

LOUDOUN COUNTY FIRE OPERATIONS COMMITTEE

Committee Meeting

20 April 2016

1900 hours

DTCI Large Conference Room, 801 Sycolin Road

The April meeting of the Loudoun County Fire Operations Committee was held on Wednesday, April 20, 2016. FOC Chairman Cook presided and called the meeting to order at 7:07 p.m. The following attended:

Co. 1/20	Jim Cook
Co. 2	Bob Dryden
Co. 4	Eric Carroll
Co. 5	Absent
Co. 6	Miguel Quijano
Co. 7	Russell Furr
Co. 8	Rick Pearsall
Co. 9	Chris Meier
Co. 10	Robert Honec
Co. 11/18/24	Dave Short
Co. 12	Rob Berka
LCFFA	Jeremy Mader
LCFR:	AC Johnson, AC Tobia, DC Nally, Captain Scott Brazier, Thomas Kane and Christine Langley-Obaugh

Public Comments

No public comments.

Approval of Previous Meeting Minutes

A motion was made by Robert Honec to approve the March minutes. The motion was seconded by Rob Berka. The motion passed and the minutes were approved.

Chair's Report

ATL Funding

Chief Cook and Chief Tobia discussed the ATL Funding and whether Mary Maquire has received everything needed from all companies. Chief Tobia advised Chief Cook that Mary has not received everything. Chief Tobia recommended to

Chief Cook that the ATL Committee schedule a time to meet to review with Mary what she has and has not received. Once information is gathered, a recommendation regarding any action could return to the FOC. Chief Cook advised that company money could be taken or withheld. Chief Tobia asked that one more notification be given to those companies that have not adhered to the request. Chief Tobia also suggested that Company Presidents be notified as well.

Chief Cook expressed frustration as this issue has arisen at the AOC meeting as well. Chief Tobia stated that the positive is that the system maintains control of the funds as now the companies need to provide receipts first prior to receiving funds. Chief Tobia stated that if the ATL Committee chooses to invoke sanctions that were previously indicated, then they are within their purview to do so. Chief Cook stated he would communicate with Mary regarding what is needed at this time.

Chief Tobia shared that perhaps some companies are struggling with regard to spending the money. Chief Cook expressed his desire to communicate with Mary and possibly connect with each Company to determine where problems lie.

LCFR Department Report -Deputy Chief Michael Nally

COG Senior Operations Chiefs

- Thursday, April 7th, 2016 Teleconference
 - Discussion on Rail Liaison

NOVA Senior Operations Chiefs

- Thursday, April 7th 2016
 - Meeting Canceled

Apparatus

CURRENT PROJECTS:

Hazmat Support 619

- PO cut
- Pre-Construction meeting complete
- Waiting for start date.
- Hope for a late spring early summer delivery date

2 Tank ers (Middleburg & Kirkpatrick)

- PO cut
- Pre-Construction meeting complete
- Waiting for start date.
- Hope for a late spring early summer delivery date.

FUTURE PROJECTS:

Kirkpatrick Engine

- o In the planning stage and should have a PO cut Summer/Fall 2016
- o Delivery in late Winter 2017

Kirkpatrick Ambulance and replacement of 40053, 40054, 40055

- o In the planning stage and should have a PO cut Spring 2016
- o Delivery in late Winter 2017

Replacement of Hazmat 619

- o When the committee is performing the post paint inspection on the Hazmat Support, we will start the planning process.
- o PO should be cut by Summer/Fall 2016
- o Delivery in late Spring 2016

MISCELLANEOUS FLEET-Related Items:

Apparatus Maintenance Data for February 2016

- o 25 vehicle serviced
- o 26,138 miles driven
- o \$ 6,593.88 spent in fuel
- o Total monthly maintenance cost \$ 43,924.39

Annual Testing

- o Ladder Testing & Hose Testing (September 12th-16th)
- o Pump Testing (Work in progress)
- o Cot Testing (August 23rd and 24th)
- o Amkus Testing (10/3,10/4,10/5)
 - 10/3 Training & R620 (Academy)
 - 10/4 R617 & R607 (Red Rum)
 - 10/5 R680 (Red Rum)

Volunteer Battalion Chief Program

February 2016

23 of 29 nights were covered by VBC's (79.31%)

Graham- 5

Davis- 4

Shultz- 4

Short- 3

Stephens- 3

Firmin- 2

Starling- 2

Buchanan- 0

Cook - 0

LCFR- 6

March 2016

27 of 31 nights were covered by VBC's (87.10%)

Graham- 5
Short- 5
Davis- 4
Firmin- 4
Cook - 3
Shultz- 3
Starling- 3
Buchanan- 0
Stephens- 0
LCFR- 4

Significant Incident Reports

- 12-22-15 111 S. 29th Street – Purcellville (Inc. #201528636)
 - Structure fire – Chief Dryden (Purcellville Fire) ***SIR is pending**

Rail Liaison:

Chief Johnson informed the FOC that COG approved the Rail Liaison, a Fire Captain to participate in the Rail Operations Control Center in PG County. Expansion of the program was desired by the COG Chiefs and has now been approved by Metro to go to a 24 hour fire rail liaison. Chief Johnson emphasized that this is a tremendous benefit as this person will coordinate between the Metro Workers and Fire and Rescue. Chief Johnson stated four jurisdictions are participating and will rotate on a 24 hour basis (12 hour shifts). The four jurisdictions include D.C., Prince George's, Alexandria and Fairfax will be the primaries. Chief Johnson explained that there will be three back up jurisdictions: Montgomery, Arlington and Loudoun. Chief Johnson stated we will have two personnel, lieutenants from 23, who will be assigned when others are on leave. Chief Johnson stated costs are covered by Metro so invoices will be submitted and reimbursements will be processed. The position is intended to go live on May 1st.

Deputy Chief Nally stated that the two lieutenants that were selected have served on the Metro Rail Committee over the past several years. Both have an understanding of Metro and have ensured our interests have been presented at the committee meetings. DC Nally also advised that meetings occur on a regular basis with the Fire Marshall's Office to guarantee the design criteria for public safety and firefighter safety is being met.

Chief Johnson advised that Loudoun will be first on the scene of the largest metro rail yard that exists near the airport. Chief Johnson stated east end fire stations (east of route 15) will be carrying more equipment. Chief Johnson stated that arrangements

are being made now to purchase items needed. Chief Johnson stated training will be forthcoming as it is under development.

LCFR Training Report – Captain Scott Brazier

2016-1 Firefighter I & II

- The Spring 2016 Firefighter I & II Certification Class began on March 5, 2016, with 28 students.
- Currently, 27 students remain in class.
- Course of study consists of Module I skills. These include PPE, SCBA, hose, fire attack and suppression, foam, forcible entry, ladders, vent, salvage, overhaul, and ropes and knots. The Module I written and practical testing will be conducted on April 30, 2016.
- Chief's should have received email updates (report cards) from the course coordinator on March 31, 2016. Updated report cards have been sent out by Lieutenant Smith.
- Lt. Michael Smith is the Course Coordinator and Lead Instructor. He can be reached at robert.m.smith@loudoun.gov
- Lt. Boyd Morris is the Co-Course Coordinator and also a Lead Instructor. He can be reached at boyd.morris@loudoun.gov

Monroe Tech.

- MTC Fire and EMS Classes resumed on August 31, 2015.

-Fire Fighter Certification Program:

- There are 9 students enrolled and all are eligible for certification in this class. (1 student re-gained affiliation to a fire company which re-established eligibility)
- Students have been working on their skills and preparing for the Module I testing. The Module I written test was administered on April 12. Four (4) students will need to take a Module I written re-test due to failures. This re-test is scheduled for April 19. Module I skills testing is scheduled for April 14.
- Live fire training will begin in May with flashover on May 5, Burn 1 on May 13, and Burn 2 on May 17.

-EMT Certification Program:

- There are currently eight students who continue with this program, of which 7 are eligible for certification.
- Students are finishing up Medical and will be taking their Module 4 written exam on April 26.
- All students completed their EMT hospital rotations which were scheduled between March 20 and April 15.

- Program Information:

-The application period for the MTC 2016/2017 school year closed on April 15, 2016. Current applications submitted so far equal 18 for the EMT program, and 10 for the fire program.

-LCPS Instructor Sandy Sokol is MTC’s Course Coordinator and Lead Instructor. She can be reached at Sandra.sokol@lcps.org

Ongoing/Completed/Cancelled Courses

Fire Officer III: Captain Brazier stated 18 are signed up for Fire Officer III, of which 9 are LCFR. Captain Brazier reported of the 9, we have 7 volunteers. Of the 7 volunteers, 2 are Chiefs. Captain Brazier expressed his concern regarding lack of response. Captain Brazier also stated that they would offer what they could in order to get everyone through by the end of October. Captain Brazier reiterated the course which will be held in June in Purcellville as well as another that will be held in June or July. Captain Brazier stated the courses will run simultaneously and will have a new curriculum.

HAZMAT OPS: Captain Brazier also expressed concern regarding the Hazmat Ops class which begins April 30th. Typically, the classes are full, however, only ten students have registered. Captain Brazier reminded the FOC that the class was on the verge of being cancelled. Captain Brazier asked for any suggestions regarding increasing class size.

-FF I & II Basic Certification School-Class 16-1-Ongoing

-NFPA 472-Hazardous Materials Operations-February 2016 Class-Completed

-VDFP HTR-Confined Space-Level I-Completed

-Fire Behavior/Flashover Recognition-February 27-Completed

-Fire Officer-Level II (Hybrid)-Completed

-Fire Instructor-Level II-Purcellville-Completed

-LCFR Injury Reporting-Re-scheduled-April 30, 2016

Classes Being Offered

Fire Behavior/Flashover Recognition	Ongoing- Contact BC Gottholm Bernard.gottholm@loudoun.gov
VDFP Fire Officer II (Hybrid) Purcellville VFC	April 21-May 26, 2016 Regis. through VDFP Website
NFA Leadership II	May 28-29, 2016 Regis. closes May 23, 2016
LCFR-Swift Water Rescue-Technician	June 4-12, 2016 Regis. closes May 20, 2016
NFA- Decision Making for Initial Company Operations (DMICO)	June 14-15, 2016 Regis. closes June 6, 2016
VDFP HTR- Rope Rescue- Level I	June 4-12, 2016 Regis. closes May 20, 2016

VDFP- EVOC I, II & III Hamilton Stations 605/617	June 18-19, 2016 http://bit.ly/1QJNjUD
NFPA 1021-Fire Officer-Level III Purcellville VFC	June 25-August 27, 2016 Regis. through VDFP website

Training Center MISC

**Sexual Harassment Prevention for Supervisors/Officers—To register for this class, please provide your name, station #, email address, rank/title, and a brief statement requesting this course in an email to lauren.hartman@loudoun.gov. You will receive instructions from Lauren as to how to access this online course.

**Check the VDFP Website (www.vafire.com) for current information and a listing of classes being offered in other jurisdictions such as: No classes to report during this period.

--The Training section of the VDFP website under “view courses” has recently been upgraded. Should you try to open the document without success, the training division has been able to access the site using Google Chrome.

Upcoming Events from Around the State

22nd Annual Caroline Co. Regional School	Milford	April 16 & 17, 2016
Rockingham Regional Fire School	Harrisonburg	April 23 & 24, 2016
VA Dept. of Forestry Statewide	Farmville	May 25-28, 2016
Wildfire Academy		
Structural Collapse Technicians Course	Virginia Beach	October 15-22, 2016

The 19th Annual Virginia Fallen Firefighters and Emergency Medical Services Memorial Service will be held on Saturday, June 4, 2016 at the Richmond International Raceway Complex's Main Exhibition Hall.

Committee Reports

- **Equipment Standards Committee: Chief Stephens**

Nothing to report

- **Communications Committee: Chief Quijano**

Per Chief Quijano, the committee meeting was cancelled due to scheduling conflicts.

Thomas Kane stated that there was a document sent out to all system administrators and Presidents for Alpine confirmation in terms of active personnel. In addition, questions included qualifications relative to active personnel. Thomas requested that information be returned as soon as possible if companies have not already done so.

Thomas Kane stated that active directory access and account information will be forthcoming. Chief Tobia stated that if differences arise, please inform Thomas Kane so discrepancies can be reconciled.

Chief Tobia shared that CAD deployment is delayed and will not go live on May 24th. Chief Tobia advised that there is an intent to roll out the component pieces in modules.

- **Health & Safety Committee: Chief Quijano**

Per Chief Quijano, the committee meeting was cancelled due to scheduling conflicts.

- **Training Committee: Chief Graham**

Chief Johnson reported that at the last Executive Committee meeting, an action item directed the Training Committee to review the Training Enrollment and Wait Lists SWP. Chief Johnson stated the training committee will return to the Executive Committee with their recommendations. Chief Johnson stated the turnout at the last Training Committee meeting was good and feedback was received. Chief Johnson advised that if the SWP changes, then it will go back through the sub-committees.

- **IAFF: Jeremy Mader**

Jeremy advised that they are working with an Assistant Chief in Denver, Colorado to present a class which will most likely occur on October 22nd. Additional information will follow.

Old Business

Rules of Order:

Chief Quijano reported that a draft Rules of Order for the FOC has been completed. Chief Quijano reviewed several changes and or differences between the FOC and the EC Rules of Order. Discussion followed regarding section 5, appointments and removal. Chief Tobia advised that if the intent is to have a voting member on the committee with voting privileges, then the recommendation would be not to have an Assistant Chief as they have voting rights at the Executive Committee level. Chief Cook stated that will change to a Deputy Chief.

Discussion ensued regarding that the System Chief, at his discretion, may remove any member of the Fire Operations Committee. Chief Tobia shared that this is consistent with the Executive Committee Rules of Order. Chief Tobia stated that there does need to be some mechanism by which the System Chief has the ability to remove a member. Chief Tobia explained that the Chief of the System has that authority and the Rules of Order just codify the authority.

Discussion also occurred regarding designees, voting procedures and observers. In addition, Chief Tobia stated that for observers, the Executive Committee has put into place a mechanism by which those individuals get recognized; such that, if the Chair chooses to recognize an individual to allow them to speak, the authority will rest with the Chair. Chief Tobia clarified that the Chair is responsible for managing the ebb and flow of the meeting. Chief Tobia also stated that it is important to ensure that there isn't an expectation of a right when in reality, the individuals who hold a position of responsibility, are in fact, the decision makers.

Roberts Rules of Order were examined. Chief Tobia pointed out that all Rules of Order have Robert's Rules whereby the Rules of Order have not been addressed otherwise. Chief Tobia shared that Rules of Order as they are written for the Executive Committee are, at times, in conflict with Robert's Rules of Order because the Executive Committee, for business purposes, has chosen to go a different route.

Lastly, a review of the numbers necessary for a quorum took place. In addition, consideration was given to adding language similar to that of the AOC by-laws regarding proxy's. Chief Quijano stated that proxy's will be placed in writing and will only be good for one meeting.

Chief Quijano asked for any additional suggestions to be emailed to him. A finished draft will be distributed.

Volunteer Physicals:

Chief Cook reiterated that this will become mandatory for Volunteer Battalion Chiefs after July 1st. Chief Cook stated that in the past, volunteers had the option of obtaining an NFPA 1582 physical. Chief Cook shared that the SWP assures the funding will be available after July 1st for any volunteer that desires an annual NFPA 1582.

Chief Tobia clarified that there is no drug testing associated with the volunteer physical. Chief Tobia advised that the issue of random drug testing for safety sensitive personnel is one that is on the radar screen of the County and it is a topic of discussion, however, no decisions have been made.

Discussion took place regarding having NFPA 1582 across the board so that two different standards are not created. Chief Tobia shared that while at the EMSOC, Chief Piatt brought it forward as an amendment to the motion that had been made. Chief Tobia stated the feedback from the EMS Chiefs was that they were prepared to vote on the motion as it was presented. Chief Tobia explained that the EMS Chiefs had not had an opportunity to speak with individual companies regarding transitioning to 1582. So, in sum, Chief Tobia advised they were not opposed reference going back to their companies, however, they were opposed to voting on the amended motion on the night of the EMSOC meeting as their companies were unaware of the amendment. Chief Tobia clarified by stating that the EMSOC wanted to move the motion forward to ensure that there was a procedure by which their incumbent members could get an annual physical now. It should be noted that the System Chief shared his vision with the Executive Committee such that every system member will get an annual physical.

Chief Cook pointed out Chapter 6 and Chapter 7 regarding evaluations. Discussion also followed regarding being cleared back to duty. Chief Tobia explained that the Occupational Health provider is responsible for describing the process by which one could get back to operational status.

Discussion also took place regarding exclusions from the OSHA physicals. Chief Tobia explained that the NFPA physical is intended to address individuals who enter IDLH environments potentially including the exposure to carcinogens which EMS providers are generally not exposed. The only functional difference between the OSHA physical and the NFPA 1582 is the stress test, according to Chief Tobia.

Chief Pearsall made the motion that the FOC approve the Volunteer Physicals SWP as written with the recommendation that the EC consider the NFPA 1582 as the standard. Chief Quijano seconded the motion. The motion carried with no one opposed.

Chief Tobia shared that 50% of the firefighters that get an annual physical are using their occupational health provider as their primary physician. Chief Tobia stated that

this spans all age brackets. According to Chief Tobia, a huge portion of our system members are not routinely going to the doctor and seeing a private physician.

Chief Johnson advised that if anyone has any questions, Al Pacifico from Sterling Rescue works in Fairfax County as a PA and is a great resource.

Certification Reviews:

Chief Cook has been provided electronically, as well as hard copy, all of the reviews that were completed 2-3 years ago. If those individuals remain as officers, the process will go smoother as the paperwork has been received. Chief Cook and Chief Tobia will discuss times for appointments so this process can get underway.

New Business

Social Media Draft SWP and Use of Personal Electronic Devices Draft SWP:

Chief Tobia stated the draft SWP's are a first draft, a starting point for a conversation. Chief Tobia stated we are all instrumentalities of the County and we all share in an obligation to protect our reputation. Chief Tobia advised that nothing in the policies is designed to preclude or prevent individual companies from having social media pages or websites. Chief Tobia explained that nothing is designed to preclude the companies from doing the appropriate thing for promotional purposes. By virtue of being dispatched on calls, we have access to people's lives that no one else has access to and the most important thing is that we never be perceived as taking advantage of that access to forward our personal goals and objectives. Chief Tobia stated that Chief Brower has wanted a Social Media and a Use of Personal Electronic Devices Policy for five years. Chief Tobia shared that Chief Brower reached out to Chief Shank and Matt Schultz, an eighteen year member of the system, as well as BC Jamie Cooper and asked them to start working on the policies. Chief Tobia stated that Matt has produced a 100 page applied research paper on the subject which is available to anyone who would like to see it. Chief Tobia asked that if there are comments or suggestions, please place them in writing and forward.

Chief Tobia stated that if you use your personal electronic device at the scene of a motor vehicle collision that turns out to be a crime scene, then the police can seize your phone for an indefinite period of time as evidence. Chief Tobia stated that in this age, 2016, we live under a different set of rules, under Federal regulations that have both criminal and civil liability penalties. Chief Tobia explained that information can be extracted from photographs that can ultimately lead to the identification of individuals. Background images and metadata can be evaluated and can expose an individual. Chief Tobia believes that no one has ill intent, however, we have already had to dismiss several members from the system for inappropriate conduct on social media thus we are not immune to it.

Chief Tobia stated no one will be the social media police, but oftentimes, complaints will come forward from other system members. Chief Tobia stated we cannot be naïve about the risks associated with our reputation as a system. Chief Tobia reiterated the need for these policies to protect our system.

Chief Johnson shared a few examples with the FOC and stressed how necessary the policies are to the system.

Chief Tobia stated that if you have a department photographer and that photographer comes to a scene and stands where the public is standing and does not attempt to use their affiliation with the company to access areas that are not accessible to the public, then the photographer can take pictures all day long. Chief Tobia explained that when the individual crosses into the scene by virtue of their relationship, then it becomes a system issue.

Chief Tobia clarified that several apps have been identified and that modifications will be made to the policy that states business appropriate uses relating to the delivery of emergency medical services will be allowed.

Chief Tobia shared that conversation is occurring with the Department of Health and Human Services as it is not clear in HIPAA what mechanism needs to be undertaken to protect and catalog and retain certain images. The transmission of videos was also discussed. Chief Tobia reminded the FOC that members of the public are not bound by the same things as health care professionals.

Discussion also occurred regarding dash cameras. Chief Tobia shared that the focus is what goes on during an emergency incident. Chief Tobia reiterated that when you are on the scene operating as a firefighter, the expectation is that you should be focused on being a firefighter. Chief Tobia explained that if the Incident Commander tasks an individual with taking images with a department camera and then those photographs get cleared by the PIO, then they can be posted to the websites and social media sites. Chief Tobia summarized that the vetting process ensures that we are not violating HIPAA and that we are not violating the privacy of others.

Chief Tobia stated that there are many organizations who have successfully implemented social media policies with the intent of ensuring that we are being respectful of the citizens we serve.

Awards and Recognition Draft SWP:

Chief Johnson provided background to the FOC stating that the EC approved the Ad-Hoc Committee in May of 2015. Chief Johnson stated that in June, members were selected to serve on the committee and meetings have been held since August. Chief Johnson reiterated that this SWP is not meant to take anything away from individual companies. Chief Johnson stated that the intent is to compile all the awards we currently issue under one policy. Chief Johnson stated awards have been added to

ensure we are recognizing everyone in our system. Chief Johnson stated certificates will also be used to recognize members.

Chief Johnson explained that the system-wide awards committee will continue to operate and provide some recommendations. Chief Johnson also shared an on-line process will be developed for nominations. Chief Johnson stated that the goal is to have one awards ceremony in the spring of each year.

Chief Johnson clarified that nothing has changed regarding the Valor Awards.

Chief Johnson added that the County will bear the cost of the awards. Chief Johnson stated that it is important to recognize members for their service.

Chief Johnson asked for FOC members to send comments and feedback regarding the SWP.

Chief Cook advised that all three SWP's will be voted on next month so they can return to the EC in May.

Training Committee:

Chief Cook inquired about the restructuring of the training committee to include representatives from each Company. Chief Johnson stated he has spoken to Chief Shank and BC Gottholm regarding this topic. Chief Johnson shared that the FOC is represented by Jim Fazekas and Scott Ratcliff and they should be representing the interests of the FOC. Chief Johnson stated that they are not recommending a change in the Training Committee at this time, but, he is open into taking into consideration what the FOC desires.

Council Delegate Comments:

Chief Quijano reported that Ron Wise passed away and services will be on Saturday at 2pm. Chief Quijano stated Ron was an operational member back in the early 1980's and was also their Assistant Treasurer.

Chief Johnson stated the ballistic vests are in and distribution will follow.

The next Executive Committee meeting is April 26, 2016 at 7:00 p.m. and the next Fire Operations Committee meeting is May 18, 2016 at 7:00 p.m.

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