

EMS Operations Committee  
Agenda  
October 11, 2016  
1900 hours  
DTCI Large Conference Room, First Floor  
801 Sycolin Road

1. Call to order
2. Roll Call
3. Approve September meeting minutes (attached)
4. Chairman's Report
  - a. Executive Committee September 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  
(October meeting cancelled)
    - iii. SWP Committee-Chief Krone
  - c. EMS Council –Leo Kelly
7. Sub-Committee Reports
  - a. Ambulance Standards Committee
  - b. Bariatric Response
8. Stakeholders Report
9. Old Business
  - a. Physio Lease Option Update
  - b. Medication Security
  - c. Rules of Order (Hall) (Two documents for Review)
  - d. Bio-hazard pick ups
10. New Business
  - a. Draft SWP 101.2 Written Communications

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11. Action Items

- a. Draft SWP 101.2 Written Communications
- b. Rules of Order

12. Committee Member Comments

Announcements

**Physio Presentation begins at 5:30pm**

**EMS Operations Committee Minutes  
September 13, 2016  
DTCI- Large Conference Room  
801 Sycolin Road  
1900 Hours**

Co. 4	Cheryl Aycock
Co. 6	<b>Absent</b>
Co. 9	Derrick Bennett
Co. 12	Andrew O'Connell
Co. 13	Anthony Mino
Co. 14	Earl Hall
Co. 15	Byron Andrews
Co. 17	Rodney Krone
EMS Council	<b>Absent</b>
LCFR	DC Salazar, Danielle Brosan and Christine Langley-Obaugh
OMD	Dr. Morgan
StoneSprings	Jamie Wolfin
Reston Hospital	Keith Morrison
Inova Loudoun	Johanna Kushan

1. Call to order

Chief Andrews, Chairman, called the meeting to order at 1900 hours.

2. Roll Call

3. Approve August meeting minutes

A motion to approve the August 9, 2016 minutes was made and the motion was seconded by Cheryl Aycock. All are in favor with no opposition or abstentions. Motion carried.

4. Chairman's Report

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

Chair Andrews advised that a Strategic Planning Retreat will be held on September 16-September 17.

5. OMD-Dr. John Morgan

Dr. Morgan advised he is fully engaged as OMD.

6. System Reports

a. LCFR- DC Jose Salazar

RSAF Grants are due by September 15<sup>th</sup>. Please advise if grants are being submitted.

Symposium Registration is on-going.

HealthNet8 Aeromedical Service- A new helicopter service out of Martinsburg, West Virginia. Chief Salazar advised that there first due is our northwest corner of Loudoun County which includes Lovettsville and Neersville. Service will begin on October 3<sup>rd</sup> and they do have a license to practice in Virginia. An IB will follow and will detail a change in process. Chief Salazar reminded all that with Fairfax Police you only get a paramedic. Chief Salazar stated that with other services, you receive a flight nurse in addition to a paramedic. Chief Salazar summarized by stating that primarily we will be dealing with AirCare and HealthNet8. Dr. Morgan stated there will be a need to update the EMS policy. Discussion also ensued regarding weather policy. Dr. Morgan requests that any issues be brought to his attention.

Elite Platform- Chief Salazar stated that Chief Stiles emailed all to ask for interested parties to sign up for the Train the Trainer in November. Chief Salazar reminded all to reply to Chief Stiles. Chief Salazar stated this will include: Changes in Spinal Mobilization and High Performance CPR and for ALS providers, a special session will be held on how to increase the success rate with first time intubation.

i. EMS Billing- Danielle Brosan

Danielle Brosan stated in regard to the retrospective review, there were over 6800 records that were eligible to be reviewed and, of those, only 128 were only eligible resulting in a little over \$3,000.

ii. EMS Training-Michelle Beatty

Report attached.

b. Committee Reports

i. Communications Committee (Chief Bennett)

The meeting was cancelled. A plethora of IB's came out Friday. Please provide any comments accordingly.

Captain Lamb provided an update on CAD stating that they are tracking every issue. Captain Lamb reported about 90% of the issues received are now closed. An issue currently relates to the situational awareness software so they have injected a lot more processing power which explains why it has been going in and out of service. Captain Lamb stated parallel to that they are also pursuing a code update change.

Captain Lamb stated there is a hiccup in the interface that pushes out the information so you cannot see your mileage so instructions via email will be distributed so you are able to view this information.

Captain Lamb stated a few issues arose with aircards that have now been corrected. Captain Lamb advised that they are assisting those that have forgotten passwords and those that need assistance regarding navigation.

Chairman Andrews advised that changes could be on-going. Captain Lamb stated a ticket is open for each comment received. Captain Lamb stated that the Help Desk will remain open for several days.

ii. Training Committee (Chief Aycock/Chief Mino)

There was not a meeting held in September.

iii. SWP Committee (Chief Krone)

Chief Krone stated that the meeting will be held on September 15<sup>th</sup>.

Written Communication SWP-EC tabled the item for additional work to be completed by the SWP Ad-Hoc Committee. The draft SWP will return to the EC in September.

c. EMS Council

No report.

7. Sub-committee Reports

- a. Ambulance Standards Committee- The June minutes were approved by the Chair and were previously distributed.

## 8. Stakeholders Report

Johanna Kushan appeared and stated she was now the Public Safety Liaison for INOVA to include Cornwall, Lansdowne and Ashburn HealthPlex. In addition, Johanna is the Clinical Director at Ashburn.

Johanna stated a lot of construction is on-going at the INOVA Loudoun hospital. Renovations will be done to the Adult ER and an additional room will be added to the Pediatric ER. A section of rooms will be closed off, however, accommodations will be made. A crane may be coming in from time to time and notifications will occur.

Johanna stated they apply for their level III trauma designation in October. On 11/14, a training will take place and Ms. Kushan passed around a flyer.

Keith Morrison was also in attendance and reported a good training event which was held in conjunction with Sterling on August 16<sup>th</sup>. On October 24<sup>th</sup>, a Fall Training Event at Reston Hospital will be held from 6-9pm. Lastly on October 29<sup>th</sup>, there will be a 30<sup>th</sup> Anniversary Celebration which will be held from 10am-2pm.

Keith reported that a meeting was held with OMD's regarding their trauma program.

Jamie Wolfin was present and reported that a trauma training session in late August. Jamie stated that their medical office building on campus opened and a meeting room that holds up to fifty people is now open.

Jamie stated that she and Keith as well as their CEO will be doing station visits soon. The inter facility transport contract has been awarded to AMR. The contract begins on October 5<sup>th</sup>. Additional details will be forthcoming.

Restocking will become easier in the future, according to Jamie. A new process is forthcoming.

Renovations will occur at StoneSprings.

## 9. Old Business

- a. Physio Lease Option

Chief Salazar reported that it appears that everyone is in favor of the Physio lease option. Chief Salazar stated a presentation will allow for clarification as well as an

opportunity for questions to be answered. The committee opted for a presentation on the next EMSOC meeting night, October 11<sup>th</sup> at 5:30pm. A follow-up email will be distributed to confirm.

b. Medication Security

Chief Salazar stated that there is a need to ensure that the cards are going to work. Chief Salazar stated that we are currently awaiting a green light from DIT. Chief Salazar stated that once that happens, the pilot can begin. The policy will be drafted, however, disagreement on heavier topics may arise. A draft will be forthcoming.

c. Bariatric Response Capabilities

The minutes have been provided from the committee.

d. Rules of Order

Chairman Andrews stated he and Chief Hall met and formed a draft. Chief Andrews would like all to review the Rules of Order attached in the packet and action will be taken at the October meeting.

e. Bio Hazard Pick-ups

Chief Salazar reported a new company has been selected to provide service. A meeting will be held next week. Additional information will be forthcoming.

10. New Business

a. HealthNet8

See comments above.

b. Draft SWP 503.1 Use of Seatbelts

Chief Bennett stated he had issues with both draft SWP's. Chief Mino concurred. Chief Bennett is concerned that we are dictating every step our providers take. Discussion ensued.

Chief Krone submitted that State law was incorporated and further, exemptions could not be found. Chief Andrews may reach out to Mike Berg for additional information.

Discussion also took place regarding Section 5 with regard to children under eight must be secured.

c. Draft SWP 503.4 Backing Procedures for Apparatus

Chief Bennett raised concerns with regard to the draft policy. Chief Mino stated he would like to see providers have more discretion. Discussion ensued.

According to Chief Mino, comments have previously been sent to Chief Tobia and responses were received.

11. Action Items

a. Draft SWP 503.1 Use of Seatbelts

A motion was made by Earl Hall to accept the draft SWP Use of Seatbelts, as written. The motion was seconded by Chief Salazar. The motion passed with no opposition.

b. Draft SWP 503.4 Backing Procedures for Apparatus

A motion was made by Chief Andrews to accept the draft SWP Backing Procedures for Apparatus to include striking D2. In addition, clarification has been requested regarding 1a to reflect 1 backer and 1 spotter with best practices recommended. Lastly, members of the EMSOC raised a concern with section C under General. The motion was seconded by Chief Krone.

The motion passed with one opposed.

12. Committee Member Comments

None

Announcements

None

Adjourn: With no other business to discuss, the meeting is adjourned at 2044.

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



# 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

October, 2016

6 a ii

### Upcoming EMT-Intermediate classes

There are no changes to the enrollment number within our intermediate programs this week. The day time class currently has 14 applicants and the night time class has 8. The night time class began on Tuesday, September 13. The day time class is scheduled to begin on October 20. The night time class is progressing without issues. Students completed their entrance assessment and the data has been analyzed to assess each student's strengths and weaknesses. This information will be helpful in planning upcoming lessons in curricular areas to better meet their needs.

### EMT Hybrid Fall Program

This class contains 29 students total. We had one change in enrollment this week. The class is progressing, and students are adjusting to the hybrid format and demand. The students completed two modules encompassing EMS Operations and Trauma. Unit tests were completed last week. Students will have one opportunity to test each unit they failed. Communication reports will be sent to agency leadership soon.

### EMR Fall Program

Our EMR class, held at Purcellville Fire station 602 remains with 22 students. We continue to pilot the use of Blackboard with this class. Blackboard is used to aid in communication and enhance learning through providing additional materials to help students with specific learning objectives. Students used Blackboard this week to help them prepare for their Module 1 test. There were study guides, videos, and presentations/notes. Students who did not utilize the resources on Blackboard did not pass the Module 1 test.

### TargetSolutions

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. Several have completed all Target coursework prior to the deadline without issue. Continuing education for recertification appears to be updating VAOEMS correctly from the Target interface.

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.

### Fall Programs in progress and/or upcoming:

- Hybrid EMT Initial program beginning on Wednesday, September 7, 2016 (29 students)
- EMR Initial program beginning on Tuesday, September 13, 2016 (22 students)
- EMT to Intermediate night/weekend class beginning on Tuesday, September 13, 2016. (8 students)
- ALS CEU (refresher program for Intermediate/Paramedic providers) beginning in October, 2016

- Hybrid EMT daytime Refresher beginning on Monday, October 3, 2016 (24 students)
- EMT to Intermediate daytime class beginning on Thursday, October 20, 2016. (14 students)
- Hazmat Awareness Proctored Exam on Thursday, October 27, 2016.
- ACLS Refresher on Saturday, October 29, 2016.
- AHA CPR on Sunday, October 30, 2016.
- Bloodborne and Airborne Pathogens on Tuesday, November 1, 2016
- EMR Refresher beginning on November 3, 2016
- Pediatric Advanced Life Support (PALS) beginning Saturday, November 5, 2016
- Hybrid EMT daytime Refresher beginning on Monday, November 7, 2016 (24 students)
- Hybrid EMT night time Refresher beginning on Thursday, November 17, 2016.
- BLS Challenge beginning on Thursday, November 17, 2016
- ACLS Refresher on Monday, November 21, 2016 during the day.
- Pediatric Advanced Life Support (PALS) beginning Tuesday, November 29

**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  
EMERGENCY MEDICAL SERVICES OPERATIONS COMMITTEE  
RULES OF ORDER**

**I. Purpose**

The purpose of the Emergency Medical Services Operations Committee (“EMSOC”) shall be to provide advice, counsel and recommendations to the Executive Committee and/or the System Chief and OMD on LC-CFRS matters pertaining to EMS and EMS rescue, as well as objectives of the volunteer companies and other matters as deemed appropriate by the Executive Committee and the System Chief.

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The EMSOC shall be responsible for oversight of the EMS Council, Incorporated, Advanced Life Support (ALS) Committee, Basic Life Support Committee (BLS), or any other subcommittees and/or ad hoc committees created by the EMSOC for the purpose of assisting them with their objectives.

A. The EMS Council, Incorporated reports to the EMSOC as part of the governance structure. The EMS Council, Incorporated will serve in an advisory and subordinate role to the System Chief, the Executive Committee, EMSOC and the OMD. 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.

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Commented [TM1]: Recommend this language as it comes directly from Chapter 258 of the Codified Ordinances of Loudoun County.

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**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.

Commented [CLO2]: Comprised

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.

Commented [CLO3]: Operational Medical Director

Commented [CLO4]: Operational Medical Director

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.

Commented [CLO5]: established

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.

Commented [CLO6]: two-thirds or 2/3 majority

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.

Commented [CLO7]: as deemed appropriate

G.H. Recommended replacement language for G: The System Chief has sole discretion to remove any EMSOC member. Removal of the Chair of the EMSOC by the System Chief shall require the System Chief to appoint an interim Chair immediately, and the selection of a new Chair by the remaining members of the EMSOC at their next regular meeting. The Chair of the EMSOC (in consultation with the System Chief) may remove any member of any appointed sub-committee within the EMSOC.

Commented [CLO8]: within what time frame?

Commented [TM9]: Recommended language to replace G to be consistent with the EC Rules of Order,

### 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.

Commented [CLO10]: Formulate/develop, review and approve

Commented [TM11R10]: Recommend: formulate, review and consider proposed rules, recommendations, policies and procedures ...

### 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

- Commented [CLO12]: Chairman's Report is #4
- Commented [CLO13]: OMD is #5
- Commented [CLO14]: System Reports are #6 and include a. LCFR i.EMS Billing, ii. EMS Training, b. Committee Reports i. Communications Committee, ii. Training Committee, iii.SWP Committee, c. EMS Council
- Commented [CLO15]: Sub-Committee Reports were made #7 by Chair Andrews with a. being Ambulance Standards Committee
- Commented [CLO16]: #8 is Stakeholders Reeport
- Commented [CLO17]: #9 is Old Business
- Commented [CLO18]: #10 is New Business
- Commented [CLO19]: #11 is Action Items
- Commented [CLO20]: #12 is Committee Member Comments

**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.

- Commented [CLO21]: said
- Commented [CLO22]: Punctuation needed (period).

**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.

**Commented [CLO23]:** In theory, this time frame works, however, realistically it is more like the Friday before

**Commented [CLO24]:** Again, it is more realistic to state the Friday before

**Commented [CLO25]:** draft

**Commented [CLO26]:** with all of the issues with FTR, I would prefer 10 days

**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.

Commented [CLO27]: vote,

**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.



**LC-CFRS EXECUTIVE COMMITTEE  
ACTION ITEM**

**10 a**

**SUBJECT:** SWP 101.2 Written Communications

**PRIMARY SERVICE AREA:** System-Wide

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

**PURPOSE:** To adopt DRAFT SWP 101.2 Written Communications.

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

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

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

**FISCAL IMPACT:** None

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

-OR-

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

-OR-

I move an alternative motion.

**ATTACHMENTS:** SWP 101.2 Written Communications  
i. Informational Bulletin Template

- ii. General Order Template
- iii. Memorandum Template



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

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

This SWP supersedes and replaces FRG Administration 1.2.

**PURPOSE**

To describe the System’s means of written communications.

**SCOPE**

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

**DEFINITIONS**

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

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

**POLICY**

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

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## 10 a

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

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

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

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~~2.~~

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

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

### PROCEDURE

#### I. Authority/Administrators

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

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

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

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

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

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

## 10 a

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

### ~~II.~~ III. Loudoun County Email

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

### ~~III.~~ III. Memorandum

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

### ~~IV.~~ IV. System-Wide Informational Bulletins (IBs)

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

### ~~V.~~ V. Health and Safety Bulletins (HSBs)

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

## 10 a

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

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

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

### ~~VI.~~VII. Operational Medical Policies and Protocols (OMPPs)

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

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

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

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Approved for compliance with Emergency Medical Services delivery

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



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

<b>TITLE</b>	
<b>GO #</b>	
<b>ISSUED</b>	
<b>EXPIRES</b>	
<b>APPROVED</b>	System Chief _____ W. Keith Brower, Jr.

### PURPOSE

### BACKGROUND

### SCOPE

### DEFINITIONS

### POLICY

### PROCEDURE

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

<b>TITLE</b>	
<b>IB #</b>	
<b>ISSUED</b>	
<b>APPROVED</b>	System Chief _____ W. Keith Brower, Jr.

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DRAFT





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

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

### **MEMORANDUM**

**TO:**

**FROM:**

**THROUGH:**

**SUBJECT:**

**DATE:**

Calibri, 12 point, single spaced

**CC:**