

**Administrative Operations Committee
Minutes**

January 21, 2016

The January meeting of the Administrative Operations Committee was held on Thursday January 21, 2016 with Company 8 hosting. Chairman Quin presided and called the meeting to order at 1932 hours. The following were in attendance and introductions were made:

Co. 1	Mark Arend, Rick Etter
Co. 2	Brad Quin
Co. 4	John Moring
Co. 5	John Malone
Co. 6	Carolyn DelGrosso
Co. 7	Jeff Flippo
Co. 8	Eric Shank
Co. 9	JJ Brown
Co. 10	Absent
Co. 11	Andy Gode
Co. 12	Karen Deli
Co. 13	Jim Cromer
Co. 14	Aaron Kahn
Co. 15	Jen Ferguson
Co. 17	Ed Peters
LCFR:	AC Matt Tobia, Thomas Kane, Christine Langley-Obaugh

Minutes

Motion: **Motion made to approve the November 12, 2015 minutes by Jeff Flippo and seconded by John Malone, Company 5.**

Vote: **Approved with a vote of 13-0-0-2.**

Recognition of Executive Liaison by AOC

Update of Key Issues:

Executive Committee Update: Chief Tobia advised that the BOS passed legislation to permit LC-CFRS to begin fingerprinting. OEMS regulations require any individual who intends to serve as an operational individual with an agency that provides emergency medical services which encompasses all of our agencies must submit fingerprints through the State to the FBI for a criminal background check. We had identified that this previous process had been taking 12-18 weeks which was causing a delay in getting people in the system so they could become active and operational. In 2015, the State legislative process permitted localities to submit the fingerprint records directly to the National Criminal repository and receive the results and share the results with OEMS effectively bypassing the long term paper process. In order for Loudoun County to be able to begin collecting electronic fingerprints, an ordinance was necessary. The ordinance passed two weeks ago. They will now apply for an ORI which will identify our

jurisdiction. Chief Tobia submitted that he believes by summertime we may be able to effectively bypass the paper process and begin electronic fingerprinting. It is expected that the fingerprint results could be obtained 72-96 hours after they have been submitted assuming there are not multiple aliases.

In addition, there is enabling legislation that will permit localities, at their discretion, to pay for EAP services. Currently EAP services can be extended to volunteer personnel, however, they must bear the burden of cost. It was voted out of the Senate sub-committee 14-0 in favor. Chief Brower fully expects the companion legislation in the House to pass it. The County is committed to paying for the EAP services as soon as it becomes law. There is a current contract with an EAP provider and each one of your organizations can contract now for your members for an extremely low price. In addition, those services include specific providers familiar with Critical Incident Stress and are trained to help with First Responders. Please contact Beth Gilley who is the contract administrator for the account. Beth can be reached at (703) 444-2254 or emailed at bagilley@lytleap.com.

Chief Tobia also informed regarding the budget and stated that there are no new enhancements in the budget. Specifics will not be realized until a time in which the budget is publicized. A list of enhancements will be provided so that the BOS can consider raising the tax rate. Please be aware that the Board of Education has requested 82 million dollars in additional funding this year with a total operating budget north of 1 billion dollars. They have also requested 440 million dollars in capital improvement projects; the total annual operating budget for Loudoun County is 225 million dollars. Needless to say, Mr. Hemstreet has already advised them that they will not be receiving 100% of the CIP budget. Please be cognizant of the pressures on the budget process. Chief Tobia stated he expects the 3 million dollar capital apparatus funding to remain the same. Chief Tobia stated he expects Capital Improvement projects in the pipeline to remain in the pipeline. The budget will be voted in April.

Regarding the upcoming snow storm, a conference call was held today. Please forward all information that is received including Incident Action Plans. A hotline for responder's families will be established for emergencies. The hotline # is (571) 258-3644 and is for internal use only.

Subcommittee Reports:

None

Discussion Topics

Station Equipment Security SWP (Draft):

According to Chief Tobia, there have been incidents where ambulance and fire apparatus and emergency uniforms have frequently been used to allow individuals to gain access to areas where terrorist activities have occurred. The more common problem here in the US is an ambulance that is stolen because it was left running. Currently, we do not have a set of guidelines in the system that provides responders with expectations about how to safeguard their facilities and their equipment. The SWP is intended to make it harder for those to gain access to our people and our valuable assets. In addition, there is no way to 100% safeguard a station. One can have a secure facility, however, if someone is intent on breaking in then they

will break in. The SWP covers a set of expectations. As an example, Chief Tobia also covered section "M" in that people will bring oddities to a fire and rescue station and those oddities are to remain outside the facility in an area accessible to technicians. Again, this section and this SWP provides guidance to personnel.

Chief Tobia advised the AOC that the EMSOC as well as the FOC have voted to approve this SWP. Chief Tobia stated there was one minor modification, a verb tense issue, which has been corrected.

Discussion ensued and an opportunity for questions was presented. It should be noted that not every company has a PIO. Chief Tobia stressed that operational security policies should not be released, however, if inquiries arise, those should be directed to the PIO. In addition, a question was raised concerning section "L". Concern also arose regarding including bunker gear etc.... Chief Tobia stated that PPE will be added to this section. John Moring inquired on whether there were SWP's on operational security, informational security and personnel security. Chief Tobia submitted there was not. John asserted that perhaps the document title should be altered (Facilities and Apparatus/Vehicle Security and consideration to pulling J, K and L should be discussed). Discussion continued regarding developing a communications security SWP. Aaron Kahn concurred that sections "J" and "K" may be too broad and recommendations for what is secure may want to be added. Lastly, a word change recommendation was made concerning section "M": ordinance to ordnance. Chief Tobia submitted that currently there is no system wide policy, no guiding document to our personnel that provides them with a set of expectations regarding ensuring their security as well as facility and apparatus security. Chief Tobia stated with regard to "J" and "K", there is no way to write a policy that will encompass all situations. Aaron Kahn added that certain sections may have a variety of interpretations attached to them thus, it may lead to everyone doing things differently. JJ Brown stated it may be up to each agency on how devices will be secured. Others discussed sections that should be left up to each station as opposed to LCFR. Chief Tobia stated that the purpose of the SWP is to educate and empower personnel to secure their own security and provide a set of expectations.

Chairman Quin respected all points of view and inquired of the AOC whether there should be a motion to approve at this time and subsequently provide written modifications back to the Executive Committee for consideration.

A motion to approve as written was made from the floor. The motion was seconded. Chairman Quin asked for additional discussion. Aaron Kahn stated he would hope that the EC consider within the next six months additional separate policies to include communications security, information security and personnel security. Jim Moring stated he would support the document once several modifications are made.

Motion passes with no objections.

EMS Cost Recovery Financial Hardship Waiver SWP (Draft):

This is a requirement for Medicare providers. A policy needs to be in place so that if an individual experienced a financial hardship they would have a mechanism in place by which they could apply for a waiver. This policy mirrors the INOVA hardship waiver policy. This is an administrative policy for the EMS Cost Recovery Manager. Individuals are not referred for

collection, but there are individuals that want to pay for services provided, however, they do not have the means to do so and they do not want to have a perception of not being fiscally responsible. The financial hardship waiver actually allows us to formally waive those requests. At this time, there are approximately forty requests for financial waiver.

Chairman Quin will entertain a motion to endorse the policy as written. So moved by JJ Brown. The motion was seconded by Aaron Kahn. Motion carried with no abstentions or oppositions.

Fundraising Letter Boundary Language:

Chairman Quin stated that one company had concerns about how first and second due descriptions were communicated in the solicitation consistent with the FRG (section 5). Chairman Quin advised that consistent with the FRG, Ed Carmichael and he managed to settle the question that had arisen with the two companies satisfactorily. The issue that arose had to do with stations in which no volunteer presence existed. The letter typically indicates priority in terms of due. When a company solicits in these particular areas, it is important that their letters indicate that they are a second due company. We have held up the new distribution of the first due addresses slightly to ensure there was no impact. The addresses will be made available by February 15th. In sum, Ed Carmichael's recommendation is to make a minor change to section 5 in FRG 4.6.1.

Discussion ensued. Recommendation to table this issue one month so modifications can be made. Chairman Quin concurred to table this issue. Aaron Kahn will modify and send the document out so it can be discussed in February.

Chairman Quin also stated that he will need to fill Ed Carmichael's role in the Fundraising Boundaries Committee. Chairman Quin also submitted that we are working with the County to establish a file, a repository for the files. So, the person designated will also have access.

Action Item

Fundraising Letters- Tabled
Background Process Survey – Tabled
SWP's- See above

Special Action Items

Election of Chair, Vice-Chair and Secretary-

Chair-Chairman Quin stated he would like to continue as Chair of the AOC. In addition, Aaron Kahn was nominated by John Moring. Lastly, JJ Brown was also nominated. Each candidate was given time to address the AOC regarding their experience.

Ballots were collected and tallied by Chief Tobia and Christine. Chief Tobia announced the results, in that, President Quin was re-selected as Chair of the AOC for 2016. All ballots were destroyed.

Vice-Chair-Andy Gode nominated Aaron Kahn for Vice Chair. Jen Ferguson nominated JJ Brown.

Ballots were collected and tallied by Chief Tobia and Christine. Chief Tobia announced the results, in that, Aaron Kahn was selected as Vice-Chair of the AOC for 2016. All ballots were destroyed.

Secretary/Treasurer-JJ Brown and Andy Gode are willing to assume this position.

Ballots were collected and tallied by Chief Tobia and Christine. Chief Tobia announced the results, in that, JJ Brown was selected as Secretary/Treasurer of the AOC for 2016. All ballots were destroyed.

Vacancies on Sub-Committees-

Budget Sub-Committee-Dave Short is willing to Chair the Budget Sub-Committee in 2016. Aaron moved to accept Dave as Chair of Budget Sub-Committee. Motion carried. No one opposed. Chairman Quin stated that Jimmy Olveson had expressed interest in participating on this committee. In addition, Mark Arend volunteered.

Systems Compliance Sub-Committee-Jen Ferguson will remain as Chair and Aaron Kahn will remain as Vice-Chair. Chairman Quin stated Karen Deli is interested. Motion to accept JJ Brown, Ed Peters, Bernie Boetler and Glen Kaupin. Motion carried. No one opposed.

Fundraising Boundaries Sub-Committee-Brad will serve as the interim Chair.

Ad-Hoc Committees-

System Wide Procedures- Andy Gode to remain on committee unless schedule of meetings changes.

LOSAP and Benefits- John Moring to remain on the committee.

Information Sharing Across Volunteer Councils and Committees

Recruitment and Retention Committee-

Rick Etter stated a new website is under development. He stated Answer the Call is over ten years old. They are looking at a system whereby they can control the content. Regarding monthly orientations for new members, Rick stated we may have been neglecting the families of prospective members. Consideration may be given to having family members attend the volunteer orientation. Regarding the new by-laws for the Recruitment and Retention Committee, please advise of your company's representative.

DFREM-

Chief Tobia stated that Chief Salazar will become the DC of EMS effective 2/11/16. Training and EMS will be split. Deputy Chief Shank will become the DC of the Fire and Rescue Training

Academy effective 2/11/16. Deputy Chief Mike Nally will become the DC of Operations effective 2/11/16. Chief Brower will be submitting a reclassification to select a second DC of Operations and those two individuals will go on a 7/12 schedule. If passed by the BOS, that will take effect on or about July 28th.

We are moving forward with the creation of a System-Wide Occupational Health and Wellness Center. The County has purchased property at 751 Miller Drive and we are in the early stages of design.

Elizabeth Bennis did leave the system but not the County. A temporary employee has been hired and will start on January 28th. Karen McQuaid will send the announcement. The temporary employee will be effective for six months.

Announcements-

Contact List-

Chair Quin distributed a contact list. Please advise of any changes.

Special Motion-

Chairman Quin read a special motion:

Chair Quin moved that the AOC acknowledge the contributions to the committee of those members rotating off who have completed their terms as duly elected Company Presidents. The AOC would like to thank the following former members for their service to the committee and to the LC-CFRS. Simpson from Company 4, Robert Moore from Company 5, Donald Graham from Company 6, Ed Carmichael from Company 8, Roger Payne from Company 9 and Glen Kaupin from Company 13. Motion to accept the proclamation was made. The motion was seconded. Motion carried.

Conveyer Belt-

A conveyer belt has been acquired. A second conveyer belt can be donated. Please let Jen Ferguson know, if interested. Useful with chained apparatus so that damage to floors does not occur.

Adjournment

There being no further business to discuss, the meeting was adjourned at 2118 hours.

The next Administrative Operations Committee meeting will be held on Thursday, February 11, 2016 at 1930 hours at the Brambleton Public Safety Center.

Respectfully submitted:

Christine Langley-Obaugh, M.Ed., CVA

Executive Liaison