED FIRE AND RESCUE COMPANIES (LINE OF DUTY)

A. The following volunteer agencies are deemed to be instrumentalities of the County as recognized members of the Loudoun County Combined Fire and Rescue System:

1. Leesburg Volunteer Fire Company
2. Purcellville Volunteer Fire Department, Incorporated
3. Middleburg Volunteer Fire Department, Incorporated
4. Round Hill Volunteer Fire Department Incorporated
5. Hamilton Volunteer Fire Department

6. Ashburn Volunteer Fire and Rescue Department
7. Aldie Volunteer Fire Department
8. Philomont Volunteer Fire Department
9. Arcola-Pleasant Valley Volunteer Fire Department, Inc.
10. Lucketts Volunteer Fire Company, Incorporated
11. The Sterling Volunteer Fire Company, Inc.
12. Lovettsville District Fire and Rescue Co., Inc.
13. Loudoun County Volunteer Rescue Squad, Inc.
14. Purcellville Volunteer Rescue Squad, Inc.
15. The Sterling Park Rescue Squad, Inc.
16. Hamilton Volunteer Rescue Squad, Inc.

B. The Loudoun County Department of Fire, Rescue and Emergency Management, established pursuant to Va. Code Title 27, is recognized as a member of the Loudoun County Combined Fire and Rescue System.

XXX.06 CHAIN OF COMMAND

A. The System Chief shall establish an integrated chain of command for volunteer members of the LC-CFRS and career employees of the DFREM.

1. The System Chief, under the advice, counsel and recommendation of the Executive Committee, shall utilize the training and certification standards for all duly qualified career and volunteer fire and EMS officers and ranks as stipulated by the SWPs for determining operational eligibility.
2. Qualifications for operational certification at each rank for career and volunteer personnel shall be in accordance with policies established by the System Chief with the advice and counsel of the LC-CFRS governance structure.
3. Volunteer companies may appoint officers who do not meet operational training and certification standards to the LC-CFRS governance structure.
4. The operational authority of volunteer administrative officers shall be commensurate with their level of operational certification under established officer qualifications.

XXX.07 CODE OF CONDUCT AND DISCIPLINE

A. There is hereby established a LC-CFRS Code of Conduct which shall apply to all members of the LC-CFRS as follows:

1. As a basic condition of operating within the LC-CFRS, all personnel have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust and protects the county's resources. To this end, all LC-CFRS members have a responsibility to:
 - a. Perform their duties to the very best of their abilities and in a manner that is efficient, cost-effective and meets the needs of the public.

- b. Demonstrate integrity, honesty, and ethical behavior in the conduct of all company and LC-CFRS business.
 - c. Ensure that their personal interests do not come into conflict with their official duties, resulting in a real conflict of interest or the appearance of a conflict of interest when dealing with vendors, customers, and other individuals doing business or seeking to do business with Loudoun County government, or their respective volunteer company;
 - d. Ensure that all county and volunteer company resources including County and company funds, equipment, vehicles, and other property are used in strict compliance with rules and regulations of the LC-CFRS and solely for the benefit of the LC-CFRS and those of our citizens, visitors, and mutual aid partners.
 - e. Conduct all dealings with the public, peers, and other organizations in a manner that presents a courteous, professional and service oriented image of the LC-CFRS, the Loudoun County Government and the volunteer companies.
 - f. Treat the public and other LC-CFRS members fairly and equitably without regard to race, color, religion, sex, national origin, disability, political affiliation, sexual orientation, gender identity, or other non-merit factors.
 - g. Avoid any behavior that could be considered misconduct as defined by the System Chief of the LC-CFRS.
- B. Any amendment to the LC-CFRS Code of Conduct must be performed in conformance with the LC-CFRS governance structure decision making process as established by the LC-CFRS SWPs.
 - C. No volunteer company code of conduct shall countervail what is prescribed within this ordinance, although a company may make its own Code of Conduct more restrictive than the one set forth herein.

XXX.08 FINANCIAL AUDITS

This hereby establishes that there shall be regular financial audits of all volunteer companies using appropriate audit procedures as prescribed by the Loudoun County government with full cooperation of the companies, the LC-CFRS governance structure and the System Chief.