

**Administrative Operations Committee
Minutes**

June 9, 2016

The June meeting of the Administrative Operations Committee was held on Thursday, June 9, 2016 in the DTCL Large Conference Room at 801 Sycolin Road. Chairman Quin presided and called the meeting to order at 1935 hours. The following were in attendance:

Co. 1	Absent
Co. 2	Brad Quin
Co. 4	John Moring
Co. 5	John Malone
Co. 6	Jimmy Olevson
Co. 7	Bernie Boteler
Co. 8	Eric Shank
Co. 9	Jay J Brown
Co. 10	Bob Akers
Co. 11	Andy Gode
Co. 12	Karen Deli: Excused
Co. 13	Jim Cromer
Co. 14	Aaron Kahn
Co. 15	Jen Ferguson
Co. 17	Absent
LCFR:	AC Matt Tobia, Christine Langley-Obaugh

Minutes

Motion: **A motion was made by Jimmy to approve the May 12, 2016 minutes. The motion was seconded by Bob.**

Vote: **Approved with a vote of 12-0-0-3.**

Update of Key Issues:

Executive Committee Update:

Chief Tobia reported that the Awards and Recognition SWP was passed.

The EC also passed the first cut of the funding algorithm as proposed by the AOC. Chief Tobia shared that the first cut will occur after July 1st.

Chief Tobia stated that Chief Hale presented the accidental fire data at the EC meeting.

In addition, a proposed revision to the EMS Fee for Service Revenue Distribution SWP was also passed. Chief Tobia advised that the only change included clarifying language relating to the 10% first responder component of the policy.

Lastly, Chief Tobia shared that there was a referral for the SWP on Ballistic Vests, however, a motion was made to go ahead and deploy a limited number of vests on the Battalion Chief and EMS Supervisor Vehicles so we can ensure protection for those involved, if an event were to occur.

Chairman Quin added that at the next EC meeting there will be a report from the Training Committee concerning potential revisions to the EMS and Fire Training Enrollment and Wait List SWP.

Subcommittee Reports:

Budget Sub-committee:

Chairman Quin reported that Dave Short is out of the state on business. Chair Quin also advised that he was not able to attend the meeting held Memorial Day weekend. However, President Quin informed the AOC that the committee will be meeting again on Sunday to continue deliberations on key issues previously identified by the AOC.

Discussion Topics

Fire Marshal's Update (Herndon and Braun):

Lisa Braun recently updated an *After the Fire Survival Guide* for individuals that have been effected by significant fire. According to Lisa, the purpose of the pamphlet is to begin with the process of recovery. The pamphlet addressed everything from temporary housing to Red Cross, obtaining fire reports, and contacting insurance companies. The guides are available on the staff duty officer buggies as well as in the Battalion Chief's vehicles.

Should anyone desire some *After the Fire Survival Guides*, then please email Lisa at Lisa.Braun@loudoun.gov. Ideally, the guide should be provided on the scene.

Chief Tobia shared that our Survival Guide was modeled after the United States Fire Administration Fire Guide. Chief Tobia shared that that publication is available in both English and Spanish.

Lisa Braun also stated she had been working with the Fire Marshals to compile the accidental fire data to help identify what fire issues are occurring within the County, so prevention can take place. Lisa has titled the data *Fire 411* and it encompasses an overview of the issues within the County based on the number of calls as well as various damage amounts. Lisa emphasized that we can take the information received and provide fire safety information to the community. Lisa stated that this will be a quarterly publication that will be posted on the website. Lisa reiterated that the publication will provide awareness. Lisa stated the website provides a little more clarity about the nature of fire causes.

Lisa stated the data was disseminated this past quarter via email.

Captain Herndon stated upon conclusions of investigations, each investigator submits a synopsis of each accidental fire at the end of the month and then Lisa will compile that data for use in the publication. Herndon stated it is important to share the number one cause of fire here in Loudoun County as that may differ from the number one national cause. In addition, the message sent to the public locally would derive from the data received as opposed to a generic message. Fire prevention is also about whether or not there is a faulty product that needs to be taken off the market or whether or not a Code needs to be amended.

Chief Tobia stated that the data reveals that we do have a serious fire problem. Although, overwhelmingly the fires are accidental in nature, to look at the dollar loss we do have a significant issue from the continuity of business perspective.

Discussion ensued regarding insured versus uninsured data as well as demographics.

Chief Tobia shared that if we are seeing this fire problem in one of the wealthiest counties in America, then what happens when we are built out in ten or twenty years? Chief Tobia stated that there is no honor in fighting the fire that could have been prevented.

Herndon stated that a goal would be to have the publication in Spanish, as well. Herndon also stated that on a residential single family dwelling, \$125 per square foot is typically used when calculating how much it will cost to rebuild.

Lisa Braun also mentioned upcoming events in which assistance is needed to include: the *Dulles Plane Pull on 9/17/16* whereby a fire safety obstacle course will be set up and the Air and Space Museum off of Route 28 at the end of October for the *Air and Scare Event* which is a Council of Governments initiative. Lisa reported that she has 911 simulators, a Safety Trailer, a Hazard House and a prize wheel. Should any companies be interested in using these items, please email Lisa. In addition, companies may wish to reach out to the NFPA and FEMA for materials and resources. Lastly, Lisa shared that McGruff Camp (partnership with LCSO) is coming up and assistance is needed during the day should anyone be available. The camp will run the following dates: June 27-July 1; July 11-15; July 18-22.

Ballistic Vests Draft SWP:

Chief Tobia shared that the Ballistic Vests SWP will actually become a part of the Active Threat SWP. Chief Tobia explained that the ballistic vest is different from a law enforcement vest and is not designed to be worn under clothing. Chief Tobia stated it is meant to provide a measure of protection for individuals operating in what's known to be the warm zone of an incident, not the hot zone where law enforcement will be engaged in neutralizing an active threat.

Chief Tobia shared that the initial set of vests were purchased on a grant provided by Northern Virginia ERS, but there is no sustainment money attached to it. Chief Tobia also stated that there is a life limit to the vest and so increasing the number of vests increases our financial obligation associated with providing replacements. Chief Tobia shared that no discussions have taken place at this point regarding long term funding for additional vests beyond the initial purchase.

Chief Tobia stated the question that will most likely be posed is: "How many responders are we planning on putting into a warm zone at any given time?" Chief Tobia advised that most active threat incidents are over in less than ten minutes. Chief Tobia shared that the vests are meant to provide peace of mind, but don't necessarily translate into an actual need. Chief Tobia reported that statistically, the likelihood of them being needed is extraordinarily low.

Chief Tobia stated the SWP is simply to operationalize the vests in which we have taken delivery. Chief Tobia stated that if the AOC, EMSOC and FOC indicate their support for the SWP then the item can return to the EC in June.

Chief Tobia emphasized that the vests are not routinely to be worn, the idea is that they are to be deployed during an Active Threat Incident.

Discussion ensued.

Action Item/New Business:

Ballistic Vests Draft SWP:

Bernie Boetler made a motion to accept the SWP. The motion passed with one abstention: Jen Ferguson. (11-0-1-3)

Information Sharing Across Volunteer Councils and Committees

Recruitment and Retention Committee- Discussion ensued regarding the Recruitment and Retention Minutes. Chairman Quin advised that he reached out to Chair Etter and requested the minutes. Further, Chair Quin stated they will become part of the AOC packet.

DFREM- Chief Tobia shared that Bill Toon, the EMS Education Manager has resigned. Bill will be moving to Arkansas. Chief Tobia stated that his position will be advertised and that a search will occur for a new EMS Manager.

Chief Tobia reported that one of the career members of fire station 8 was involved in an off duty motor vehicle collision. Chief Tobia shared that his one year old son was with him at the time and fortunately, only sustained some minor abrasions. Chief Tobia stated the firefighter, however, sustained some very significant injuries. Chief Tobia stated that the firefighter is looking at approximately twelve weeks in a wheel chair followed by nine months of recovery. Chief Tobia stated he remains at the trauma center in York Hospital in Pennsylvania. Chief Tobia reported that the local started a go fund me page to help with costs as his wife will need to stop working for a period of time in order to care for him. Chief Tobia stated folks are stepping up to provide work coverage, however, there may also be an opportunity for some additional support.

Chief Tobia stated since the last AOC meeting, Chief Lickey was laid to rest, which was conducted with a tremendous amount of coordination with respect and honor being paid.

Chief Tobia shared that Bob Riley with Sterling Volunteer Rescue Squad was a Charter Member and passed away in Rocky Mount, Virginia. Chief Tobia stated that Chief Andrews attended the

funeral and represented the system. Chief Tobia reported that he was a Rescue Chief with Round Hill as well.

Chief Tobia reminded folks to sign up for the active directory training stating that it is essential that members sign up five business days in advance. Chief Tobia reiterated that there are over thirty classes being offered. Chief Tobia stated that if someone has a need, please contact Thomas Kane at Thomas.Kane@Loudoun.gov.

Discussion regarding additional training opportunities occurred.

FOC- Nothing to report

EMSOC- Nothing to report

Risk Assessments-Chairman Quin stated a good report from Cherry Bekaert has been received, however, outstanding information still needs to be provided so that the draft report can be delivered. Chair Quin encouraged all to provide the information being requested.

Discussion ensued regarding turnover within Cherry Bekaert. Chair Quin stated to advise where specific concerns exist.

Presentation to BOS Chair-Aaron Kahn advised that previously a presentation was conducted to the BOS regarding the services of volunteers as well as the cost savings to the taxpayers. Aaron stated they determined previously that they save the County over ten million dollars. Aaron stated since there have been Board changes, it may be time to revisit the presentation and give consideration to conducting another one. Aaron is seeking a few volunteers to assist him with the presentation. In addition, Aaron will be seeking data so calculations can be provided. Aaron stated he will also be looking at how many volunteer members are also taxpayers and voters in Loudoun County.

Aaron stated that the goal for the presentation will be the end of summer. Aaron explained it will be a three part approach to include: who the volunteers are and what they do, how much it costs and how much we save. Please contact Aaron if you are interested.

Chairman Quin stated the intent here is to do a well-crafted, cogent analysis for the Board of Supervisors. Chair Quin appointed Aaron Kahn as a subcommittee chair to create a plan for the presentation.

Discussion ensued.

Announcements-

Accounting Support: John Moring inquired whether or not anyone outsources to a third party for accounting support. John suggested if someone is interested, it may be possible to achieve a discount. Please email John, if interested.

Child Safety Seat Inspections: Jay J. Brown stated that last week they hosted a National Child Seat Safety Course and conducted an event at the station on Sunday as their final exam whereby 47 seats were inspected and installed in two hours. (74 seats within a couple of weeks)

Jay J. Brown stated Bob Wahl's group assisted. Bob Wahl is a retired Fairfax County Police Officer and is currently working for Prince William Fire and Rescue and provided the instruction. Jay J. stated that Virginia Tire and Auto had technicians in the class.

Jay J. Brown advised that a group called Saving Loudoun Littles has spear headed this and has grown out of a girl scout troop that became involved after an event with Ashburn Rotary took place.

Purcellville Rescue is hosting a class in July. Aaron stated they have about 15 members that will take the course and then they will begin offering monthly Child Safety Seat Inspections. Aaron stated they will be setting up an appointment system.

Fundraising Boundaries: Chief Tobia responded to a question raised by Andy Gode regarding Fundraising Boundary files in which Chief Tobia recommended that the AOC may wish to have a conversation. Chief Tobia explained that if data is needed today, the County can provide the 2015 data. Chief Tobia stated there has been approval of new land developments since 2015 whereby there is a street address, but no house. Chief Tobia asserted that the data from 2015 is still valid data. Please contact Kate Nedrich at Kate.Nedrich@Loudoun.gov to request 2015 data.

Chief Tobia explained that Kate is trying to take data and convert it into sequel server. Chief Tobia stated that the bigger issue that the AOC may wish to take up is that originally the first due boundaries were going to be first due boundaries. At some point, a decision was made as first due areas change due to road developments that the changes would be acknowledged by all the companies. Chief Tobia further explained that in the not too distant future, when we go to automatic resource locating (ARL), there will not be any first due areas anymore functionally because the computer will choose the closest unit via GPS marker. The closest available resource will be selected. Chief Tobia stated that the AOC may want to have a conversation about returning to a fixed geographic first due area for the purposes of fundraising activities irrespective of the operational impact of going to an ARL system.

Discussion ensued.

Chairman Quin stated a group could be formed to take a look at this matter with a full understanding of ARL.

Designated Emergency Manager for Loudoun County: Chief Tobia reported that the designated Emergency Manager for Loudoun County is Tim Hemstreet. Chief Tobia shared that Kevin is the manager for Emergency Management Division and effective July 1 for the purposes of County Government, that position will now be a direct report to Mr. Hemstreet.

Chief Tobia believes we will continue to staff the EOC when there is a major event and continue to integrate closely with OEM as it relates to planned and unplanned events within the County.

Chief Tobia reminded the AOC that the name will change to Loudoun County Fire and Rescue.

Purcellville Cannons: NCAA sponsored program for the minor leagues, a collegiate summer season. Chairman Quin stated apparatus will be on site on Father's Day for the Cannons baseball game.

Adjournment

There being no further business to discuss, the meeting was adjourned at 2112 hours.

The next Administrative Operations Committee meeting will be held on Thursday, July 14, 2016 at 1930 hours at 801 Sycolin Road, DTCI Large Conference Room.

Respectfully submitted:

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