

Agenda
Administrative Operations Committee
April 14, 2016
801 Sycolin Road

1930 Hours

1. Call to Order
 - a. Approval minutes of 3/10/16 meeting (attached)
2. Update on Key Issues
 - a. Update on Executive Committee activity (AC Tobia)
3. Subcommittee Reports
 - a. Budget Subcommittee – schedule and update for FY 17 data collection (Dave Short)
4. Discussion Topics
 - a. Social Media Draft SWP (attached)
 - b. Use of Personal Electronic Devices Draft SWP (attached)
 - c. Awards and Recognition Draft SWP (attached)
5. Action Items
 - a. NFPA 1582 Physicals – AC Tobia (attached)
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. Announcements
8. 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**

March 10, 2016

The March meeting of the Administrative Operations Committee was held on Thursday, March 10, 2016 in the DTCL Large Conference Room at 801 Sycolin Road. Chairman Quin presided and called the meeting to order at 1930 hours. The following were in attendance:

Co. 1	Mark Arend
Co. 2	Brad Quin
Co. 4	John Moring
Co. 5	John Malone
Co. 6	Absent
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	Jamil Scott
LCFR:	AC Matt Tobia, Christine Langley-Obaugh

Minutes

Motion: A motion was made by Aaron Kahn to approve the February 11, 2016 minutes. The motion was seconded by Jamil Scott, Company 17.

Vote: Approved with a vote of 13-0-1-2 with Jen Ferguson abstaining.

Update of Key Issues:

Executive Committee Update:

Chief Tobia relayed that he relies on the Presidents to distribute the Action Reports from the Executive Committee. Should anyone have any questions, please direct them to Chief Tobia.

Chief Tobia stated that the DRAFT SWP on Volunteer Physicals will go before the EC on April 26th.

Subcommittee Reports:

Background Process Subcommittee Survey Monkey:

Jamil Scott provided several handouts regarding the background survey and discussed the process. Jamil stated it is important to determine how long the process is taking and in addition, we need to ask ourselves if the process is adequate.

At this time, according to Chief Tobia, there are nine companies that are using the County's background process. It should be noted, in doing so, it does not cost the volunteer companies any money. Chief Tobia also advised that all Companies will have access to the electronic fingerprinting process once it has been established. The new electronic process will allow local jurisdictions to send fingerprints directly to the FBI. It should be noted that applications will need to be made for ORI and VCIN numbers and equipment will need to be purchased through the State Police. Chief Tobia announced that it could be six months to one year before we can begin the electronic process, however, the new protocol should expedite the results.

President Quin stated that the FBI requires a letter from the Company affirmatively indicating that the background has been completed in accordance with the FRG. Further, Chairman Quin stated that the County does not inject judgement. It should be noted that the fingerprint process only reveals Felonies or Class 1 Misdemeanor convictions. Should charges be pending, one will not be aware thus a comprehensive background is vital. In other words, no one should rely on the fingerprint process alone.

All feedback regarding the background process should be returned to Jamil Scott. It is also imperative to determine who has access to the information and how the information will be secured. Jamil can be reached via cell at (703) 283-7942.

Chief Tobia informed the AOC that driving checks can be conducted and that Karen McQuaid can arrange for potential members to go to the DMV along with a completed form.

It was agreed upon that the background survey could go live within the next two weeks.

Budget Sub-committee:

Dave Short advised that there are several issues in which the sub-committee will be focused on to include:

- 1) The ability to better capture facility costs
- 2) The determination of funding levels
- 3) The examination of rolling averages for expenses
- 4) The possibility of new values

Dave Short stated that the overall goal will be to keep the system current and maintain the principles in which the sub-committee is built on. He submitted that it is important to increase transparency while decreasing any doubt. In doing so, the development of an increased level of trust between the Volunteers and the County can occur. Dave advised that the committee has not met yet. It should be noted handouts for the new Presidents were provided relative to the background and history of the Funding Algorithm.

Chairman Quin alerted the AOC that the first request for data will occur in early June. Dave

Short added that an estimate for the complete year will be requested, however, a follow-up for the real numbers will also take place. All may wish to have Companies confirm regarding apparatus data as certain items may not be included.

Chief Tobia proposed a date of March 26th for the Budget Sub-Committee to convene.

Discussion Topics

NFPA 1582 Physicals

Chief Tobia asserted that the DRAFT SWP on Volunteer Physicals does not reflect any changes to how business is conducted today with the exception of one area, the Volunteer Battalion Chief's Program. Chief Tobia stated that on an annual basis, all system members, career and volunteer, are required to be fit tested for those individuals that intend to enter an IDLH environment. A component of the fit testing for career personnel actually requires the medical evaluation. But, because a medical evaluation of our volunteer personnel is not required, volunteer personnel are required to sign a waiver. The system offers a physical at no charge to any system member that would like one. It should be noted that fifty members requested a physical this year, however, no formal process had been documented thus the need for the SWP for candidates and incumbents. Chief Tobia stated that incumbents will be evaluated by the incumbent standard for their position. The big difference in the Chapters according to Chief Tobia is the frequency in which one would be required to have a stress test. For example, if you are a candidate and twenty-five, one will receive a stress test, but will not require a secondary test until the age of thirty. The reason behind this is that the likelihood of someone suffering a cardiac related event between 25 and 30 remains low. Chief Tobia also advised that nationwide there is no standard for EMS only providers to get a physical. In that respect, you have the OSHA physical. To ensure standardization in the language of the SWP, several words will be remedied.

Chief Tobia stated that if the policy is passed, then on July 1st of this year, a requirement would be in place for the Volunteer Battalion Chiefs to receive an annual NFPA 1582 physical. Interestingly enough, approximately half of the Volunteer Battalion Chiefs were already under the impression that this was a requirement. In addition, about half of the Volunteer Battalion Chiefs are already receiving physicals as they are also part-time instructors and those that are teaching firefighting must have the NFPA 1582 physical. Chief Tobia reminded the AOC that the physicals would be provided by the County at no cost.

Therefore, Chief Tobia submitted that the Draft SWP on Volunteer Physicals is an effort to standardize and memorialize a mechanism by which individuals who desire a physical can obtain a physical. Chief Tobia also shared that if one chooses to undergo an annual physical, one would become part of the annual physical cadre and a notice would be received by email two months in advance of one's birth month. It will be the volunteer's responsibility to sign up and schedule and participate in the physical. At that point, the County will receive a "clear" or "interim status" or "not clear". Chief Tobia advised that a career member went for his annual physical last week and went directly from the stress test to follow up care and likely saved his life as he was unaware regarding an underlying condition.

Discussion ensued. Chief Tobia explained the only determination about eligibility to suspend system wide activities operationally is the medical provider. Chief Tobia also clarified that if a physician pulls someone off the line, then the reason why is not communicated. The only thing that occurs is a phone call stating that the firefighter is not operationally eligible. In this case, the Office of Health and Safety would contact the Chief Executive Officer of the Company and notify them that the individual is no longer operationally eligible. Chief Tobia advised that one may also receive an interim report whereby the member would need to follow-up, but they can remain operationally active (ex. Hypertension). Most commonly, a secondary physical is not warranted in this instance. Regarding candidates, if they should fail a physical, then they are not eligible to re-apply for a period of twelve months. To clarify, the County relies on physicians to make the judgement calls. In addition, Chief Tobia stated that there are times when the NFPA standard does not speak to a particular issue (ex. Mental Acuity).

Discussion also took place regarding ADA. Chief Tobia shared that Loudoun County has recently made a determination that it is not required to engage in an interactive process on an assertion of a request for an accommodation under ADA because volunteers are not employees of the County for purposes of the ADA. Chief Tobia explained the same is true for a career candidate as they are not considered an employee and therefore they do not have the right to assert a request for an interactive process under ADA.

Chair Quin advised that they have put 110 people through the NFPA 1582 since its inception. Further, President Quin stated that they have had 6 failures, in which all of them were related to hearing or eye sight or some skeletal motor condition, not a stress test.

Further discussion also occurred regarding the legal rights of potential members. Chief Tobia stated no one has an inherent right to be a firefighter or an EMT. Chief Tobia asserted that one cannot sue for the right to be something that they are not. Chief Tobia stated he is not aware of any current case law related to NFPA 1582 not being upheld.

Further questions arose regarding whether or not volunteers are covered by ADA. Chief Tobia stated it was his belief that a member of an organization can make an ADA claim. The difference is belonging to an organization and being an operational member of the system. Chief Tobia further explained that in order for an individual to be operationalized in Loudoun County they have to pass this process. Chief Tobia relayed that one can admit, in accordance with OEMS guidelines, anyone to a company as a corporate entity. Aaron Kahn further explained that they are subject to some ADA, whereby they have made ADA exceptions for some with autism. In that, the members passed their physicals but needed additional time to get through EMT class. A note from their doctor was requested and received and then the Company works with the individual to determine what the timeline should be for that person. Chief Tobia surmised that the ADA is intended to be an interactive process in which a reasonable accommodation is sought and evaluated and then a determination is made. Chief Tobia stated it is not a blanket escape.

Chief Tobia asked the AOC to cogitate on the document and be prepared at the next AOC meeting to take a position on it so that it can move forward to the April 26th Executive Committee meeting.

Action Item/New Business:

No motion necessary regarding the background check survey.

Regarding the Draft SWP on Volunteer Physicals, a vote will be tallied at the April AOC meeting.

Information Sharing Across Volunteer Councils and Committees

Recruitment and Retention Committee- Chief Tobia asserted that Rick Etter is the Chair of the R&R Committee, however, he has been looking after his wife following a surgery.

Chief Tobia advised that there was a statewide networking recruitment and retention group at the recent Virginia Fire Chief's Association Conference in Virginia Beach. Chief Tobia asserted that the group had tremendous participation by system members with a great panel discussion. Chief Tobia also stated that many people from around the State were impressed with what Loudoun is doing with recruitment and retention. In many ways, Loudoun is leading the way in Recruitment and Retention.

DFREM- Chief Tobia informed the AOC that the Governor signed into legislation the change to the EAP law. Chief Tobia credited Chief Brower as the individual who spearheaded the effort. Chief Brower found sponsors, wrote the draft legislation and got the legislation passed. That legislation will now permit the County, effective July 1st, to take over payment for EAP services for all volunteer fire and rescue personnel in the system as well as their spouses and their dependents. Clearly, this effort is a concrete demonstration of Chief Brower's commitment to all system members.

Aaron Kahn suggested that all may want to examine their contracts with Lytle for cancellation notices. Chief Tobia clarified that Beth Gilley with Lytle will not have an issue with the change.

Chief Tobia updated the AOC on the County budget process which is presently on-going. Chief Tobia stated that Chief Brower has presented and that the budget includes:

- 1) No changes to the annual contribution to the Volunteer Companies
- 2) Funds the \$37,000 annual cost of the VFIS supplemental insurance program
- 3) Funds the 3 million dollar apparatus program

Chief Tobia advised a couple of extra enhancements were requested and looked at favorably, however, we will not know until the budget is struck. The tax rate and the budget will be settled on April 5th. Chief Tobia stated the current tax rate is \$1.135. It should be noted that Chief Tobia advised that in past years, the budget was proposed to include the enhancements that the County Administrator identified as being worthy of funding. This year, Chief Tobia explained, the County Administrator proposed a base budget with zero enhancements, a base budget with enhancements and a base budget with critical needs. Enhancements are those that are recommended according to Chief Tobia. For further explanation, Chief Tobia submitted that critical needs are a lower priority, but still worthy of consideration. The base budget allowed the tax rate to remain unchanged. The base budget with enhancements raised the tax rate by about

a penny which translates into 10 million dollars of revenue. To fund the full critical needs would be a two cent increase over the existing tax rate. (Note: According to Chief Tobia, the Governor just passed an elimination of proffers bill which will hurt Loudoun.)

Regarding EMS reimbursements, the County is preparing to send out first and second quarter fiscal year 2016 reimbursements thus the Volunteer Companies will be receiving checks. Please be aware that the ordinance requires the program to completely fund itself. The system-wide policy is available on the website for review and as a reminder, all revenue comes in and the administrative costs come off the top. Afterwards, the rate per transport is set by the total amount of revenue divided by the total number of transports which determines the rate per transport. In an effort to ensure the maximum amount of money would come forward to the Volunteer Companies, the County has made the decision to absorb the entire first year administrative costs out of its own portion of the revenue. Thus, all of the start-up costs, rather than being borne by everyone, will now be borne by DFREM alone. Chief Tobia advised that all will routinely see the effective revenue rate fluctuate based on money collected and transports. A statement will be transmitted along with the check which offers full explanation of the numbers. In addition, a memo was distributed which describes all components of the process. (The first two quarters resulted in a number close to \$765,000).

Chief Tobia informed the AOC that the next round of process audits kicked off last evening with five companies participating. A secure communication mechanism has been put in place for sharing documents. A secure site will have a password and login etc. Chief Tobia stated it will be necessary to do some follow-up on the audits that occurred last year. To further explain, additional process steps will be defined regarding addressing identified deficiencies.

Chief Tobia stated CAD continues to be updated and a Mobile CAD Demo informational session took place. An additional informational session will occur on 3/12/16.

Chief Tobia reminded the AOC that Chief Shank is now the Chief of Training and he is making great strides forward to continue to improve training efforts.

Chief Tobia stated that graduations were recently held for Fire and two EMT classes. All were well attended.

Chief Tobia submitted that the ATL Committee has met and is continuing to consider how they want to fund projects within the system. Chief Tobia stated a rumor is circulating that there is a contemplation of reducing company's annual base line contribution. Chief Tobia asserted that this rumor is false. Chief Tobia informed the AOC that there is ongoing discussion about system-wide positions including training positions to ensure that we are meeting system-wide training needs as they continue to increase.

Jay J. Brown advised the AOC that from the EMSOC, Chairman Andrews stated there were a number of issues that were pending. One issue that will be concerning to the AOC will be the Ambulance Standards Committee. The hope is for a county wide uniform standard.

Announcements-

A thought regarding a friendly EMS skills competition was posed to the group with consideration given to possibly holding it at the Loudoun County Fairgrounds annually. Several members were willing to share thoughts and ideas.

The 60th anniversary for Philomont Volunteer Fire will be this year and they are considering the last weekend in August for a celebratory event.

Sterling's 50th anniversary celebration will be August 20th.

John Moring sent an email to AOC members regarding station security camera systems. John appreciates all feedback regarding vendor information.

A First Responder event with various technologies will be taking place in April in Indianapolis. Jamil offered to present if there was interest.

Aaron Kahn stated two members will head to Germany through an exchange program in May. Rick Pearsall and Eric Almond will be participating.

Aaron would like feedback on VAVRS as they are examining a renewal at this time and are hesitant to renew. Aaron stated they are considering starting their own exchange program whereby they would rotate between Canada and Western Europe. Chief Tobia stated VAVRS does have a rescue college that is extremely well attended and well received. Discussion also ensued regarding representation and direction.

Chair Quin stated they are about to enter their annual April Ride the Firetruck to School raffle which is a popular raffle. Chair Quin also advised that they will be applying for a SAFER grant.

Chair Quin polled the AOC members' reference venue. Please share your points of view with Chairman Quin. An email will follow. Discussion also ensued regarding conference calls, go to Meetings, webcasts and electronic committee meetings.

Jay J. Brown stated in conjunction with EMS week, they will be doing a child safety seat inspection at the station on May 21st. In addition, a town hall meeting will be held at the annex on 3/28/16. Discussion also ensued regarding Google docs.

A motion was made by Jay J. Brown to hold the April AOC meeting in the DTCL Large Conference Room at 801 Sycolin Road. The motion was seconded by Andy. The motion carried.

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, April 14, 2016 at 1930 hours at 801 Sycolin Road, DTCL Large Conference Room.

Respectfully submitted:

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

DRAFT

Budget Sub-Committee

Items for consideration by the AOC as a whole:

1 - Using a three year average for consideration. The draft allocation will be calculated using FY 13, FY14 and FY15 actuals. This draft number will be provided at the June AOC meeting. The final allocation will be calculated using FY14, FY15 and FY16 actuals. The final number will be provided at the August AOC meeting.

2 - Capital Assets (Engines, Trucks, Tankers, Rescues, Ambulances, etc...)

- We will no longer fund for reserve apparatus. (assume use of county spares)
- Removal of the fast/slow company discriminator
- All engines will assume a 10 year life span, trucks 15 year, ambulances 4 year
- The replacement values for apparatus to be updated to:
 - Engines = \$650K
 - Aerial = \$850K
 - Ambulance = \$275K
- All companies are asked to bring in their fleet numbers at the May AOC meeting

3 - Safety Center payments: all companies operating a safety center are asked to provide a breakdown of what the monthly rent payment covers.

4 - Capital Assets (buildings) Explore using a \$/sqft estimate. All companies are asked to bring in an estimated measurement of the living space (HVAC), roof size and parking lot size.

5 - EMS Billing will be considered as an income source for FY16.

The next finance subcommittee meeting will be held on Saturday, April 23 @ 8:00am, Station 6.

David Short

Fire Chief

Sterling Volunteer Fire Company

www.sterlingfire.org

571 259 9858

Date of Meeting: March 29, 2016

LC-CFRS EXECUTIVE COMMITTEE ACTION ITEM

SUBJECT: Social Media and Use of Electronic Devices Policies

PRIMARY SERVICE AREA: System-wide

CRITICAL ACTION DATE: March 29, 2016

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

PURPOSE: The purpose of this item is to introduce two new policies to the LC-CFRS for consideration of adoption.

RECOMMENDATION: Staff recommends that the EC of the LC-CFRS adopt the attached policies with consideration of referral to the System-Wide Sub-Committees for review and comment.

BACKGROUND: The rise of social media as a mechanism for public safety agencies to transmit and communicate critical information to the public has become a significant enhancement in public safety interaction. We are able to reach a much larger segment of our communities and allowed community members at large to access the services provided by the member agencies of the Loudoun County Combined Fire and Rescue System. This has, without a doubt, yielded measurable benefits for our community and for our collective effectiveness.

Simultaneously, the speed with which information is shared via social media, often without being verified or vetted, challenges us to protect our reputation as a trusted provider of emergency services. Without guiding policies, System members are left to determine for themselves what information should or should not be shared, and under what circumstances the sharing of information actually endangers the public and our credibility. The challenges of balancing free speech rights with safeguarding the public is an ever-present task and one that courts across the Country continue to struggle with as they attempt to manage expectations.

Nothing in these policies is intended to abridge the rights of private citizens while engaging as private citizens in their democracy. Having said that, the System does have an affirmative obligation to ensure that System-members conduct themselves in accordance with our core values, adhering to policies and procedures designed to protect them and the System as a whole.

Several System organizations already have policies addressing the use of Social Media and Personal Electronic Devices and nothing in these policies precludes any organization from considering policies that are more restrictive than those set forth herein. Conversely, there are many organizations that do not have any guiding policies and these two new procedures are meant to codify a *minimum set of expectations* that apply System-wide.

These policies were originally drafted by LC-CFRS System member Matthew Shultz (Company 10) who completed this work as a component of his Bachelor's Capstone Project. He has committed a tremendous amount of time, energy and effort to these policies and his efforts are recognized and appreciated. Battalion Chief Jamie Cooper (Battalion 602) also worked with V/BC Shultz on the documents. Thereafter, the DRAFT policies were reviewed by the System-Wide Public Affairs Officer (Mary Maguire) and Public Information Officer (Laura Rinehart). The County Public Affairs Officer (Glen Barbour) also reviewed the draft policies and provided valuable guidance. Finally, the policies were reviewed and edited by Milissa Spring, Deputy County Attorney. All of these System members committed considerable effort to bring them to the drafts now under consideration.

ISSUES: There have already been several high profile cases in which System members have been dismissed or disciplined for posting messages and or sharing information obtained as an instrumentality of the System that violated confidentiality rules. Without a standard set of policies to guide System member actions, we will continue to face these challenges on a case-by-case basis without a consistent set of practices to use as an evaluative tool when reviewing potential disciplinary action. Fortunately, the decisions of individual System members, while troubling, has not proven catastrophic, mainly due to the prompt attention given to each incident. However, it would be naïve to not admit that we are one social media post away from being on the front page of the Washington Post. Although controversial, failing to establish policies in these areas would be irresponsible at best, and potentially criminally and civilly risky at worst.

FISCAL IMPACT: There are no immediate fiscal impacts to this motion and policies.

DRAFT MOTION(S):

I move that the Executive Committee send the draft SWP: *Social Media Policy* and the draft SWP: *Use of Personal Electronic Devices* to the EMS Operations Committee, Fire Operations Committee, and the Administrative Operations Committee for review. Further, I move that the Executive Committee ask that a recommendation be brought back to the Executive Committee for consideration at the May 2016 meeting.

-or-

I move that the Executive Committee adopt the draft SWP: *Social Media Policy* and the draft SWP: *Use of Personal Electronic Devices* as presented.

-or-

I move an alternate motion.

ATTACHMENTS:

Attachment 1: SWP: Social Media Policy

Attachment 2: SWP: Use of Personal Electronic Devices

	LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM SYSTEM-WIDE PROCEDURE (SWP)
TITLE	Social Media 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 stated beliefs. Engaging in social media and social networking activities is a form of speech. Nothing in this policy is intended to unlawfully restrict a member's right to discuss, as a private citizen, matters of public concern.

Definitions:

- **Social media** is a Web- or mobile-based means of mass communication allowing for interaction amongst users, moving information between a news source, an individual and/or a broader community in the form of interaction and dialog. Social media websites are either publicly accessible or accessible to invited guests, in order to create, view or update the content. Social media sites include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, YouTube, Pinterest, LinkedIn, Flickr, Google+, blogs, commenting on online media reports, and other similar communication platforms or channels.
- **Loudoun County Combined Fire Rescue System:** "Combined System" or "LC-CFRS" includes every volunteer fire-fighting and EMS organization recognized pursuant to Chapter 258 of the Codified Ordinances of Loudoun County and authorized by the Board of Supervisors to operate as a fire-fighting and/or EMS organization within the geographic boundaries of Loudoun County, or any of its incorporated towns, as well as the Loudoun County Department of Fire, Rescue and Emergency Management (LCDFREM) and all of its employees.

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- **Spokesperson for the System** includes any System member who is authorized to make a statement on behalf of the System in his/her capacity as a member of the System, or in such a way that it may reasonably be attributed to the System, Any such authorization must be given by the Incident Commander, Chief of System or designee.
- **Hate speech** is speech that identifies, in a negative manner, a person or group on the basis of attributes including race, ethnic origin, national origin, skin color, gender (including status as pregnant or nursing), religion, disability, gender identification, age, or sexual orientation, including a level of intolerance or hostility that is incompatible with a commitment to serve all members of the community.

Procedure:

1. System members who identify their affiliation with the LC-CFRS on personal website(s) shall provide a disclaimer on said personal website(s) to explicitly state that their statements are not intended to represent the Combined System. (An example of such a statement is: “The posts, opinions and/or views being expressed on this site are my own and do not necessarily reflect the views of the *Loudoun County Combined Fire and Rescue System (LC-CFRS)*”).
2. LC-CFRS members authorized to utilize social media on behalf of the LC-CFRS in emergency response and non-emergency capacities shall include: the System Chief and designee(s), Staff Duty Officers, Incident Commanders (or designee), and the LC-CFRS Public Information Officer (PIO) (or designee).
3. LC-CFRS maintains official social media platforms (e.g. website, Instagram, Facebook, Twitter). Any other social media accounts are considered personal use, and each individual is responsible and potentially accountable for posted content on such personal sites.
4. System members’ use of social media sites shall be in accordance with all applicable System –Wide policies regarding confidentiality, harassment, and the System-wide code of conduct.
5. No member of the System will, while speaking as a private citizen on a matter of public concern, do so in such a manner as to cause actual harm or disruption to System operations.
6. System members are not usually protected when speaking on matters that are not of public concern. Personal grievances, complaints about conditions of employment, or expressions about other matters of personal interest do not constitute speech about matters of public concern that are protected by the First Amendment, but are matters more immediately concerned with the self-interest of the speaker as an employee.
7. System members shall not engage in speech that is false, deceptive, libelous, slanderous, intentionally misleading, or causes harm to others, including speech that constitutes hate speech, or is harassing in nature; nor shall members discuss or post on a social media site protected or confidential matters of the System, including:
 - a. Investigations (to include, but not limited to: criminal investigations, fire and/or explosive origin and cause investigations, accident or collision investigations);
 - b. Patient Protected Health Information (as defined in the Health Insurance Portability and Accountability Act – “HIPAA”);
 - c. Personnel matters that are protected from disclosure by law;

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- d. Protected controlled unclassified information, provided by federal, state, or local government partners, for System operational situational awareness (often labeled FOR OFFICIAL USE ONLY);
 - e. Information protected from public release under a Freedom of Information Act (FOIA) exemption.
 - f. Policies and Procedures of the LC-CFRS that are not for public dissemination (e.g. Station and Personnel Safety and Security; Response to Active Violence Incidents).
8. Violations of this SWP may result in disciplinary action up to and including dismissal from the System, as determined by the System Chief.
 9. The use of personal web and social media while on-duty is prohibited during emergency response which begins at time of initial dispatch and continues through the time the unit returns to quarters. Only authorized personnel as described in #2 herein may conduct social media updates during emergency operations.
 10. Supervisors of System members shall not require personnel under their supervision/management to accept a request to join their social media circle.
 11. When social media impersonation of a System member is discovered, notification shall be made to the member's chain-of-command and reported to the Chief of System as soon as practical, due to potential negative impact on the reputation of the System.
 12. System-affiliated entities (LC-CFRS organizations) who operate their own social media platforms shall not publish content which includes, but is not limited to, the following:
 - a. Matters that are under investigation (to include, but not be limited to: criminal investigations, fire and/or explosive origin and cause investigations, accident or collision investigations;
 - b. Any information that is protected by HIPAA;
 - c. Personnel matters that are protected from disclosure by law;
 - d. Protected controlled unclassified information, provided by federal, state, or local government partners, for System operational situational awareness (often labeled FOR OFFICIAL USE ONLY); and
 - e. CAD Information, protected by Loudoun County Fire and Rescue System Guideline 6.2.1 Confidentiality of CAD Information
 - f. Policies and Procedures of the LC-CFRS that are not for public dissemination (e.g. Station and Personnel Safety and Security; Response to Active Violence Incidents).
 13. Information protected from public release under a Freedom of Information Act (FOIA) exemption. The LC-CFRS name and associated logos are not to be utilized, disseminated, sold or reproduced without permission of the System Chief, or designee.
 14. All System members are responsible for protecting confidential information. System members seeking clarification regarding protected information or experiencing difficulty with that responsibility can seek free, confidential assistance through:
 - a. Direct supervisor, following chain-of command;
 - b. Employee Assistance Program

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

Scope:

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

Purpose:

To provide guidance to LC-CFRS members by clarifying the boundaries for the personal use of digital devices (including, but not limited to: mobile phones, smartphones, tablets, personal computers and digital cameras) while on duty in the following ways:

- Acknowledging that the inappropriate use of personal digital devices may lead to actual harm and disruption to the LC-CFRS, such as negatively impacting the public's perception of the organization;
- Acknowledging that the inappropriate use of personal digital devices may delay or otherwise adversely impact a member's ability to focus on incident priorities; and
- Acknowledging that the inappropriate use of personal digital devices may inhibit a member's ability to protect patient information and jeopardize the integrity of ongoing investigations. Photos, video, or recordings of any type while on-scene that are inadvertently released publicly, including on personal social media accounts, potentially violate privacy and/or confidentiality laws.

Definitions:

Social media is considered to be a Web- or mobile-based means of mass communication allowing for social interaction, moving information between a news source, an individual and/or a broader community in the form of interaction and dialog. Social media sites are either publicly accessible or accessible to invited guests, in order to create, view or update the content. Social media includes, but is not limited to, Facebook, Twitter, Instagram, Snapchat, YouTube, Pinterest, LinkedIn, Flickr, Google+, blogs, commenting on online media reports, and other similar communication platforms or channels.

Loudoun County Combined Fire Rescue System: "Combined System" or "LC-CFRS" includes every volunteer fire-fighting and EMS organization recognized pursuant to Chapter 258 of the Codified Ordinances of Loudoun County and authorized by the Board of Supervisors to operate as a fire-fighting and/or EMS organization within the geographic boundaries of Loudoun County, or any

of its incorporated towns, as well as the Loudoun County Department of Fire, Rescue and Emergency Management and all of its employees.

Spokesperson for the System includes any System member who makes a statement on behalf of the System in his/her capacity as a member of the System, or in such a way that such statement may reasonably be attributed to the System, as opposed to making the statement as a private citizen. Individuals functioning in this capacity must be authorized by the Incident Commander, Chief of System or designee.

Hate speech is speech that identifies, in a negative manner, a person or group on the basis of attributes including race, ethnic origin, national origin, skin color, gender (including status as pregnant or nursing), religion, disability, gender identification, age, or sexual orientation, including a level of intolerance or hostility that is incompatible with a commitment to serve all members of the community.

Public Record: In accordance with the Virginia Freedom of Information Act, public records are letters, words or numbers, or their equivalent, set down by handwriting, typewriting, printing, photostating, photography, magnetic impulse, optical or magneto-optical form, mechanical or electronic recording or other form of data compilation, however stored, and regardless of physical form or characteristics, prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. Records that are not prepared for or used in the transaction of public business are not public records. [Virginia State Code § 2.2-3701]

A public record is determined by the content of the record, not the device on which it is found; as a result, personally owned devices may hold public records if the user, creator or owner of the record chooses to use such a device to capture or store the record.

Procedure:

1. The use of personal electronic devices while on-duty is prohibited during emergency response which begins at the time of initial dispatch and continues through the time the unit returns to quarters.
 - a. LC-CFRS members authorized to capture photographs, images, videos, and/or audio on behalf of the LC-CFRS during emergency response shall include: the Incident Commander (or designee), Staff Duty Officer(s), Chief of System (or designee), LC-CFRS Public Information Officer (PIO), LC-CFRS Safety Officer, Loudoun County Fire Marshal and/or law enforcement agency, or other investigatory agency or department as permitted under law.
 - b. Personal mobile phone exemption may be allowed for voice communications only, when approved by the Emergency Medical Services (EMS) Attendant-in-Charge (AIC), Fire Unit Officer or Incident Commander in support of scene or incident operations. Examples may include communications with a hospital, poison control center, emergency communications center(s), emergency point(s) of contact for the incident, hazardous material (HAZMAT) reference entity, Federal, state, and/or local government support. Personal calls of an emergent nature may also be authorized by appropriate authority as identified above.

2. Images, photos, videos, and/or audio shall not be recorded while on-duty using personal electronic devices, with the exception of station duties, training, and/or non-emergency documentation. Such images could be subject to release under FOIA if determined to be a public record.
3. Images, photos, videos, and/or audio captured by an authorized on-duty System member at the scene of an emergency call for the purposes of historical record shall forward a copy of the captured media to the LC-CFRS PIO for cataloguing and retention. Once receipt is acknowledged by the PIO, the original captured media on the System members' device(s) shall be destroyed.
4. Images containing identifiable patient information are protected as medical documentation under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and/or Health Information Technology for Economic and Clinical Health Act (HITECH).
5. No images, video, and/or audio may be shared, transferred or reproduced, unless required for patient care purposes and then only to the medical professionals involved in the care of that patient; as required by law, or for law enforcement activity.
6. No images, video, and/or audio captured by on-duty personnel may be sold or used for private or commercial purposes outside of the System under any circumstances.
7. Off-duty LC-CFRS members shall not use their affiliation to gain access to areas of an emergency scene that the general public is not able to access.
8. Use of personal helmet, dashboard, window, and body cameras are prohibited.

**LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM
EXECUTIVE COMMITTEE
ACTION ITEM**

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SUBJECT: SYSTEM-WIDE PROCEDURE – *AWARDS AND RECOGNITION*

PRIMARY SERVICE AREA: SYSTEM-WIDE

CRITICAL ACTION DATE: March 29, 2016

SYSTEM CONTACT: Assistant Chief Keith H. Johnson, Executive Committee

PURPOSE: The purpose of this item is to introduce the new *System-Wide Awards and Recognition* procedure to the Loudoun County Combined Fire and Rescue System (LC-CFRS) for consideration of adoption.

RECOMMENDATION: Staff recommends that the Executive Committee (EC) of the LC-CFRS adopt the attached procedure with consideration of referral to the System-Wide Sub-Committees for review and comment.

BACKGROUND: Loudoun County currently has various awards that are issued to its members to include but not limited to Volunteer Recruitment and Retention Awards, the Loudoun County Chamber of Commerce Valor Awards, Specialty Awards, Program Completion awards and awards issued by the Training Division. We have no central policy describing our current awards, no repository for the submission of awards and no central policy providing guidance on the nominations of individuals or groups.

On May 20, 2015, the EC approved the establishment of an Ad-HOC committee of the EC for the purpose of developing a System-Wide Awards Committee. Subsequently on June 30, 2015, the EC selected the individuals to serve on this ad-hoc committee. It became the intention of LC-CFRS to accept recommendations for recognition of significant acts made by its members and private citizens. LC-CFRS members will make recommendations of awards for those deemed qualified. It shall also be the policy to encourage all system members to recognize those actions of any system member who deserves recognition in any form.

COMPLETED WORK: Beginning in August 2015, the System-Wide Awards Ad-Hoc Committee begin work to merge all of the current award policies and procedures and make recommendations regarding system awards into one System-Wide Procedure (SWP) for LC-CFRS Awards. It is the intention that once approved by the EC and Chief of the System, the SWP shall govern the description, submission, awarding and distribution of awards to our system members.

Nothing will preclude any company from developing their own internal award(s) for the benefit of their individual company.

This standing committee was tasked with gathering information related to our current awards and associated policies as well as the development of new awards as deemed appropriate by the committee. After adoption, this standing committee will then be tasked with oversight of the established policy and the development of procedures for administration of the policy.

The System-Wide Awards ad-hoc committee is comprised of the following system-wide members:

Members:

Executive Committee Member	Keith Johnson	Assistant Chief of Operations
Chairperson	Jackson Shingleton	Technician, Fire Station 606
Vice-Chairperson	Karen McQuaid	Volunteer Program Manager
Career Operational Member	Karen Lavarney	Firefighter, Fire Station 605
Volunteer Operational Member	Stevan Porter	Captain, LCVRS
Administrative Member	Susan Edwards	Training Administrative Assistant
ECC Member	Stephen Duffitt	ECC CTO
Recruitment & Retention Member	Stephen Grant	Firefighter/Chaplain, SVRS

FISCAL IMPACT: Overtime may be required to compensate personnel eligible to receive overtime. Attendance at meetings will be an eligible overtime expense however; work associated with the project will need to be completed during normal work hours in addition to assigned duties. DFREM will absorb the cost of the System-Wide Awards.

DRAFT MOTION(S):

I move that the Executive Committee send the draft SWP: *Awards and Recognition* to the EMS Operations Committee, Fire Operations Committee, and the Administrative Operations Committee for review. Further, I move that the Executive Committee ask that a recommendation be brought back to the Executive Committee for consideration at the May 2016 meeting.

-or-

I move that the Executive Committee adopt the draft SWP: *Awards and Recognition* as presented.

-or-

I move an alternate motion.

Attachment 1: SWP: *Awards and Recognition*

	LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM SYSTEM-WIDE PROCEDURE (SWP)
TITLE	Awards and Recognition
SECTION	
SWP#	
ISSUED	Final Draft – EC Action Item v1 032916
REVISED	
APPROVED	System Chief _____ W. Keith Brower, Jr.

PURPOSE

To recognize personnel who distinguish themselves in the performance of their duties and who contribute significantly to the achievement of the goals of the Loudoun County Combined Fire and Rescue System. This policy shall apply to all members of the Loudoun County Combined Fire and Rescue System.

BACKGROUND

The Loudoun County Combined Fire and Rescue System (LC-CFRS) provides a variety of services to the citizens of Loudoun County. Occasionally, individual or team performance is worthy of special recognition by the placement of a bar on the Class A, B, C, or civilian employee uniforms (where applicable).

POLICY

It shall be the policy of LC-CFRS to accept recommendations for recognition of significant acts made by its members and private citizens. LC-CFRS will make awards for those deemed qualified. It shall also be the policy to encourage all employees to recognize those actions of any employee who deserves recognition in any form. LC-CFRS acknowledges the following category of awards:

- A. Achievement Awards
- B. Specialty Service Recognition
- C. Program Completion Recognition
- D. Valor Awards

E. Agency Specific Awards/Recognition

AWARDS NOMINATION REVIEW COMMITTEE (AWARDS COMMITTEE)

- A. The Awards Committee is appointed by the System Chief of the Loudoun County Combined Fire and Rescue System.
- B. The Awards Committee shall receive all recommendations for awards and recognition. The committee is responsible for reviewing the submitted nominations for awards to confirm that the criteria for the award has been met and the recipient is eligible to receive the award.
- C. The Awards Committee shall consist of nine (9) members in good standing within the LC-CFRS. The members shall include:
- Assistant Chief of Operations or Administration
 - 3 Career Members - One member must be a civilian employee
 - 3 Volunteer Members - One member must be administrative
 - Member of the Recruitment and Retention Committee
 - Member of the Emergency Communications Center (ECC)
- D. The chair and vice-chairperson will be elected by the committee members.
- E. Membership terms will be two years. Any member may be reappointed by the System Chief.
- F. Any vacancy will be filled as soon as possible by the System Chief.

NOMINATIONS OF AWARD RECIPIENTS

- A. Nominations for the following awards may be submitted by any LC-CFRS member: Civilian of the Year, Distinguished Service Award, EMS Provider of the Year, Fire Instructor of the Year, Firefighter of the Year, Hall of Fame Award, Meritorious Service Award, Officer of the Year, Recruitment and Retention Award, Robert “Hap” Arnold ALS Instructor Award, Robert “Hap” Arnold BLS Instructor Award, System Chief’s Commendation, System Recognition Award, Team Performance Award, and the Unit Citation Award.

- B. Nominations and selection for the Clark J. Deener Memorial Award, John C. Carr, Jr. Memorial Award, and Top Student Awards are nominated and selected by other nomination methods.
- C. The nominator must submit an LC-CFRS *Awards and Recognition Form* electronically via the following awards and recognition link:

<https://lfportal.loudoun.gov/forms/Awards-and-Recognition>

Note: If additional supporting information beyond the narrative portion of the e-form is needed, it shall be submitted electronically via awards@loudoun.gov.

- D. Nominators should recognize that the Awards Committee must determine if an award is appropriate based on the information contained in the e-form's nomination narrative and/or supporting documentation. Therefore, all nominations and narratives should be as detailed and timely as possible including dates, times, location, and incident number (if applicable), names and addresses of any witnesses, newspaper articles, photographs, and any supporting letters or memos, etc.
- E. Nominations for any of the awards and commendations listed in this System-Wide Policy must be in accordance with the description, criteria, and nomination contained for each of the awards.

RECOGNITION OF AWARDS

The Awards Committee in cooperation with the Training Division shall process all awards approved by the System Chief and execute the award ceremonies with the exception of the Chamber of Commerce Valor Awards.

- A. A ceremony to honor recipients of the system awards will be scheduled in the spring of each year. The cutoff date to submit award recipients for inclusion in the spring ceremony will be January 31st of each year for award nominations of the previous year.
- B. The Top Student Awards will be awarded by the Training Division at the conclusion of each EMS and Fire School during graduation
- C. The Chamber of Commerce Awards Committee will arrange an appropriate presentation ceremony for Valor Awards to be held in the spring of each year to present awards for the previous calendar year.

- D. The System Recognition Award that is awarded to a person(s) who is not a member of the LC-CFRS may be coordinated by the Public Information Officer at a time convenient for the person(s) receiving the award.

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CATEGORY OF AWARDS

A. Achievement Awards

A1. Civilian of the Year

- **Description:** This award honors a civilian (non-operational or administrative) member of the system who exemplifies outstanding performance in the day-to-day performance of their duties, and their outstanding service and dedication which are keeping with the highest traditions of the fire and rescue system.
- **Criteria:** Nominee must be a civilian, non-operational member of the LC-CFRS.
- **Nomination:** This award is nominated by any member of the LC-CFRS. The Nomination Review Committee will make its recommendation to the System Chief on an annual basis.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate and plaque from the System Chief.

A2. Clark J. Deener Memorial Award

- **Description:** Recognizes an EMS member for their significant contribution to the development of the EMS system in Loudoun County.
- **Criteria:** The nominee is not required to be a member of the LC-CFRS.
- **Nomination:** This annual award is sponsored by the Loudoun County Emergency Medical Service Council. It is a closed invitation process in which the former recipients choose the next recipient. The award recipient shall be forwarded to the Nomination Review Committee.
- **Recognition:** Annual Award. The recipient(s) will receive a commendation bar lapel pin, and plaque.

A3. Distinguished Service Award

- **Description:** Recognizes system member's exemplary performance and service either of an operational or administrative nature who has increased their unit, division or department efficiency or effectiveness.
- **Criteria:** Nominee is any member(s) of the LC-CFRS. This performance can occur on an emergency incident(s) or in a non-emergency function such as training, administration, education, prevention, public, and community service.
- **Nomination:** This award is nominated by any member of the LC-CFRS. The Nomination Review Committee will make its recommendation to the System Chief.
- **Recognition:** Ongoing Award. The recipient(s) will receive a certificate from the System Chief.

A4. EMS Provider of the Year

- **Description:** This award honors an EMS provider of the system who exemplifies outstanding performance in the day-to-day performance of their duties, and their outstanding service and dedication, which are keeping with the highest traditions of the fire and rescue system.
- **Criteria:** Nominee must be an affiliated EMS operational member of the LC-CFRS.
- **Nomination:** This award is nominated by any member of the LC-CFRS. The Nomination Review Committee will make its recommendation to the System Chief on an annual basis.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate and commendation bar from the System Chief.

A5. Fire Instructor Award

- **Description:** This award is sponsored by the Fire Operations Committee (FOC) and the LCFR Training Division. It recognizes a fire instructor for their dedication and commitment in fire suppression training. Nominee's activities must include contributions to the fire training process for all system members.
- **Criteria:** The nominee is not required to be a member of the LC-CFRS. He/She must provide fire training for one or more of the LC-CFRS agencies or The Oliver Robert Dubé Fire and Rescue Training Academy.
- **Nomination:** This annual award is nominated by any member of the LC-CFRS. The recipient will be chosen by the Fire Operations Committee (FOC) and LCFR training representatives. The award recipient shall be forwarded to the Nomination Review Committee.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate and plaque from the System Chief and include their name and position/rank engraved on a perpetual plaque.

A6. Firefighter of the Year

- **Description:** This award honors a uniformed member of the system who exemplifies outstanding performance in the day-to-day performance of their duties and their outstanding service and dedication, which are keeping with the highest traditions of the fire and rescue system.
- **Criteria:** Nominee must be a uniformed firefighter or technician operational member of the LC-CFRS.
- **Nomination:** This award is nominated by any member of the LC-CFRS. The Nomination Review Committee will make its recommendation to the System Chief on an annual basis.

- **Recognition:** Annual Award. The recipient(s) will receive a certificate and commendation bar from the System Chief.

A7. Hall of Fame Award

- **Description:** This award is sponsored by the Fire Operations Committee (FOC) and EMS Operations Committee (EMSOC). It recognizes system members for fire, EMS or direct contributors for outstanding achievement for their many years of service and/or outstanding contributions furthering the advancement of the fire and EMS service in Loudoun County. Nominees must show activities to include contributions to the County as a whole and not to a specific station. Nominees may be recognized for achievement, humanitarian and lifesaving actions.
- **Criteria:** Nominee is any member of the LC-CFRS. All nominees must have a minimum of 20 years of service or contribution in Loudoun County to be eligible.
- **Nomination:** This award is nominated by any member of the LC-CFRS. The recipient will be chosen by the FOC and EMSOC committee. The award recipient shall be forwarded to the Nomination Review Committee
- **Recognition:** Annual Award. The recipient(s) will receive a commendation bar, lapel pin and plaque.

A8. John C. Carr, Jr. Memorial Award

- **Description:** The award is sponsored by the Fire Operations Committee (FOC). It recognizes those who have been a member of the LC-CFRS for a minimum of five years and have displayed outstanding leadership and achievements during their service.
- **Criteria:** Nominee must be a member of the LC-CFRS for greater than 5 years.
- **Nomination:** This annual award is a closed invitation process in which the former recipient(s) choose the next recipient(s). The award recipient shall be forwarded to the Nomination Review Committee.
- **Recognition:** Annual Award. The recipient(s) will receive a commendation bar, lapel pin and plaque.

A9. Meritorious Service Award

- **Description:** Previously the LC-CFRS Lifesaving Award. This award recognizes a member or members of the LC-CFRS for conspicuous gallantry and bravery at the risk of life, above and beyond the call of duty, in action involving either fire ground operations or emergency medical services, or under extreme emergency circumstances that directly resulted in the saving of a human life.
- **Criteria:** Nominee is any member of the LC-CFRS, administrative or operational. Lifesaving action may occur on or off duty.

- **Nomination:** This award is nominated by any member of the LC-CFRS. The Nomination Review Committee will make its recommendation to the System Chief on an annual basis.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate, commendation bar and medal from the System Chief.

A10. Officer of the Year

- **Description:** This award honors an officer of the system who exemplifies outstanding performance in the day-to-day performance of their duties, and their outstanding service and dedication, which are keeping with the highest traditions of the fire and rescue system.
- **Criteria:** Nominee must be a fire or EMS operational or administrative officer of the LC-CFRS.
- **Nomination:** This award is nominated by any member of the LC-CFRS. The Nomination Review Committee will make its recommendation to the System Chief on an annual basis.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate and commendation bar from the System Chief.

A11. Recruitment and Retention Award

- **Description:** Previously the Leadership Award. This award is sponsored by the Loudoun County Recruitment and Retention Committee. It recognizes members of the LC-CFRS who have demonstrated leadership at multi-agencies or County-wide levels and whose impact greatly influenced newer members of the system.
- **Criteria:** Nominee must be a past or present member of the LC-CFRS.
- **Nomination:** This annual award is selected by a panel of representatives from the LC-CFRS Recruitment and Retention Committee and LCFR personnel. The nominee shall be forwarded to the Nomination Review Committee on an annual basis.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate and plaque and include their name and position/rank engraved on a perpetual plaque.

A12. Robert “Hap” Arnold ALS Instructor Award

- **Description:** This award is sponsored by the EMS Operations Committee (EMSOC) and the LCFR Training Division. It recognizes an ALS instructor for their dedication and commitment to EMS training including contributions to the training process and program(s).
- **Criteria:** The nominee is not required to be a member of the LC-CFRS. The nominee must provide ALS training at one or more of the combined system agencies or Oliver Robert “O.R.” Dubé Fire and Rescue Training Academy.

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- **Nomination:** This award is nominated by any member of the LC-CFRS. The recipient will be chosen by the EMSOC and LCFR training representatives. The award recipient shall be forwarded to the Nomination Review Committee.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate and lapel pin from the System Chief.

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A13. Robert “Hap” Arnold BLS Instructor Award

- **Description:** This award is sponsored by the EMS Operations Committee (EMSOC) and the LCFR Training Division. It recognizes a BLS instructor for their dedication and commitment in EMS training including contributions to the training process and program(s).
- **Criteria:** The nominee is not required to be a member of the LC-CFRS. The nominee must provide ALS training at one or more of the combined system agencies or the Oliver Robert “O.R.” Dubé Fire and Rescue Training Academy.
- **Nomination:** This award is nominated by any member of the LC-CFRS. The recipient will be chosen by the EMSOC and LCFR training representatives. The award recipient shall be forwarded to the Nomination Review Committee.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate and lapel pin from the System Chief.

A14. System Chief’s Commendation

- **Description:** Recognizes a system member who has distinguished themselves by exceptional service and performance during a single act of merit. This award recognizes system member(s) who displayed critical decision-making abilities or engaged in similarly noteworthy actions that contributed to the successful outcome of an incident or project.
- **Criteria:** Nominee is any member of the LC-CFRS
- **Nomination:** This award is nominated by any member of the LC-CFRS. The Nomination Review Committee will make its recommendation to the System Chief on an annual basis. The System Chief or his/her designee will make the ultimate decision of who is the recipient of this award.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate, commendation bar and medal from the System Chief.

A15. System Recognition Award

- **Description:** This award recognizes persons who have made significant contributions to the progress of the LC-CFRS. The nominee’s activities must include contributions or actions to promote the efforts of the fire and rescue system as well as actions, which influence or enhance the efficiency of the system.
- **Criteria:** The nominee is not required to be a member of the LC-CFRS.
- **Nomination:** Anyone inside or outside of the LC-CFRS can submit a nomination. The Nomination Review Committee will make its recommendation to the System Chief on an annual basis.
- **Recognition:** Annual Award. The recipient(s) will receive a certificate and plaque from the System Chief.

A16. Team Performance Award

- **Description:** This award is intended to recognize administrative members for excellence. In special situations where functional units (work groups, sections, etc.) perform a task, special project or other non-emergency incident group activity which, while routine and a normal part of assigned duties, and while the unit's performance does not set it apart from other units with similar duties, the performance of the task(s) is identified as being a key to the successful outcome of the project.
- **Criteria:** Nominees are any members of the LC-CFRS.
- **Nomination:** This award is nominated by any supervisor/officer in the LC-CFRS. The Nomination Review Committee will make its recommendation to the System Chief.
- **Recognition:** Ongoing Award. The recipients will receive a certificate mounted in a plaque with the individual team member's names inscribed on it. The award will be provided by the appropriate chief officer and is intended to be displayed in a prominent location at the fire station or work location. In addition, each member of the group will receive a letter of recognition.

A17. Top Student (ALS, BLS and Fire School)

- **Description:** Recognizes the top student who has excelled in all aspects of school from practical, didactic and physical training. This student stands out in the areas of attitude, dedication, motivation and intelligence.
- **Criteria:** This award is open to system members who complete ALS, BLS, or fire certification school.
- **Nomination:** The training staff will maintain this award and determine each recipient.
- **Recognition:** Presented at the end of each EMS or fire school during graduation, the recipient(s) will receive a certificate and commendation bar from the training staff.

A18. Unit Citation Award

- **Description:** This award is intended to recognize a functional unit that performs in a superior manner on the scene of an emergency incident. The unit must display outstanding execution of duties and performance as to set it apart from other units with similar duties.
- **Criteria:** Nominee is any member of the LC-CFRS.
- **Nomination:** This award is nominated by any member of the LC-CFRS. The Nomination Review Committee will make its recommendation to the System Chief.
- **Recognition:** Ongoing Award. The recipients will receive a certificate mounted in a plaque with the individual team member's names inscribed on it. The award will be provided by the appropriate chief officer and is intended to be displayed in a prominent location at the fire station or work location. In addition, each member of the group will receive a unit citation certificate.

B. Specialty Service Recognition

The managers of the following specialty programs will award those who qualify to receive a bar.

B1. ALS-Intermediate Service Medal

Must hold an Intermediate level of certification for two years and have completed a preceptorship in Loudoun County. This specialty bar may only be displayed on the Class A, B or C uniform. Employees must forfeit wearing this specialty bar once they are no longer a certified EMT-I. The Battalion Chief of EMS or designee will maintain and disseminate this bar.

B2. ALS-Paramedic Service Medal

Must hold a Paramedic level of certification for two years and have completed a preceptorship in Loudoun County. This specialty bar may only be displayed on the Class A, B or C uniform. Employees must forfeit wearing their EMT-I bar once the level of EMT-P has been obtained. Employees must forfeit wearing this specialty bar once they are no longer a certified EMT-P. The Battalion Chief of EMS or designee will maintain and disseminate this bar.

B3. Hazmat Technician (I)

Must have completed Hazmat Technician level of certification and be an active member of the Hazardous Materials Response Team. This specialty bar may only be displayed on the Class A, B or C uniform as long as the employee's Hazmat Technician certification is up-to-date and the employee is an active member of the response team. The Hazmat Technician response team consists of anyone with an up-to-date Hazmat Technician certification who is able to be utilized in an operational role and is able to contribute during an emergency incident. The Hazardous Materials Team Leader or designee will maintain and disseminate this bar.

B4. Hazmat Technician (II)

Must have completed Hazmat Specialist level of certification and be an active member of the Hazardous Materials Response Team. This specialty bar may only be displayed on the Class A, B or C uniform as long as the employee's Hazmat Technician certification is up-to-date and the employee is an active member of the response team. The Hazmat Technician response team consists of anyone with an up-to-date Hazmat Technician certification who is able to be utilized in an operational role and is able to contribute during an emergency incident. The Hazardous Materials Team Leader or designee will maintain and disseminate this bar.

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B5. Honor Guard

Must be an active member of the Honor Guard. This specialty bar may only be displayed on the Class A, B, or C uniform. System members must forfeit wearing this specialty bar once they are no longer an active member of the Honor Guard. The head of the Honor Guard team or designee will maintain and disseminate this bar.

B6. Swift Water Technician

Must have completed Swift Water Technician, Ice Rescue Technician and the Loudoun County Emergency Boat Operator courses. This specialty bar may only be displayed on the Class A, B or C uniform as long as the employee's previously mentioned certifications are up-to-date and the employee is an active member of the response team. The Swift Water response team consists of anyone with an up-to-date Swift Water Technician, Ice Rescue Technician and Loudoun County Emergency Boat Operator certifications who is able to be utilized in an operational role and is able to contribute during an emergency incident. The head of the Swift Water program or designee will maintain and disseminate this bar.

C. Program Completion Recognition**C1. Chief EMS Officer**

Through the Center for Public Safety Excellence (CPSE), the Chief EMS Officer (CEMSO) Designation Program recognizes emergency medical services leaders of fire, private, hospital and third-service providers who have demonstrated excellence throughout their careers. The designation verifies past accomplishments and represents a launching point for continued achievement. The CPSE maintains and disseminates this bar.

C2. Chief Fire Officer

Through the Center for Public Safety Excellence (CPSE), the Chief Fire Officer (CFO) Designation Program was created to recognize fire officers who have demonstrated excellence and outstanding achievement throughout their career. The designation demonstrates that individuals have developed a strategy for continued career improvement and development. The highly competitive CFO designation assures departments that their leaders have the educational and technical competencies necessary to meet the demands of today's society. The CPSE maintains and disseminates this bar.

C3. Chief Training Officer

Through the Center for Public Safety Excellence (CPSE), the Chief Training Officer (CTO) recognizes administrators of training and educational programs in emergency services who have demonstrated excellence and outstanding achievement throughout their career. The process also assesses what contributions to the emergency services field the Chief Training Officer has made in the way of professional articles, public speaking, teaching and research

as well as professional memberships and community and civic involvement. The CPSE maintains and disseminates this bar.

C4. Executive Fire Officer

The National Fire Academy's (NFA) Executive Fire Officer Program (EFOP) provides senior fire officers with a broad perspective on various facets of fire and emergency services administration. The courses and accompanying research examine how to exercise leadership when dealing with difficult or unique problems within communities. The NFA maintains and disseminates this bar.

C5. Fire Marshal

Through the Center for Public Safety Excellence (CPSE), the Fire Marshal (FM) Designation Program recognizes fire prevention leaders who have demonstrated excellence and outstanding achievement throughout their career. The program also assesses contributions to the fire prevention field in the way of professional articles, public speaking, teaching and research as well as professional memberships and community and civic involvement. The CPSE maintains and disseminates this bar.

C6. Fire Officer

Through the Center for Public Safety Excellence (CPSE), the Fire Officer (FO) Designation is open to all company level officers, junior officers and above who have supervisory responsibilities or those who have served in an intermittent acting status for a minimum of twelve months. The CPSE maintains and disseminates this bar.

C7. National Honor Guard Academy

Recognizes personnel who have completed the National Honor Guard Academy (NHGA). The NHGA specializes in providing honor guard training to firefighters, police officers, and EMS personnel. The NHGA maintains and disseminates this pin.

C8. Officer Command School

Recognizes personnel who have completed all requirements of the Loudoun County Fire and Rescue (LCFR) Command School. The Battalion Chief of LCFR Human Resources maintains and disseminates this bar.

C9. Officer Development School

Recognizes personnel who have completed all requirements of the Loudoun County Fire and Rescue (LCFR) Officer Development School. The Battalion Chief of LCFR Human Resources maintains and disseminates this bar.

D. Valor Awards

Chamber of Commerce Valor Awards

These awards are sponsored and recipients are chosen by the Loudoun County Chamber of Commerce. These awards honor local heroes, from Public Safety personnel to ordinary citizens, for their courageous, often lifesaving actions. The entire Loudoun County business community is invited to attend these annual award ceremonies often held in April to help honor these dedicated public servants for their selfless acts of heroism and commitment to protecting our families, our neighbors and our community.

The Chamber of Commerce valor awards are selected by their Valor Awards Selection Committee each January. The System Chief will decide the LCFR representative. The committee will review the nominations submitted and determine the degree of risk and proper classification of the award to be presented. This procedure applies to all system members whether they were on or off duty. The nominated acts of valor must have occurred between January 1st and December 31st of the prior year. Nominations are to be received by the date, which is announced each year. Members may be nominated for the following valor awards based upon varying criteria:

D1. Gold Medal of Valor

This highest award is in recognition of an act involving the supreme sacrifice or extreme personal risk and heroism, which is clearly above and beyond the call of duty. The recipient will receive a medal, bar, and plaque.

D2. Silver Medal of Valor

This second highest award is in recognition of an act involving the significant personal risk and bravery beyond that which is expected during the performance of duty. The recipient will receive a medal, bar, and plaque.

D3. Bronze Medal of Valor

This third highest award is in recognition of acts involving personal risk and demonstrating unusual judgment, zeal and/or ingenuity during an emergency situation, when such action is beyond that normally expected in the performance of duty. The recipient will receive a medal, bar, and plaque.

D4. Lifesaving Award

Recognition of actions not normally involved in the performance of duties by an individual, which directly result in the saving of a human life. The recipient will receive a medal, bar, and plaque. This award may be presented to a civilian.

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D5. Certificate of Valor

This award recognizes acts demonstrating unusual judgment, zeal or ingenuity not normally involved in the performance of duties. The recipient will receive a bar and a framed certificate.

D6. Meritorious Service Award

No longer awarded, however, previous recipients may still wear on appropriate uniform. It was awarded for sustained exemplary performance within the scope of normal responsibilities, but performed in such a manner as to deserve recognition.

D7. Meritorious Civilian Award

Recognition of everyday citizens for their extraordinary acts of courage in emergency situations.

D8. Unit Citation

This award provides recognition of acts by a unit/division/company demonstrating unusual judgment, ingenuity and/or personal risk and bravery during an emergency situation, with such actions beyond those only expected in the performance of duty.

To nominate a member for a valor award, the following must be completed:

- a. The official award nomination form will be available in each station and made available to all system members.
- b. Nomination forms must be properly (and fully) completed. In addition to the nomination form, other supporting documentation (newspaper clippings, official records, video footage, and photographs of the incident) should be included.
- c. In order for the selection committee to determine significance of the nomination, please take sufficient time to create a very detailed description of the incident. The narrative should include, but not be limited to the following: summary of the specific act (what the person did to deserve recognition), date of the act, time of day of the act, location of the incident, other participants in the act, persons given aid, injuries to the nominee, equipment used at the scene, equipment used by the nominee, the specific dangers encountered, the nominee's specific actions, describe the incident scene (including hazards, point of rescue, weather conditions, etc.), and other recognition already received by nominee.
- d. Nomination forms submitted from department personnel must be signed by the nominator and their Battalion Chief then submitted through the chain-of-command to

the System Chief. A copy should be sent to the Deputy Chief of Operations or directly to the Chamber of Commerce, Valor Awards Selection Committee.

e. A recent photograph, provided by the department, of the nominee(s) and/or group should be attached to the nomination form at the time of submission.

E. Agency Specific

E1. Alex Keepers Award

- **Description:** Recognizes a Loudoun County Fire and Rescue (LCFR) career recruit for most improvement between the first day of recruit school and class graduation.
- **Criteria:** This award is open to LCFR personnel only.
- **Nomination:** This award is nominated by LCFR training staff and presented at the end of each recruit school.
- **Recognition:** The recipient(s) will receive a certificate and lapel pin from the System Chief.

E2. Baby Delivery (Also known as Stork Award)

- **Description:** Recognizes a system member for a field delivery of a baby on an EMS incident or through emergency medical dispatch pre-arrival instructions. Only the personnel that are directly involved with delivery of the baby (delivery, suctioning, warming, and stimulating, and/or pre-arrival instructions) receive the award.
- **Criteria:** Each agency and/or division will develop its internal criteria for the receipt of this award.
- **Nomination:** Each agency and/or division will develop its own nomination method.
- **Recognition:** The recipient(s) will receive a commendation bar or pin from their respective agencies and/or division. Personnel who have received multiples of this award may receive a numeric pin at specific intervals (i.e. 5, 10, etc.). This will reflect the appropriate number of previous awards.

E3. Top Recruit

- **Description:** This award recognizes the top LCFR recruit who has excelled in all aspects of recruit school to include fire and EMS school from practical, didactic and physical training. This recruit stands out in the areas of attitude, dedication, motivation and intelligence.
- **Criteria:** This award is open to system members who complete LCFR recruit school.
- **Nomination:** The training staff will maintain this award and determine each recipient.
- **Recognition:** Presented at the end of each recruit class, the recipient(s) will receive a certificate and commendation bar from the training staff.

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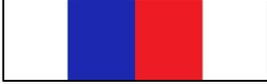
E4. CPR-Life Saving Award (Also known as Walking Heart Award)

- **Description:** Recognizes a system member who provided direct patient care on a cardiac arrest where the patient recovers to the point when they are discharged from hospital care (or other defined criteria). Only the personnel that are directly involved with patient care (performed CPR, ventilations, defibrillation, medication administration, and/or pre-arrival instructions, etc.) receive the award.
- **Criteria:** Each agency and/or division will develop its internal criteria for the receipt of this award.
- **Nomination:** Each agency and/or division will develop its own nomination method.
- **Recognition:** The recipient(s) will receive a commendation bar or pin from their respective agencies and/or division. Personnel who have received multiples of this award may receive a numeric pin at specific intervals (i.e. 5, 10, etc.). This will reflect the appropriate number of previous awards.

E5. Service Year Awards

Each agency may recognize their personnel for service milestones. Service milestones for County employees are typically recognized in the fall of each year. Volunteer agencies may recognize their members governed by their own policies. Typically, volunteer members are recognized at agency installation banquets in the beginning of the year.

Achievement Awards

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

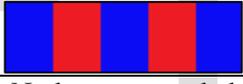
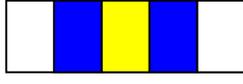
Specialty Service Recognition

<p>EMT-Intermediate Service Medal</p>	
<p>EMT-Paramedic Service Medal</p>	
<p>Hazmat Specialist</p>	
<p>Hazmat Technician</p>	
<p>Honor Guard</p>	
<p>Swift Water Technician</p>	

Program Completion Recognition

Chief EMS Officer	
Chief Fire Officer	
Chief Training Officer	
Executive Fire Officer	
Fire Marshall	
Fire Officer	
Officer Command School	
Officer Development School	
National Honor Guard Academy	

Chamber of Commerce’s Valor Awards

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

Agency Specific Awards/Recognition

Stork Award	
Top Recruit	
Walking Heart Award	

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

PURPOSE

The purpose of this system-wide policy is to define and describe the process for qualified volunteer members of the Combined Fire and Rescue System to obtain a physical.

Loudoun County mandates pre-placement (Candidate) physicals for all operational volunteer Fire and Rescue members who join the County after July 1, 2011. The County also provides, at no cost to incumbent operational volunteer members, an annual physical in accordance with applicable standards commensurate with the volunteer members' scope of practice (EMS-only or cross-trained/dual role Fire and EMS). Incumbent operational volunteers are strongly encouraged to participate in the annual physical program¹.

SCOPE

This policy applies to volunteer Loudoun County Combined Fire and Rescue System (LC-CFRS) operational personnel.

DEFINITIONS

Candidate – An individual who is seeking to become an operational member of a Volunteer Fire/Rescue Company located in Loudoun County, recognized in Chapter 258 of the Codified Ordinances of the County. For the purpose of this Policy, a Candidate may also be an incumbent member seeking eligibility to obtain initial training and certification as a firefighter.

Incumbent – An individual who is an existing (currently active) operational member of a Volunteer Fire/Rescue Company located in Loudoun County, recognized in Chapter 258 of the Codified Ordinances of the County.

Interim – A report provided by Occupational Health requiring a Candidate or Incumbent to take action before a determination can be made on the individual's clearance to participate in

¹ This SWP replaces FRG 3.1.2 and 3.1.3

operational activities.

NFPA Physical – The National Fire Protection Association (NFPA) 1582 Standard on Comprehensive Occupational Medical Program for Fire Departments²

OSHA Physical – The U.S. Department of Labor Occupational Safety & Health Administration (Respiratory Protection) regulations. See also 29 CFR 1910.134

Occupational Health – The County’s contracted agent to provide professional medical expertise in the area of occupational health as they relate to emergency services.

Operational Member – An operational member is one who is authorized to perform essential fire suppression and rescue (EMS) duties as a member of a Fire or Rescue Company recognized under Chapter 258 of the Codified Ordinances of Loudoun County. Administrative members who provide support services to operational members are excluded.

Physical – An NFPA or OSHA medical examination performed by the County Occupational Health provider.

POLICY

- A. All Candidates shall satisfactorily complete a physical administered and interpreted by Occupational Health.
- B. Occupational Health shall serve as the responsible agency in determining medical clearance to participate as an operational member of the Combined Fire and Rescue System.
- C. All Incumbent members are eligible for annual physicals administered by Occupational Health.
- D. Incumbent members previously cleared under the OSHA standard must complete an NFPA 1582 physical as a Candidate to be eligible for initial firefighter training and certification.
- E. Participants in the Volunteer Battalion Chief Program are required to successfully complete an annual physical (NFPA 1582) (*effective 07/01/2016*)
- F. Part-Time Instructors who work and conduct training involving IDLH environments at the Robert O.R. Dube’ Fire Rescue Academy are required to successfully complete an annual physical (NFPA 1582).
- G. Sample components of the NFPA & OSHA physical are herein provided in APPENDIX I. NOTE: The list below is informational only. The contract between the County of Loudoun and the Occupational Health provider will serve as the determining guide for the component parts of specific physicals.

² The LC-CFRS currently references the 2013 Ed. of NFPA 1982

PROCEDURE

I. Candidate Physicals

- A. Candidate physicals are performed during the affiliation process and will determine the prospective volunteers' eligibility as an operational member.
- B. The ranking administrative officer (or designee) of a Volunteer Company will communicate with the Volunteer Programs Section via electronic mail to vol_health@loudoun.gov to schedule an NFPA or OSHA physical. The email from the Company leadership will serve as authorization from the Company of the candidate's intent to affiliate with the Company. The email will provide the candidate's name, contact information and the Company's determination of the type of physical being requested (OSHA or NFPA).
- C. Volunteer Programs will send the Candidate instructions and access to the online physical schedule program to set up their physical at a time suitable to their schedule.
- D. Candidates seeking clearance under NFPA 1582 will be evaluated under Chapter 6 of the Standard.
- E. Candidates will receive the results of the physical and the Volunteer Programs Manager will receive a disposition as follows :
 1. The individual is cleared to perform both firefighter and rescue duties
 2. The individual is cleared to perform rescue duties only
 3. The individual has the following restrictions (these will be described in detail by the physician)
 4. The individual is not cleared to perform firefighter or rescue duties
 5. The Individual is required to follow up with personal physician/specialist to obtain clearance
- F. Volunteer Programs will forward the disposition to the Candidate and the ranking administrative officer (or designee) of a Volunteer Company. . **The only information provided by Occupational Health will be a determination of eligibility.**
- G. Results will also designate the level of Respirator clearance authorized for the individual in accordance with the County's Respiratory Protection Program.
- H. An interim report may be issued that requires the candidate to take action before a final determination can be made by Occupational Health. An interim may require the individual to seek additional medical testing not covered by the County. Individuals are responsible to ensure Occupational Health receives proper documentation in the time requested. Failure to provide documentation will result in a "not cleared" determination.
- I. Candidates who are not cleared may re-apply through their Company leadership one year from the date of their last-completed exam. A second failure will result in a two year delay before a third and final attempt can be requested. Candidates who are not cleared for operational participation may affiliate as an administrative member at their Company's discretion but may not participate in operational activities of the System.

II. Incumbent Physicals

- A. Incumbent members may request an annual physical at any time by electronic mail to the Office of Health and Safety (OHS) at OHS@loudoun.gov. Incumbent firefighters will be evaluated using Chapter 7 of NFPA 1582. Incumbent EMS-only providers will be evaluated using the OSHA standard.

- B. Affiliation and status will be verified by Volunteer Programs Staff and the Incumbent will be sent access to the online physical schedule program to set up their physical for a time suitable to their schedule.
- C. Incumbent members may also request to be placed on the annual physical cycle by notifying OHS@loudoun.gov. Thereafter, participating incumbents will receive an email two months in advance of their birth month with access to the online portal to schedule their physical.
- D. The disposition will be forwarded from Occupational Health to OHS. OHS will forward the results to the individual. **The only information provided by Occupational Health will be a determination of eligibility.**
- E. Incumbents will receive the results of the physical and OHS will receive a disposition as follows :
 - 1. The individual is cleared to perform both firefighter and rescue duties
 - 2. The individual is cleared to perform rescue duties only
 - 3. The individual has the following restrictions (these will be described in detail by the physician)
 - 4. The individual is not cleared to perform firefighter or rescue duties
 - 5. The Individual is required to follow up with personal physician/specialist to obtain clearance.
- F. Incumbents may be issued an Interim report. An Interim report requires the incumbent to take action before a determination can be made by Occupational Health. An interim may require the incumbent to seek additional medical testing not covered by the County. Incumbents are responsible to ensure Occupational Health receives proper documentation in the time requested. Incumbents can request of Occupational Health and extension to their interim; those will be evaluated by Occupational Health and only granted when medically acceptable to do so. Failure to provide documentation will result in a “not cleared” determination.
- G. Incumbent members who are issued an Interim may remain operational members of the System unless otherwise noted on the Interim report.
- H. Incumbent members who complete an annual physical and receive a “Not Cleared” report shall be removed from operational duties (including exertional training). Affected System leaders will be notified of a “Not Cleared” status. Incumbent members restricted from participating in operational activities will remain operationally inactive until the Occupational Health provider clears the individual to return to operational duties.
- I. Incumbent members who, in the course of their employment with Loudoun County, fail a physical required in the course of their employment will be restricted from participating as an operational volunteer until medical issues are resolved and clearance provided by Occupational Health.

APPENDIX I
Components of Physicals

NFPA	OSHA	<u>Physical Components</u>	<u>Notes</u>
X	X	Audiometry	Mandatory
X	X	Body Fat / Body Composition	Mandatory
X	X	CBC W / Differential	Mandatory
X	X	Vision	Mandatory
X	X	Flexibility / Strength	Mandatory
X	X	Hepatitis B Surface Antibody / Titer	Mandatory
X	X	Chem Profile	Mandatory
X	X	Urine Dip	Mandatory
X	X	Physical Exam	Mandatory
X	X	Spirometry	Mandatory
X		Stress Test	Mandatory
X	X	Quantiferon Test	Mandatory
X	X	Respirator Clearance	Mandatory
X		PSA- Prostate Specific Antigen	Men only, Age and Risk factors considered.
X	X	Hepatitis B Vaccine - Series of 3	supplemental - needed based on titer result
X		Mammography Screening	Female only
X	X	Tetanus	supplemental - based on CDC recommendation
X	X	Chest X-ray 2 View	Baseline at preplacement, supplemental - every 3 years
X	X	Hepatitis C Confirm RIBA	supplemental - only if Hep C antibody is positive
X	X	Urinalysis (Micro)	supplemental - only if urine dip is abnormal
X	X	EKG Resting w /interpretation if no stress test	Mandatory OSHA Periodic for NFPA- based on age
X	X	Hepatitis C Antibody	Only Candidate
X	X	PPD	supplemental - Quantiferon comes back positive