

Agenda
Administrative Operations Committee
September 8, 2016
801 Sycolin Road

1930 Hours

1. Call to Order
 - a. Approval minutes of 8/11/16 meeting (attached)
2. Update on Key Issues
 - a. Update on Executive Committee activity (AC Tobia)
3. Subcommittee Reports
 - a. Budget Subcommittee Update (Dave Short)
 - b. Cost/Benefit Subcommittee Update (Aaron Kahn)
4. Discussion Topics
 - a. Draft SWP on Backing Procedures for Apparatus (previously distributed)
 - b. Draft SWP on Use of Seatbelts (previously distributed)
5. Action Items
 - a. Budget Subcommittee Recommendation on Final FY 17 Funding Allocation
 - b. Draft SWP on Backing Procedures for Apparatus
 - c. Draft SWP on Use of Seatbelts
6. Information Sharing Across Volunteer Committees and from DFREM
 - a. R&R Committee
 - b. DFREM (Chief Tobia)
 - c. Fire Operations Committee
 - d. EMS Operations Committee
7. New Business
8. Announcements
9. Adjourn

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

**Administrative Operations Committee
Minutes**

August 11, 2016

The August meeting of the Administrative Operations Committee was held on Thursday, August 11, 2016 in the DTCL Large Conference Room at 801 Sycolin Road. Chairman Quin presided and called the meeting to order at 1933 hours. The following were in attendance:

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

Minutes

Motion: A motion was made by Aaron Kahn to approve the July 14, 2016 minutes. The motion was seconded by Jen Ferguson.

Vote: Approved with a vote of 9-0-1-4 with one abstention and four excused or absent committee members.

Update of Key Issues:

Executive Committee Update:

Chief Tobia reported that at the last EC meeting, the Fire and EMS Training Enrollment and Wait List SWP was approved.

Chief Tobia also advised that an action item will come before the BOS at their first meeting in September to extend EAP benefits to all system members.

Chief Tobia reminded all AOC members about the Volunteer Physicals SWP and stated during the review at the EC a request was put forward for the Health, Safety and Wellness Committee to evaluate the feasibility of moving toward a single standard, the NFPA 1582. Chief Tobia stated that the only real difference is the cardiac stress test (other than mammography and prostate testing, which are age specific). The EC requested a report from the Health, Safety and Wellness Committee. The report was received and the recommendation was to move toward a single

standard. A motion was made and passed to move toward a single standard for all new candidates (after the system has revised the SWP). In addition, INOVA will need to have knowledge regarding the change. A meeting with INOVA has been scheduled. Chief Tobia stated that most likely, in October, the new candidates will be subject to the NFPA 1582 physical. Chief Tobia reminded everyone that the only reason one would be immediately excluded from providing service is that a medical condition existed that required immediate urgent intervention. The overwhelming feeling was, according to Chief Tobia, is that we should not value our single role EMS providers cardiac health any less than we value our dual role cross trained fire volunteers.

Subcommittee Reports:

Recruitment and Retention Committee:

Rick Etter, Chair of the Recruitment and Retention Committee reported that the committee has been working on a new website for *Answer the Call*. Rick advised the site will be geared differently and the name will change to ***Open the Doors***. The website will be managed by Lauren and will be interactive. Changes will be made easily without reliance on a hosting company. Rick stated he hopes it will go live on or about September 1, 2016.

Chair Quin advised that additional data may be warranted regarding the result of contacts. Chair Quin stated it may be helpful to review and track additional data regarding prospective members.

Rick Etter advised they are also working on a digital quarterly newsletter which will be emailed to all members. The newsletter will be entitled ***The Tone*** and will include community outreach, a station profile section and a letter from the Chief. The committee anticipates that this will begin in January of 2017. Rick stated that it will include Hot Shots, Training pictures and Anniversaries. It should be noted that an Editor has not been named as of this meeting. Rick advised that someone from each Company should be named to provide information.

Rick discussed **LOCOHERO (<http://www.locoherolist.com/>)** and advised that it will be a resource site (directory) which will feature system members that have businesses. A test of the system will be performed this month. Rick hopes this site will go live before the end of the year. Rick clarified that it will not be advertised outside of the system. Discussion ensued regarding a review from legal.

Rick stressed that individual companies may want to supplement what the Recruitment and Retention Committee is doing regarding the enlistment of prospective volunteers.

Budget Sub-committee:

Chair Quin reminded the AOC that a deadline of Monday existed for the final cut of FY16 data. Chair Quin stated we will be unable to proceed unless everything is received. President Quin stated he has received everything from 1, 2, 7, 8 and 10. Chair Quin asserted that the final goal is to get the analysis of the true up in front of the EC at the end of September.

Dave Short reiterated the need to turn the data in as soon as possible. Dave offered for anyone with issues to contact him. Dave urged the Presidents to take the processes of the County funding algorithm back to the membership so Boards may be briefed on how the system works.

Regarding recording data for Safety Centers, Dave suggested that the data could be broken up in the current spreadsheet or you could create a second spreadsheet. Chair Quin stated an additional qualification may be necessary.

A general request from the committee was for the budget subcommittee to develop final funding options so people could review them in advance of the September 8 AOC meeting.

Regarding ongoing discussion of the impact of EMS billing revenue on the allocation process, Chair Quin stated that a formal request from one Company to secure a legal interpretation of whether the EMS billing ordinance provides a legal prohibition for that income to be used in any other fashion other than the company's discretion. This request came when final FY I/E numbers were provided by the Company in question along with others regarding the allocation process. Chair Quin answered that question in a written response to the president of the company. Chair Quin then read the response from the County Attorney that Chapter 1097 does not address the algorithm or the Board's contributions to volunteer companies. It is silent as to the funding of volunteer companies other than with respect to the distribution of EMS transport reimbursements. Stated differently, there is nothing in either Chapter 1097 or Chapter 258 that would prohibit the AOC from considering the amount of funding received by companies for EMS transport reimbursement when setting a recommendation as to the funding to be provided to the company by the Board of Supervisors.

Chapter 1097:

[http://library.amlegal.com/nxt/gateway.dll/Virginia/loudounco_va/codifiedordinancesofthecountyofloudounvi?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:loudounco_va](http://library.amlegal.com/nxt/gateway.dll/Virginia/loudounco_va/codifiedordinancesofthecountyofloudounvi?f=templates$fn=default.htm$3.0$vid=amlegal:loudounco_va)

Chair Quin stated that he believed that the recommendation previously proposed by the budget sub-committee and informally endorsed by the AOC at the July meeting was a reasonable middle ground.

Dave Short illustrated the concept for the AOC. Discussion ensued.

Chair Quin stated a presentation will occur at the September meeting and options will be outlined.

Cost Benefit Sub-Committee:

Aaron Kahn reported that the meeting with the Budget Office needed to be rescheduled to 8/29 in the afternoon. Aaron stated that they will receive numbers from the County regarding pay and benefits to be used in calculations. Aaron advised he plans on sending an email to Chief Johnson to request how he would staff the companies that have operational volunteers should the County take over the stations. Aaron believes that if we want the presentation to be taken seriously, we need to know how many people and at what ranks would be replaced. In addition, Aaron will request from each company a list of what is done for the community that if replaced,

the County is not likely to do (standby's, fairs etc.). Aaron elaborated and stated the things that are done that are above and beyond emergency response.

Aaron stated that a meeting will be held after the meeting with the Budget Office.

Discussion ensued about extrinsic and intrinsic factors.

Chair Quin reminded folks that this analysis was completed during the first go round when the AOC was given the charge to develop the algorithm. Chair Quin stated Aaron provided a report previously. Chair Quin stated it was pertinent to have stable and accurate portrayals. Aaron concurred and stated the analysis needs to be fair and reasonable and should not unintentionally open a battle between career and volunteer.

Discussion Topics

Request from the Training Committee

Chair Quin stated Chief Johnson communicated with all sub-committee chairs related to the SWP approved on Training Enrollment and Wait Lists; the Training Committee has specifically asked for recommendations regarding issues to tackle going forward. Please offer any suggestions via email to Chairman Quin.

Action Item/New Business:

Social Media Draft SWP and Use of Personal Electronic Devices SWP

Discussion ensued regarding time frames. Chief Tobia stated that he is committed to asking the System Chief for a reasonable time frame. Chief Tobia explained, however, that there will be circumstances in which the Chief will need to seek legal counsel.

Chair Quin asked for a motion to approve the Social Media and Use of Personal Electronic Devices SWP, as amended. So moved by Aaron Kahn. The motion was seconded by Andy Gode.

Further discussion occurred regarding the PIO and the email address.

Chief Tobia reiterated that education and training will occur.

The motion passed 10-0-0-4.

Information Sharing Across Volunteer Councils and Committees

Recruitment and Retention Committee- Rick Etter's comments are listed above.

LCFR- Chief Tobia stated that several positions are in the process of being filled. Chief Tobia also shared that the RFP for full-time OMD is currently open. Chief Tobia advised that Dr. Morgan's current contract as OMD has been renewed and he is actually working full time hours now.

Chief Tobia reminded members of the AOC that Susan Edwards left and a new admin will be at the training academy soon.

Chief Tobia stated a HR admin position is currently open, as well.

Chief Tobia stated Dr. Toon's position was advertised and closed and applications are being reviewed.

Regarding Active Directory, Chief Tobia stated we have done respectfully well. Today, 1356 members are included in active directory.

A discussion ensued regarding training sessions and whether or not other training methods can be utilized.

FOC-Nothing to report

EMSOC- Chief Tobia reported that EMSOC met this last Tuesday and they passed the Social Media and Use of Personal Electronic Devices SWP. Additionally, a good discussion ensued regarding a lease option with Physio. Chief Tobia stated Dave Beatty is now the chair of the Ambulance Standards Committee and they are in the process of scheduling their next meeting.

Announcements

Chair Quin reminded all that data is due on August 15th.

Chair Quin stated for those in the financial control maturity reviews 10, 11, 12, 14 and 17; reminder notes were sent out.

Chair Quin stated companies 2, 4, 5, 6 and 7 are going through follow-up; please send comments back to Chair Quin by 8/29/16.

Andy stated the on-line field operations guide is great!

Discussion about a system member's recent injury in the station whereby there was a delay in notifying the Safety Officer. Please reinforce that any time an injury occurs, please notify the Safety Officer.

Delivery on the new ambulance at 6 occurred.

Adjournment

There being no further business to discuss, the meeting was adjourned at 2101 hours.

The next Administrative Operations Committee meeting will be held on Thursday, September 8, 2016 at 1930 hours at 801 Sycolin Road, DTCI Large Conference Room.

Respectfully submitted:

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

DRAFT

	LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM SYSTEM-WIDE PROCEDURE (SWP)
TITLE	Backing Procedures for Apparatus
SECTION	Operations
SWP#	503.4
ISSUED	XX/XX/16
REVISED	
APPROVED	System Chief _____ W. Keith Brower, Jr.

This SWP supersedes and replaces LCFR SOP 05.03.02.

PURPOSE

To establish a safe means of backing apparatus.

SCOPE

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

DEFINITIONS

Backer – A Member to the rear of the vehicle who directs the driver in a manner that avoids obstructions in the path of travel. The Backer will advise the driver to stop the apparatus a reasonable distance from any obstruction, structure, etc. (this may vary depending on the situation). The Backer’s primary areas of concern are the rear, left side, and right side, above and below the apparatus.

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

Spotter – A Member at the front of the apparatus near the driver’s door who directs the driver in a manner that avoids obstructions in the path of travel. The Spotter will advise the driver to stop the apparatus a reasonable distance from any obstruction, structure, etc. (this may vary depending on the situation). The Spotter’s primary areas of concern are the front, bucket (if applicable), above and below the apparatus.

System Vehicle – Any motorized mode of transportation including, but not limited to, cars, vans, trucks, buses, motorcycles, heavy equipment vehicles, etc. This includes any vehicle owned by a Fire or Rescue Company listed in Chapter 258 of the Codified Ordinances of Loudoun County, including Loudoun County Fire and Rescue (formerly DFREM).

Vehicle Collision – An incident where any System Vehicle as defined above comes in contact with any object, person or thing which results in death, injury, or damage to a vehicle or property, regardless of the type or extent of such damage.

POLICY

1. Members are expected to use a Backer and Spotter whenever any apparatus must be backed up, except in emergency situations when a Backer and/or Spotter are not available.
 - a. Apparatus that has a crew of three or more will have at least one Backer and one Spotter.
2. Apparatus that are addressed by this policy include brush trucks, EMS transport units, engines, tankers, trucks, towers, quints, air units, Command 699, Bus 699, MAB623, HM619 rescues, and any vehicle/apparatus towing a trailer.
3. The driver and the Officer-in-Charge are primarily responsible for ensuring that the vehicle is driven and operated in a safe manner. Other crew members have a shared responsibility when acting as Backers/Spotters or in other capacities (including as a tiller operator) to assist the driver. Ultimately, the driver is responsible for the safe operation of the vehicle.

PROCEDURE

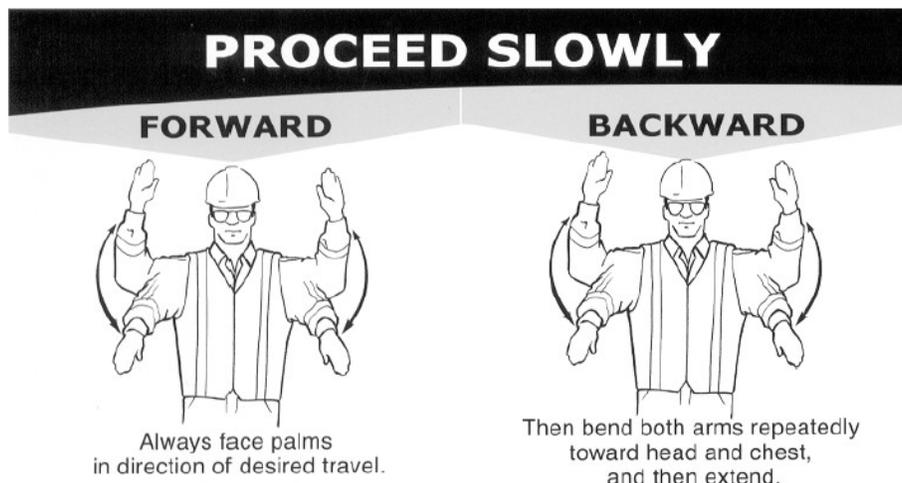
I. General

- A. Plan ahead to avoid backing situations whenever possible; do not back if a forward route is available. If a hospital does not have a drive-through ambulance bay, or a Backer is not available, the unit will be parked facing forward. Upon leaving, the vehicle will be backed as described below.
- B. When any apparatus, as defined above, must be backed up, Members are expected to use at least one Backer, located on the driver's side in a continuous line of sight with the driver's mirror. **If, at any time, the driver loses sight of the Backer, the driver will stop the vehicle until visual contact is reestablished.**
- C. All Backers/Spotters will wear either their turnout coat or traffic vest. At night, the Backer/Spotter(s) will be illuminated. Lights will not be pointed directly at the driver or vehicle mirror.
- D. The driver will roll down the driver's window and remove his/her hearing protection when backing.

1. If equipped, Members may use wireless headsets to communicate while backing, so long as they allow the wearer to hear ambient noise.
 2. If not equipped with wireless headsets, backers shall have a portable radio on the same tactical channel as the apparatus operator to provide an additional means of verbal communication.
- E. If no one is available to spot the apparatus while backing, the driver will completely circle the apparatus on foot scanning the rear, left side, and right side, above and below the apparatus prior to backing to ensure that there are no obstructions or other dangers present. The driver must turn on the vehicle’s emergency lights and tap the horn as a warning (unless the vehicle is equipped with a back-up alarm). The apparatus may then be cautiously backed while watching for pedestrians, vehicles, and/or other obstructions that may enter the path of travel.
- F. For apparatus equipped with a back-up camera, the back-up camera may be used as a tool to aid in ensuring the environment is clear of obstacles but should not be used in lieu of a Backer nor does it absolve the driver’s responsibility for performing a walk-around prior to backing up in an emergency situation without a Backer.
- G. In the event of a Vehicle Collision while backing, Members will follow applicable SWPs, County/Agency policies, etc.

II. Standard Hand Signals

- A. The Backer, Spotter(s), and driver must have a clear understanding of what hand signals will be used. As such, the following signals will be used when backing vehicles (*Hand Signals for Directing Vehicles, Industry Recommended Practice, Volume 12, ENFORM, 2007*):



← TURNS →



Point one arm to indicate the direction to turn.



Bend monitoring arm repeatedly toward head to indicate continued turning.

DISTANCE TO STOPPING POINT



Face palms forward, with hands above head. Bring elbows forward and hands together.

STOP

Cross both arms above head.



EMERGENCY STOP

Start with hands clasped over head.



CLEAR TO LEAVE AREA



Point at the driver, and gain eye contact.



Turn and extend arms in desired direction.

Approved for compliance with Emergency Medical Services delivery

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

	LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM SYSTEM-WIDE PROCEDURE (SWP)
TITLE	Use of Seatbelts
SECTION	Operations
SWP#	503.1
ISSUED	
REVISED	
APPROVED	System Chief _____ W. Keith Brower, Jr.

PURPOSE

To ensure the safety of individuals riding in any vehicle owned or operated by any component of the Loudoun County Combined Fire and Rescue System (LC-CFRS).

SCOPE

This policy applies to all members of the LC-CFRS.

POLICY

Members shall use seatbelts, if equipped, while driving or riding in any vehicle owned or operated by any component of the LC-CFRS, to include those vehicles governed by the Virginia Department of Motor Vehicles and those UTV-type vehicles not intended for legal street operations but rather in support of emergency or stand-by functions.

PROCEDURE

1. All persons riding in, or operating, vehicles equipped with seatbelts shall be seated and belted in approved riding positions any time the vehicle is in motion other than as allowed in Section three and Section four. Prior to moving the vehicle, the driver/operator and Officer-in-Charge (OIC)/Attendant-in-Charge (AIC) shall ensure that everyone on board is seated with seatbelts fastened and adjusted properly. The driver/operator shall be ultimately responsible for ensuring the proper utilization of seatbelts in accordance with this SWP.
2. Seat belts shall not be released or loosened for any purpose while the vehicle is in motion, to include donning respiratory protection equipment or protective clothing.
3. Members actively performing necessary emergency medical care while the vehicle is in motion shall be secured to the vehicle by a seat belt, or by a vehicle safety harness designed for occupant restraint, to the extent consistent with the effective provision of such

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emergency medical care. All other persons in the vehicle shall be seated and belted in approved riding positions while the vehicle is in motion.

4. LC-CFRS member organizations permitting tiller training, where both the instructor and the trainee are at the tiller position, shall develop written standard operating procedures addressing all safety aspects for both individuals. Such company level SOP's should be prospectively developed in cooperation with the Loudoun County Fire and Rescue (LCFR) Battalion Chief of Health and Safety, to the extent they apply to career personnel.
5. Children under the age of eight must be secured in an appropriate child safety seat or immobilized using a device that can be secured to a stretcher or bench seat.
6. Riding on tailboards, side-boards, hose beds, or other exposed positions while the vehicle is in motion is prohibited on all apparatus while functioning as an instrumentality of the County.
7. The County of Loudoun acknowledges that volunteer corporate entities who insure their own apparatus may, on occasion, permit civilians and System members to ride in unsecured exposed positions on apparatus during holiday events and/or public outreach events. In the most direct and powerful terms possible, the County of Loudoun opposes any instance whereby civilians or System members are permitted to ride in an exposed position on apparatus during such non-emergency events while said apparatus is in motion. The County of Loudoun has determined that such allowances pose an unmanageable level of risk and encourages all organizations listed in Chapter 258 of the Codified Ordinances of Loudoun County to prohibit such activity. The safety of civilians and System members must, at all times, and without exception, be placed ahead of any other activity.
8. Apparatus owned and insured by the County of Loudoun may not be used under the circumstances identified in section 7. Employees of the County of Loudoun are prohibited from operating any vehicle, regardless of ownership, when being utilized in the circumstances identified in section 7.

LCFR Recruitment & Retention Committee Meeting Minutes
August 10, 2016

Attendance:

Company	Representative	Company	Representative
1	Rick Etter, Debbie Etter	10	Absent
2	Al King	11/18/24	Cristy Barakat, Ron Stewart
3	Absent	12	Ann Hardy
4	Jeff Fitzgerald	13	John Palm
5	Absent	14	Dana Eddy
6/22	Abena Bonso-Bruce	15/25/35	Betsy Keogan
7	Absent	17	Ben Breton
8	Absent	LCFR	Karen McQuaid
9	Patty Cornwell	Guests	

- Meeting started at 19:00 to allow for a presentation about Explorer's Programs by James Larounis, Aquia District Director of Scouts of America. This presentation was well attended; we had 6 guests from various companies who came to learn about the program. Dan Morris (Co. 14) and Wayne Newcomb (Co. 6) also spoke about their experiences with this program..
- Chair's Report. Meeting chaired by Rick Etter.
 - Rick Etter will make a presentation at the 8/11 AOC meeting regarding our upcoming newsletter, Open New Doors, and LocoHero.
- Vice Chair's Report.
- Treasurer's Report.
 - Monthly report was handed out.
- Secretary's Report.
- Volunteer Programs Report.
 - Graduation will be August 31, 2016 at Heritage High School. EMTs, firefighters, intermediates, and paramedics will be honored.
 - Upcoming recruitment events include Plane Pull 9/17 and Leesburg Air Show 9/24. Volunteers are needed, especially for the Plane Pull. Ben Breton will contact Lauren Hartman regarding the offer of an ambulance to be displayed at the Plane Pull.
 - Firefighter Family Day is August 13. Help is needed. Please let Lauren Hartman know if you can help.
 - Flu shots have been scheduled for October. Please encourage everyone at your company to get one.
 - The Open New Doors logo has been finalized and was presented.
 - We applied for a mass media regional recruitment funding through the IAFC VWF & VFCA grant and our proposal was accepted. VFCA will be paying for regional recruitment for 9 weeks in Sept, Jan, and May for Loudoun, and 5 other surrounding counties.
 - Please make sure your members update their address changes with LCFR.
 - Please let Lauren Hartman know about other community events or workplace fairs that we could attend.
- Old Business
 - LoCoHero is ready for testing. All members of the RR committee are encouraged to submit real or (if preferred) fake profiles to test the program. Please report to Jeff Fitzgerald the results of your test, especially if you find problems. Testing should be done within the next few weeks.

[Type here]

- The newsletter is coming together, and the interactive form has been designed. Each company needs to provide a social media contact, who will use an interactive form to post news & photos. Publication of the first issue of the newsletter is planned for January 2017. The first issue will contain Q4 news, as well as upcoming events.
 - Cristy Barakat is creating a list of these contacts and would like to have these in place within the next few weeks. Please contact her with the name of your company's contact.
 - Jeff Fitzgerald has offered to help our social media volunteers with tips.
 - The "Open New Doors" campaign, Chamber of Commerce project, and the Leadership Class continue to be worked on.
 - Recognition Gifts are in the process of being delivered. Deliveries to 8/9 EMS OC, the 8/11 AOC, and the 8/17 Fire OC. The company chiefs/presidents will give these to members "on the spot" to reward various accomplishments or a job well done.
- New Business
 - LCFR Orientation is 8/25. Instructors: Rick Etter, Lauren Hartman.
 - FY 17 Goals Committee had first meeting 8/2. Al King, Betsy Keogan, Rick Etter, and Jeff Fitzgerald will be drafting some FY17 goals for our next meeting. If you have a goal suggestion for RR committee, please send it to Al King.
 - VFIS Accident & Disability Insurance was discussed.
 - We will add a slide about this benefit to the LCFR Orientation Powerpoint
 - Meeting adjourned at 21:15. Next meeting is September 14.