

EMS Operations Committee
Agenda
September 13, 2016
1900 hours
DTCI Large Conference Room, First Floor
801 Sycolin Road

1. Call to order
2. Roll Call
3. Approve August meeting minutes (attached)
4. Chairman's Report
 - a. Executive Committee August packet
5. OMD- Dr. John Morgan
6. System Reports
 - a. LCFR– DC Jose Salazar
 - i. EMS Billing – Danielle Brosan
 - ii. EMS Training – Michelle Beatty
 - b. Committee reports
 - i. Communications Committee – Chief Bennett
 - ii. Training Committee-Chief Mino/Chief Aycock
 - iii. SWP Committee-Chief Krone
 - c. EMS Council –Leo Kelly
7. Sub-Committee Reports
 - a. Ambulance Standards Committee
8. Stakeholders Report
9. Old Business
 - a. Physio Lease Option Update
 - b. Medication Security
 - c. Bariatric Response
 - d. Rules of Order (Hall)
 - e. Bio-hazard pick ups
10. New Business
 - a. Healthnet 8 Aeromedical service
 - b. Draft SWP 503.1 Use of Seatbelts
 - c. Draft SWP 503.4 Backing Procedures for Apparatus

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11. Action Items

- a. Draft SWP 503.1 Use of Seatbelts
- b. Draft SWP 503.4 Backing Procedures for Apparatus

12. Committee Member Comments

Announcements

**EMS Operations Committee Minutes
August 9, 2016
DTCI- Large Conference Room
801 Sycolin Road
1900 Hours**

Co. 4	Cheryl Aycock
Co. 6	Absent
Co. 9	Rick Rumbarger
Co. 12	Absent
Co. 13	Anthony Mino
Co. 14	Earl Hall
Co. 15	Byron Andrews
Co. 17	Absent
EMS Council	Absent
LCFR	AC Johnson, AC Tobia, DC Salazar, Michelle Beatty, Mary Maguire and Christine Langley-Obaugh
OMD	Dr. Morgan
StoneSprings	Absent
Reston Hospital	Keith Morrison
Inova Loudoun	Absent

1. Call to order

Chief Andrews, Chairman, called the meeting to order at 1902 hours.

2. Roll Call

3. Approve July meeting minutes

A motion to approve the July 12, 2016 minutes was made by Chief Aycock. The motion was seconded by Chief Salazar. All are in favor with no opposition or abstentions. Motion carried.

4. Chairman's Report

Chairman Andrews advised that the July Executive Committee packet was distributed electronically.

Chief Tobia stated that the Fire and EMS Training Enrollment and Wait Lists SWP (Percentage Method) was passed at the EC meeting at the end of July. Chief Johnson stated the SWP should be coming out this week.

5. OMD-Dr. John Morgan

Dr. Morgan did not have anything to report.

6. Reports

a. LCFR- DC Jose Salazar

Active Threat- DC Salazar reminded all that details regarding an in-station drill will be forthcoming.

Call Hospital before Transport (Lansdowne)-DC Salazar and Dr. Morgan have engaged in a conversation regarding the need to call before transporting a client. DC Salazar hopes that this criteria will be removed.

Symposium- DC Salazar stated registration is now open.

RSAF Grant- DC Salazar stated this is open and closes September 15th.

Standards in Excellence- DC Salazar encourages agencies to go through this process. Additional information can be found on the OEMS website. Chief Andrews stated there are benefits to completing the accreditation process as a system. Chief Andrews advised if there is interest, perhaps a workshop can be scheduled.

i. EMS Billing- Mary Maguire

Mary Maguire stated that the last quarterly disbursement has been compiled and checks will be forthcoming.

Discussion occurred regarding exemptions for system members. Discussion continued regarding the possibility of an individual company establishing an internal funding mechanism to cover costs. Mary Maguire reminded everyone that there is a financial waiver process in place as well.

Chair Andrews and Chief Tobia stated if concerns exist, the appropriate avenue would be to perhaps engage the members of the AOC. Mary stated that the ordinance is clear with regard to the language.

ii. EMS Training-Michelle Beatty

Report attached.

Michelle stated two intermediate classes would be available in the fall. Michelle stated they will be moving forward with twenty five applicants for the two classes.

Michelle informed the EMSOC that Lt. Grant is scheduled to be transferred from Operations to the Training Division on August 25th.

Michelle mentioned that the Training Division is fine tuning the Hybrid EMT class. Chairman Andrews inquired regarding feedback from the first hybrid class. Michelle advised feedback has been received and modifications of the program are on-going.

Congratulations to the training division was announced in reference to the pass rate with the National Registry as 100% had been achieved.

The course catalog is available, for Fire and EMS.

Discussion took place surrounding the EMR course. Michelle stated she was a big proponent of the course because she believes it provides a solid foundation.

Regarding Target Solutions, Michelle advised that EMS Training is currently meeting with agency representatives.

Upcoming classes are outlined in the Training Division report.

Discussion occurred regarding mandatory training courses. Best practices may wish to be considered. Chief Aycock offered to take the issue to the training committee for further exploration.

The issue of additional EMT refresher hours was also discussed. Hours were increased from 36 to 40 hours effective July 1st. Michelle Beatty stated that everything has been transferred over to the new platform and she is willing to sit down with anyone to determine needs through Target Solutions, through Symposium or other avenues. In addition, Michelle advised that evening refresher courses will also be available. Chair Andrews suggested for all to verify expiration dates and point members in the right direction.

b. Committee Reports

i. Communications Committee (Chief Bennett)

No report.

Chief Tobia reported that they are continuing to work on blocking issues as it relates it to CAD.

ii. Training Committee (Chief Aycock/Chief Mino)

Chief Aycock stated the report is attached. Chief Aycock stated the committee is moving forward reviewing the student guide for the training center. The welcome packet was also reviewed.

Additionally, work has been done on several General Orders.

The Committee will not meet in September.

iii. SWP Committee (Chief Krone)

Chief Andrews stated that the last SWP Committee meeting was cancelled, but they have rescheduled for next Monday.

iv. Ambulance Standards Committee

Chief Andrews advised that Dave Beatty is working on some items. Chief Tobia stated the committee is on track to move forward.

c. EMS Council

Minutes were not received.

7. Old Business

a. Physio Lease Option

DC Salazar stated the documents are being reviewed and will return to everyone to ensure comments have been incorporated. A meeting with Physio will be scheduled. One concern is that there may be an issue with the lease for the County. If the County enters into a lease, it goes against their debt ceiling. Chief Tobia stated that the issue was discussed at a recent CIP meeting with DTCL and the Office of

Management and Budget. Chief Tobia stated that follow-up will occur with the Director of Finance to obtain an interpretation from Bond Counsel.

DC Salazar reminded folks to garner support from their companies.

b. Medication Security

DIT has given the go ahead. DIT would prefer one device is purchased so they are able to work through any issues that may arise. DC Salazar stated funding is available and they are in the process of ordering one device at this time.

DC Salazar stated Darrick is presently working on the policy.

c. Bariatric Response Capabilities

DC Salazar reported that three agencies within the County have bariatric response capabilities which include the County, Sterling Rescue and Loudoun Rescue. DC Salazar stated representatives will gather to discuss what resources are available and a plan for the future. DC Salazar mentioned that Communications would need to get involved as well. A meeting has been scheduled for August 23rd.

d. Rules of Order

Chair Andrews stated he still needs to meet with Chief Hall.

e. Bio Hazard Pick-ups

DC Salazar submitted that the same company did get the contract again. DC Salazar reported that Chief Johnson did have a discussion with procurement regarding concerns. In addition, DC Salazar stated that Chief Brower drafted a letter expressing his opinion, as well. DC Salazar stated a meeting will be held with the vendor next week to discuss the issues and the policy.

f. Social Media and Use of Personal Electronic Devices

Discussion will take place under Action Items.

8. New Business

a. Zika Virus

Dr. Morgan reported that the virus has now been transmitted in the United States, in Florida, only. Virginia has had a number of people infected which were all travelers. Dr. Morgan suggested that people can obtain additional information through <https://www.loudoun.gov/zika>.

9. Action Items

a. Social Media and Use of Personal Electronic Devices SWP

Chair Andrews stated changes in the SWP are outlined in the document in red and are attached for review.

Chief Tobia stated stakeholder comments have been received. Chief Tobia shared that Chief Hall and Chief Schultz have been tremendously engaged on this project. Chief Tobia shared he is grateful for their efforts. Chief Tobia stated that the changes reflected in the document are based on a continued desire to ensure that companies preserve the autonomy to speak on behalf of their organizations. Chief Tobia reminded all that the Chief of the system has a level of accountability that didn't exist several years ago. As a result, Chief Tobia shared that there is a need to have a policy in place to protect the reputation of our collective organization.

Chief Tobia admitted that this policy may be perceived by some as being restrictive. Chief Tobia stated that the policy is designed to provide guidance. Chief Tobia stated the draft has been reviewed and revised and the policy will not go live until training can occur regarding the intent of the policy.

Discussion ensued regarding reasonable timeframes, mechanisms to securely transmit pictures to attach to ePCR reports as they are FOIAable and standards for dash cameras. Additional conversation about risk tolerance for individual companies occurred. Lastly, the term "spokesman for the system" was reviewed and deliberated.

A motion was made to approve the Social Media and Use of Personal Electronic Devices SWP. The motion carried with no abstentions or oppositions.

10. Stakeholder Comments

October 24th Fall Training Event at Reston Hospital, 6-9pm

October 29th 30th Anniversary, 10am-2pm

Please complete re-stock forms.

Trauma Director Meeting on August 30th

Public Safety Open House on August 10th Ashburn HealthPlex

11. Committee Member Comments

Dr. Morgan is working full time hours (OMD process closes August 17th)

12. Announcements

None

Adjourn: With no other business to discuss, the meeting is adjourned at 2031.

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

DRAFT



Loudoun County Fire and Rescue

The Oliver Robert Dubé Fire & Rescue Training Academy
16600 Courage Court
Leesburg, VA 20175
Phone 703-737-8400 Fax 703-777-0235



EMS TRAINING DIVISION

September 2016

6aii

Upcoming EMT-Intermediate classes

There are no changes to the enrollment number within our intermediate programs. The day time class currently has 15 applicants and the night time class has 9. The night time class begins on Tuesday, September 13. The day time class is scheduled to begin on October 20. Students are preparing for their upcoming class by reviewing material that was handed out during their interview sessions in August.

Lt. John Grant transferred from Operations to the Training Division – EMS Training Section on Thursday, August 25th in preparation for the daytime Intermediate class. He has begun working with Training Officer Short on the Intermediate program. They have been spending time working on the Intermediate schedules for both day and night classes. Additionally, T.O. Short has been previewing TargetSolutions ALS classes for potential use in the upcoming intermediate classes, as well as for ALS refresher.

EMT Hybrid Fall Program

This class remains full with 30 applicants in the class and 3 on the wait list. Textbooks and online learning packages have been selected, ordered, and delivered to the students last week on the first night of class (Wednesday, September 7).

Training Officer McDonald met with his instructor cadre on September 1, 2016 at 1900 to set expectations, roles, and responsibilities for the upcoming class. Instructor turnout was good, and should help with consistency in instruction, methodology, and communication.

EMR Fall Program

This class remains with 24 applicants in class. The first day of class will be Tuesday, September 13, 2016. The majority of the applicants are from Purcellville Fire (602), however we do have other applicants from Lovettsville, Arcola, Leesburg Fire, and Sterling Fire. EMS Training has communicated the location change from the Academy to station 602 to the students and instructors for this program.

Textbooks and online learning packages have been selected and ordered this week via purchase requisition. Additional materials needed for the class have identified and ordered as needed. Daily schedules and activities have been reviewed. We will be piloting the use of Blackboard with this class. Blackboard will be used to aid in communication and enhance learning through providing additional materials to help students with specific learning objectives. We will be providing lesson objectives, PowerPoint lessons, skills videos, homework assistance, and blogs. We have shared our ideas with the leadership at Station 602. We look forward to their feedback, as well as the students, so that we can make additional changes and/or enhancements for future classes.

TargetSolutions

August, October and November EMT and EMR refreshers have been contacted and assigned coursework within Target Solutions. Courses have been identified to meet state recertification requirements. Students are actively completing courses within Target Solutions at this time. We have not encountered any issues with students completing assigned coursework.

As part of the Active Threat station training for September, a video within TargetSolutions called “Bomb Squad Operations for Emergency Service Active Shooter Program” was assigned to all active operational members of LC-CFRS. An email was sent out to all members by EMS Training Specialist, Michelle Beatty regarding browser pop-ups and launching Target courses. This email should help identify any potential browser settings that could cause problems with Target courses. The email directs users in trouble-shooting browser settings.

Fall Programs in progress and/or upcoming:

- Hybrid EMT Initial program beginning on Wednesday, September 7, 2016
- EMR Initial program beginning on Tuesday, September 13, 2016
- EMT to Intermediate night/weekend class beginning on Tuesday, September 13, 2016.
- ALS CEU (refresher program for Intermediate/Paramedic providers) beginning in October, 2016
- Hybrid EMT daytime Refresher beginning on Monday, October 3, 2016
- EMT to Intermediate daytime class beginning on Thursday, October 20, 2016.
- Hybrid EMT daytime Refresher beginning on Monday, November 7, 2016
- Hybrid EMT night time Refresher beginning on Thursday, November 17, 2016.

Misc.

- EMS Training is currently working with their AHA ACLS instructors on their renewal requirements. Additionally, we are reviewing our list of instructors for BLS Healthcare providers and PALS.
- EMS Training has contacted True Corp for a demonstration of their pediatric airway manikins. A demonstration of their equipment will not occur prior to the September 15 grant deadline, however we are still pursuing a demonstration in hopes of obtaining a grant for the March, 2017 time period.
- Our Lifepak 1000 trainers have been updated and reprogrammed to AHA standards. They are ready for use in our fall programs.

**LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM
EMERGENCY MEDICAL SERVICES OPERATIONS COMMITTEE
RULES OF ORDER**

I. Purpose

- A. The purpose of the Emergency Medical Services Operations Committee (hereafter, "the EMSOC") shall be to plan, implement and promote the development of all resources available for the provision of optimal emergency medical services to Loudoun County while maintaining an optimal and comprehensive EMS system consistent with the mission, goals and philosophy of the Executive Committee of the Loudoun County Combined Fire and Rescue System (hereafter, "the System") and Loudoun County Emergency Medical Services Council, Inc.

II. Membership

- A. The EMSOC is constituted of the nine (9) separately senior elected EMS/Rescue officers from each of Loudoun County's chartered volunteer EMS transport companies and the System Chief's appointee from Loudoun County Fire and Rescue.
- B. The System Medical Director is an ex-officio member of the EMSOC with voting privileges. The presence or absence of the System Medical Director at the EMSOC meetings does not count toward a quorum.
- C. The EMSOC shall select a Chair and a Vice-Chair from amongst its volunteer membership at its first regular meeting occurring after January 1 of each year with said selections becoming effective immediately.
- D. The Chair or Vice-Chair may resign his/her position by presenting a written resignation. A new officer shall be elected by the EMSOC at a regular meeting. The EMSOC shall endeavor to fill the position by its next regular monthly meeting after the vacancy occurs.
- E. Sub-Committees of the EMSOC are populated at the discretion of the EMSOC as deemed in the best interest of the System. Membership on any Sub-Committee of the EMSOC is not limited or restricted to EMSOC Members only.

- F. The Chair or Vice-Chair may be removed from his/her position by a 2/3rds vote at any regular or special meeting, provided notice of an EMSOC Member's intention to submit a motion for removal was given to each EMSOC Member at least 14 days prior to the meeting where the removal vote will be taken.
- G. The System Chief has sole discretion to remove any EMSOC or Sub-Committee Member for cause. Removal of the Chair of the EMSOC or any Sub-Committee shall require selection and appointment a new Chair.

III. Reporting Structure and Responsibilities

- A. The EMSOC serves as a Standing Committee of the Executive Committee of the System, and reports directly thereto.
- B. The Loudoun County EMS Council, Inc. shall serve as the primary advisory body of and report directly to the EMSOC.
- C. The EMSOC shall formulate proposed rules, recommendations, policies and procedures for the System for consideration and approval by the Executive Committee.

IV. Meetings

- A. Regular Meetings of the EMSOC shall be held on the second Tuesday of each month at 7:00 p.m.
- B. An option for public comment is made available at each meeting. The Chair is responsible for maintaining order during periods of public comment.
- C. The EMSOC may provide for additional meetings as deemed appropriate by the Chair. Said meetings shall be referred to as "Special Meetings" and must be scheduled no less than 72 hours in advance of proposed meeting times. Special Meetings will be announced to System members by electronic communication at least 72 hours in advance of the proposed meeting time. These announced meetings can be held in person, by conference call or other online communications means. All such Special Meetings shall comply these Rules of Order. Minutes of all such Special Meetings shall be recorded and included in next regular meeting's information packet.

- D. Meetings shall be normally held at 801 Sycolin Road in Leesburg, VA. Meeting location, date, and times are subject to change due to holidays, inclement weather, and lack of availability of space at the regular meeting location. Changes to meeting location shall be communicated no later than noon the day of the scheduled meeting.
- E. All cell phones, pagers, and other electronic devices shall be set on silent mode while in the meeting room.
- F. Smoking is only permitted in the designated areas outside of any building where the meeting may be occurring.
- G. If a reasonable accommodation for any type of disability is required to participate in the meeting, please contact Loudoun County Fire and Rescue at (703) 777-0333 and request the Executive Liaison. It is requested that three business days advance notice be given.

V. Order of Business

- A. The Chair or designee shall establish the order of business for all meetings in the form of an Agenda, and copies shall be available in a printed format. The Chair, or designee, may change the order of business as necessary based on the agenda. The order of business shall include, but not be limited to the following items:
 - 1. Call to Order
 - 2. Roll Call
 - 3. Approval of Minutes
 - 4. Public Comments
 - 5. Chair Report
 - 6. OMD Report
 - 7. Standing Reports
 - a. LCFR
 - b. Communication Committee
 - c. Training Committee
 - d. SWP
 - e. EMS Council
 - 8. Committee Reports
 - 9. Stakeholders Reports
 - 10. Old Business
 - 11. New Business
 - 12. Adjournment

VI. Duties of the Chair

- A. The Chair shall preside at Regular and Special Meetings call the same to order, and enforce these Rules of Order.
- B. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair. In the absence of both the Chair and Vice-Chair, the Chair shall designate another member of the EMSOC to serve as the Chair for the purpose of conducting and presiding over the Meeting.
- C. The Chair shall decide all questions of order, subject to an appeal from any EMSOC Member.
- D. The Chair, or designee, shall be responsible for preparation of the EMSOC agenda for each meeting or hearing of the EMSOC.
- E. The Chair shall nominate System Members to Sub-Committees, with endorsement by a majority of EMSOC members (present and voting)
- F. The Chair shall represent the EMSOC on the System Executive Committee.

VII. General Rules Governing Placing Items on the EMSOC Agenda

- A. EMSOC Members shall receive sufficient advance notice of agenda items to enable them to study the item, request and receive additional information, and consult stakeholders as considered appropriate by EMSOC Members.
- B. The Chair shall set the tentative agenda for EMSOC meetings approximately one week prior to the regularly scheduled meeting.
- C. A copy of the tentative agenda and packet of supporting materials shall be electronically mailed to each EMSOC Member by 5:00 p.m. on the Wednesday before the Tuesday meeting.
- D. Written reports or materials that are not received and included in the tentative agenda and packet can be printed and delivered at the Meeting with sufficient copies for all EMSOC Members and other anticipated attendees.

- E. The Executive Liaison shall be responsible for notifying EMSOC Members of any new agenda items added by the Chair between the time that the tentative agenda and packet has been distributed and time of the Meeting.
- F. Agenda items may be added by EMSOC members between the time that the tentative agenda and packet has been distributed and time of the Meeting, with the approval of the Chair.
- G. Agendas shall be posted by 5:00 p.m. on the Wednesday before the scheduled monthly meeting. Special Meeting agendas shall be published when notification is sent to System members of the scheduling of such meetings. The subsequent written Minutes of Regular and Special Meeting are usually available by close of business five business days following the applicable EMSOC Meeting. If assistance is required accessing this information, contact the Executive Liaison, through the Loudoun County Fire and Rescue at (703) 777-0333.

VIII. Debate

- A. EMSOC Members shall, at all times, conduct themselves with professionalism and respect, adhering to the System Code of Conduct.
- B. When any EMSOC or System Member desires to speak, or deliver documents, on any matter to the EMSOC, the Member shall respectfully address the Chair, and on being recognized by the Chair, may address the EMSOC, and shall confine his/her comments to those questions under debate.
- C. All comments, criticisms, etc., will be addressed to the Chair. Cross debate between Members will be conducted through the Chair.
- D. When two or more Members seek recognition at the same time, the Chair shall name the Member who is to speak first.
- E. During EMSOC meetings, EMSOC deliberations will be held among EMSOC Members unless the EMSOC consents to invite other participants as outlined in section F below.
- F. EMSOC Members may request the Chair to recognize a System member present to be permitted to speak. Upon recognition by the Chair, and without objection from any EMSOC Member, the System member may speak on the matter before the EMSOC.

- G. Following all debate and when the motion is brought to a vote, the Chair will proceed with a roll call vote if requested by an EMSOC Member.

IX. Motions and Their Precedence

- A. Every motion made to the EMSOC and entertained by the Chair shall be reduced to writing at the request of any EMSOC Member, and shall be entered in the Minutes with the name of the Member making it.
- B. When a motion has been made, the Chair shall state it, or (if it be in writing) cause it to be read aloud before being debated. The motion may be withdrawn at any time by the mover before a decision or amendment.
- C. If in the judgment of the Chair a motion to amend or to substitute is essentially the opposite of the motion on the floor, then it shall be out of order.

X. Reconsideration

- A. When a question has been decided by the EMSOC, it shall be in order for any EMSOC Member voting with the prevailing side or who has not voted on the question, to offer a motion for reconsideration. Such motion shall be made during the same meeting or the next succeeding business meeting and such motion shall take precedence of all other questions except a motion to adjourn.

XI. Amendments and Motions

- A. Any motions or amendments shall be reduced to writing at the request of any EMSOC Member, and shall be read aloud before it shall be debated.
- B. In the event an EMSOC Member, including the maker, believes that an item warrants further discussion, the Chair shall allow further discussion.
- C. Any motion, amendment, or resolution may be withdrawn or modified by the mover at any time before a decision, amendment or vote has been taken on the motion, amendment, or resolution.
- D. When a motion or proposition is under consideration, a motion to amend and a motion to amend that amendment shall be in order.

- E. Votes will be taken on amendments as they are brought up.
- F. It shall not be in order to consider any proposed amendment, which contains any significant matter not within the jurisdiction of the EMSOC, unless determined proper by the Chair.
- G. At the request of any EMSOC Member, before the Chair puts the question, a question shall be divided, if it includes propositions so distinct in substance that, one being taken away, a substantive proposition remain.
- H. The Chair, while a motion is under consideration, shall entertain no motion or proposition on a subject different from that under consideration.
- I. The votes to carry a motion shall require a majority of the EMSOC Members present and voting.

Note 1- More than 50% of the EMSOC Members are needed to be in attendance for a quorum to exist.

Note 2- Tie vote on a motion will not carry the motion.

Note 3- An EMSOC Member who abstains is counted for a quorum meeting purposes but is not counted as a Member present and voting.

Note 4- Failure of a motion framed in the negative does not authorize positive action.

- J. All motions to forward an item to a future meeting or a Sub-Committee are in order and do not require suspension of these Rules.

XII. Record Keeping

- A. Official Minutes shall be kept by the Executive Liaison, or designee made by the Chair, as a summation of all actions of the EMSOC. The Executive Liaison, or designee made by the Chair, shall cause the publication, posting and maintenance of all EMSOC meeting agendas, supporting materials, and minutes.

XIII. Establishment and Jurisdiction of Sub-Committees

- A. The EMSOC shall establish and dissolve Sub-Committees as deemed necessary and appropriate by the EMSOC as a whole.

- B. In order to assist the EMSOC in fulfilling its purpose, the Sub-Committees may be delegated oversight responsibilities for specific areas of concern. To the extent delegated by the EMSOC, each Sub-Committee shall review and study, on a continuing basis, the application, administration, execution and effectiveness of System policies, procedures and programs within the jurisdiction of that Sub-Committee.
- C. Each Sub-Committee shall operate in accordance with these Rules of Order to guide meetings. Each Sub-Committee shall appoint a Chair to lead the Sub-Committee and report to the EMSOC representing that Sub-Committee. The selection shall take place at the first meeting of the Sub-Committee and anytime in the future that there becomes a vacancy in the role of Chair, and shall take effect immediately upon selection. The EMSOC Chair and any other non-appointed EMSOC Member can serve as an ex-officio member on any Sub-Committee.
- D. All Sub-Committees shall review and/or work on only those items or topics that are under their delegated jurisdictions or referred to them by the EMSOC. Any item not sanctioned by the EMSOC that will require substantial time and/or cause a change in the agenda, shall first receive approval of the EMSOC.
- E. All Sub-Committees shall meet as deemed necessary or as specified by the EMSOC. All scheduled Sub-Committee meetings shall be openly announced to the System as to time and location at least one week in advance. All Sub-Committee meetings shall be open to System Members.
- F. Sub-Committee Chairs shall be recognized to present reports and will yield to EMSOC Members wishing to ask questions. All questions from the EMSOC Members shall be addressed to the Sub-Committee Chair who is presenting the report.

XIV. Attendance at Regular and Special Meetings of the EMSOC

- A. EMSOC Members may participate in Regular and Special meetings remotely via electronic communication device whenever circumstances otherwise prevent them from being physically present. The remote EMSOC Member shall count for the purposes of establishing a quorum and may participate in voting, but must be recognized by the Chair in order to speak.

- B. EMSOC Members who are absent from a Regular or Special Meeting may be represented by another currently serving operational officer from the absent EMSOC Member's company as a substitute. This substitute representative shall not count for the purposes of establishing a quorum and may not vote. The absent EMSOC Member shall have until the end of the County business week after the missed EMSOC meeting to provide his/her vote in writing on any Action Item to the Chair.

XV. Amendments to Rules

- A. These rules may be altered, amended or repealed and new rules may be adopted by a 2/3 majority of the EMSOC Members in such manner and at such times as the EMSOC may determine.

XVI. Robert's Rules of Order

- A. The latest edition of Robert's Rules of Order will apply to the extent consistent with these Rules.

	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

10b

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.

	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

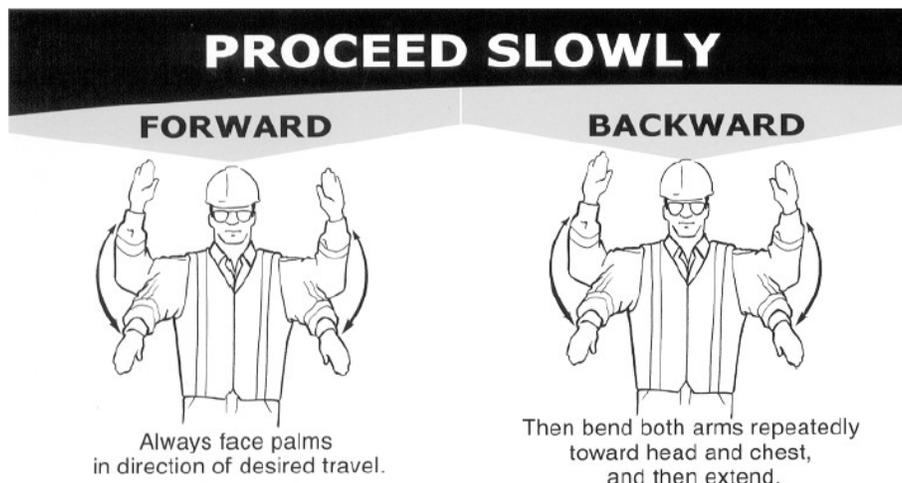
I. General

- 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.

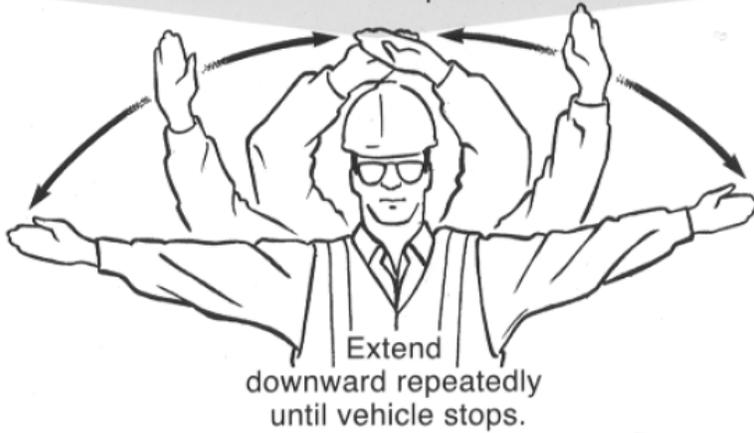
STOP

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