

Agenda
Fire Operations Committee
February 17, 2016
DTCI Large Conference Room, 801 Sycolin Road, First Floor
1900 Hours

1. Call to order
2. Roll Call
3. Approve January Meeting Minutes
4. Chairman's Report
5. LCFR Department Report (Nally)
 - a. NOVA Manuals
 - b. Significant Incident Review
6. LCFR Training Report (Brazier)
7. Sub-committee Reports
 - a. Equipment Standards Committee (Stephens)
 - b. Communications Committee (Quijano)
 - c. Health and Safety Committee (Quijano)
 - d. Training Committee (Graham)
8. IAFF (Murphy/Stonesifer)
9. Old Business
 - a. Dispatch Algorithm Committee (Stephens)
10. New Business
 - a. Rules of Order (Cook)
 - b. Chaplain By-Laws, Procedural Manual, SWP (Cook)
 - c. Heavy Rescue Service Delivery Workgroup (Johnson)
 - d. ATL Funding (Cook)
11. Committee Delegate Comments
12. Announcements
 - a. Next Fire Operations Committee Meeting: March 16, 2016
 - b. Next Executive Committee Meeting: February 23, 2016

LOUDOUN COUNTY FIRE OPERATIONS COMMITTEE

Committee Meeting

20 January 2016

1900 hours

DTCI Large Conference Room, 801 Sycolin Road

The January meeting of the Loudoun County Fire Operations Committee was held on Wednesday, January 20, 2016. FOC Chairman Cook presided and called the meeting to order at 7:03 p.m. The following attended:

Co. 1/20	Jim Cook
Co. 2	Bob Dryden
Co. 4	Gene Thomas
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	David Short
Co. 12	Rob Berka
Co. 17	Absent
LCFFA	Absent
LCFR:	AC Johnson, AC Tobia, DC Shank, BC Nally, and Christine Langley-Obaugh

Public Comments

No public comments.

Approval of Previous Meeting Minutes

A motion was made by Chief Honec to approve the November minutes. The motion was seconded by Deputy Chief Shank. Motion passes. Minutes approved.

Chair's Report

Discussion ensued regarding safety, national news and local news. Chief Cook shared regarding a recent incident at station 20 in which law enforcement had to be called. Please be aware of your surroundings.

LCFR Department Report -Deputy Chief Randy Shank

COG Senior Operations Chiefs

- Thursday, December 3rd, teleconference was cancelled
- Met on Thursday, January 7th at FS403
 - See attached agenda. Minutes not posted at this time

NOVA Senior Operations Chiefs

- Held a teleconference on Thursday, December 3rd, 2015 and met at FS403 on Thursday, January 7th, 2016
 - See attached agenda. Minutes not posted at this time

Apparatus

CURRENT PROJECTS:

- Brush 626
 - Arrived, Currently mounting equipment
 - Hope to have in service this month
- Drop-in Number Program
 - All County owned ambulances have been completed
 - All County owned engines except E610 and E619 have drop-ins
 - Hope to have all completed by the end of January
 - Tankers and Rescues will be completed next
 - Draft GO written, in review process at the Senior Staff level
- All 4 Battalion Chief Vehicles are now in service
- Utility 619
 - Plow mounted last week
 - Lights and sirens installed
 - Awaiting Graphics Contractor
- Hazmat Support 619
 - PO cut
 - Pre-Construction meeting complete
 - Waiting for start date
 - Hope for a late Spring/early Summer delivery date
- Tankers (Middleburg, Kirkpatrick Farms)
 - PO cut
 - Pre-construction before the first of the year
 - Waiting for start date
 - Hope for a late Spring/early Summer delivery date

FUTURE PROJECTS:

- Kirkpatrick Engine
 - Delivery expected late Winter 2017
- Kirkpatrick Ambulance and replacement of 40053, 40054, 40055
 - Delivery expected late Winter 2017

- Replacement of Hazmat 619
 - Delivery in late Spring/Summer 2017

Volunteer Battalion Chief Program

November 2015

23 of 30 nights were covered by VFBC's (76.6%)

Short – 3
Shultz - 4
Starling – 4
Stephens - 3
Davis - 5
Firmin – 3
Buchanan – 1
Cook – 0
LCFR – 7

December 2015

21 of 31 nights were covered by VFBC's (67.7%)

Starling- 5
Schultz- 4
Cook- 3
Davis- 3
Firmin- 2
Short- 2
Stephens- 2
Buchanan- 0
LCFR- 10

For calendar year 2015, the Volunteer Fire Battalion Chief program covered 308 nights out of 365 (84.38%). This was the second highest amount covered in VFBC program history. The highest was 2014= 329/365, 90.14%.

Bill Graham has applied and completed all training to join the VFBC Program. He was released to operate as a VFBC effective Monday, January 11, 2016. This brings us up to 9 VFBC's.

County Meter Program

Effective January 1st, the Loudoun County Meter Program Meter Technicians will be discontinuing our normal “Meter Monday” checks. With the amount of upgrades that have taken place in the past 5 months with our new MSA Altair 4X Meters, the complete change out of our single-gas EMS CO Meters, and the most recent replacement of the Hydrogen Cyanide (HCN) meters on our BC vehicles, the need for our program to send someone out monthly to do calibrations is now not needed. Our technicians will continue to do day to day work with our meters and address issues as they arise in-house at FS19.

Moving forward, the meter technicians will be coordinating with SO600 monthly for meter calibrations of their “specialty” meters and will have to work with personnel from FS20-Leesburg to periodically test their Sensits/GasTrac devices. The only item not addressed at the moment is the maintenance/testing of our personnel radiation detectors (PRD’s) which are carried on our BC vehicles (they get tested against a radioactive source to ensure integrity). We will come up with a plan, likely on a quarterly basis, to ensure that these devices continue to function as designed.

Significant Incident Reports

- 11-16-15 101-C.S. Maple Avenue Purcellville (Inc. #201525848)
 - Structure Fire- BC Pisauro
- 12-22-15 111 S. 29th Street Purcellville (Inc. #201528636)
 - Structure Fire Chief Dryden (Purcellville Fire) *SIR is pending
- 12-28-15 14123 Seyzal Lane Loudoun Heights (Inc. #201529093)
 - House Fire- BC Scott
- 12-29-15 37146 Mountville Road Philomont (Inc. #201529205)
 - House Fire Chief Dryden (Purcellville Fire) *SIR is pending
- 01-03-16 43234 Chase Street Dulles South (Inc. #201600180)
 - House Fire- BC Menzenwerth

Chamber of Commerce Valor Awards

The selection committee meeting was held last week. There were 38 total applications this year from LPD, LCSO, LCFR as well as civilians. As you may recall, a year ago a system member was present and represented another organization that pushed a change through that eliminated Life Saving Awards (Cardiac Arrests). Conversation ensued and the change was reversed, thus we will be giving awards for cardiac arrests saves.

LCFR did well this year, specifically the fire on Market Street and Round Hill. Crews from 2, 4 and 5 will be receiving awards. The Glen Drive dump truck incident will result in an award. Other various awards will be distributed.

Valor Awards will be held around April 8th at the National Conference Center.

NOVA Senior OPS Follow-Up

Chief Johnson stated that manuals are under review, but specifically command officers have sent comments back to the NOVA Ops Board and they will be updating both the manual and the command board.

NOVA EMS Council

Chief Johnson stated that Sam Dahl, Director, resigned from the EMS Council and his position was filled by Jeannie Collins, who was a BC in Prince William. Jeannie Collins has accepted another job in North Carolina. The Council is considering appointing a six month interim director and decisions about the future of the EMS Council are being discussed. Several proposals are under review and to include abolishing the Council, keeping it the same or combining it with NVERS. Additional information will be forthcoming once known.

LCFR Training Report – Captain Scott Brazier

No Report Submitted

Training Center MISC

**Check the VDFP Website (www.vafire.com) for current information and a listing of classes being offered in other jurisdictions such as:

FIRE OFFICER III – January 30 thru March 6, 2015 RAAP Division 4 Office (276)
646-0266

Upcoming Events from Around the State

2016 Virginia Fire Rescue Conference Virginia Beach February 24-28, 2016

Committee Reports

- **Equipment Standards Committee: Chief Stephens**

There are four or five pieces of apparatus that are being specked right now.

- **Communications Committee: Chief Quijano**

Chief Quijano was unable to attend the last committee meeting due to a work conflict.

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

The Health and Safety Committee is working on an SWP that will go to the EC concerning essential job functions for EMS providers. In addition, they are finalizing the policy on exhaust capture systems. Lastly, they are putting together

a new work group to examine better exposure reporting procedures (part of the cancer prevention program). An email to all Chiefs will be sent out to garner assistance. A presentation on mental health was also provided whereby additional assistance with mental health issues in the fire service can be offered.

- **Training Committee: Chief Graham**

Minutes provided in packet.

Duty crew drills, please email Captain Brazier to check on availability.

Chief Johnson stated if there are concerns about the EMS and Fire Training enrollment and Wait List SWP, then those comments need to be shared with the Training Committee and the SWP should be amended. Chief Johnson will follow-up regarding CPR cards. Chief Johnson also reached out to Chief Gottholm to increase system participation in the training committee. Currently, we have representatives from EMSOC, FOC and LCFR participating. It should be noted that the training officers from each Company are not participating. Chief Cook stated we could go back and increase the representatives for this committee. Chief Johnson relayed that only 5 members attended last month.

Discussion also ensued regarding Fire School. Consideration regarding placing Hazmat Ops back in Fire School was also discussed.

- **IAFF: Scott Stonesifer**

Nothing to report.

Old Business

Nothing noted

New Business

Station and Equipment Security SWP

Chief Tobia stated that this SWP was drafted based on the need to safeguard our stations, our personnel and our equipment. There is no current policy. Major attacks have occurred to include the utilization of EMS units to gain access to areas. The significant and likely issue is that an intoxicated college kid may jump into an ambulance at the scene of a call or at the hospital on a dare and take that ambulance on a joy ride. Obviously, this would impact our operational ability. It is not meant to separate us from our communities. It is meant to ensure the safety of our personnel. There have been incidents of violence against emergency responders in fire stations. We do not want our good will to be taken advantage of. This policy presents guidelines that will make it harder for people to do so.

The SWP was referred to the sub-committees and will be coming back to the Executive Committee this month. It provides a framework for expectations. The

SWP relies on system leaders, specifically Chief's to provide guidance to their folks.

Discussion ensued regarding sections "J" and "L". Questions also arose regarding sending apparatus out to be repaired. Specifically, regarding what equipment needs to be pulled off of the apparatus as we cannot ensure the vendor will secure the piece of apparatus. Chief Cook stated, at a minimum, all radios, all SCBA's, thermal imaging cameras and the computers come off prior to the piece of apparatus being sent out for repair.

Chief Tobia submitted that there needs to be an educational piece as well as an accountability piece.

Motion made by Robert to accept the Station and Equipment Security SWP with minor changes and forward it to the Executive Committee. A second was made by Chief Cook. The motion passed 11-0-0-2.

Dispatch Algorithm Committee:

Chief Cook mentioned that this committee will examine changing dispatch algorithms. Chief Tobia asserted new CAD is slated to go live May 23rd, but we can make proposals now. If the FOC agrees, then we will formally ask the EC to form this committee. The Companies can identify key structures within their first due that they want to change. We can present dispatch algorithm changes as a unified group. Discussion ensued about adding two from Communications in addition to two from FOC, two from EMSOC and two from LCFR. No issues arose. All were in agreement.

Equipment Standards Committee:

Chief Cook stated that he received an email from Chief Stephens requesting removal as the Chair of this committee due to conflicts and time constraints. Chief Cook reiterated that Chief Stephens would like to continue as a member of this committee. Chief Cook extended an opportunity to all FOC members to determine if there was interest in the Chair position. Chief Cook stated this committee creates county standard specs. The request is that the Chair would be someone familiar with apparatus and design and processes and NFPA standards.

Chief Tobia will reach out to Captain Davis to determine interest in the Chair position.

FOC Chair Election:

Chief Cook was nominated for the position. Chief Cook stated he would be willing to remain in the Chair position for 2016. Motion made to reaffirm Chief Cook as FOC Chair. The motion was seconded and carried 11-0-0-2.

FOC Vice-Chair Election:

Chief Cook made a motion to keep Miguel Quijano as Vice-Chair. The motion was seconded and carried 11-0-0-2.

Council Delegate Comments:

Co. 9: Contract signed for two pumpers with Seagrave. A pre-construction meeting will take place February 1st. Late November/December timeframe.

Co. 10: Jeep was sold, so they are down to 1 brush truck.

Chief Shank: Announced his new assignment effective February 11th.

Chief Nally: Announced he will be participating in FOC meetings and he is excited about his new role.

Chief Johnson: Announced he would like to hold a teleconference tomorrow regarding the upcoming snow storm. An IAP will be distributed. A 24 hour operational period from Friday 0600 to Saturday 0600 and continue on for the following three days. Chief Nally will mostly be on duty throughout the period overseeing the Battalions. A second safety officer and a second EMS supervisor will be up. Chief Tobia has been working hard on obtaining an understanding on who will be plowing what throughout the storm. We will have a cadre of plows strictly dedicated to plowing out facilities. The teleconference tomorrow will be an opportunity for Chiefs to identify needs and present what they are able to provide. Most classes at the training academy will be cancelled this weekend. Sunday is critical due to EMT testing. If that is cancelled then it could delay the EMT written test which is scheduled to be taken later next week. A message was emailed regarding cancelling shift trades. In addition, no annual leave will be approved. We have a significant overtime list, but it is not unlimited. More than likely, the EOC will be open so we will have to staff portions of the EOC.

Chief Tobia: Chief Tobia inquired regarding plows. Sterling Fire and Sterling Rescue have plows and will take care of 11/18. 24 is covered by County contract. Station 2 has a plow and the town assists. Station 6 also has their own plow. Chief Tobia stressed asset availability will be discussed tomorrow. Chief Tobia stated that they will also be asking if extra personnel are available and able to ride in other areas. Chief Cook stated OEM does have cots available.

The next Executive Committee meeting is February 23, 2016 at 7:00 p.m. and the next Fire Operations Committee meeting is March 16, 2016 at 7:00 p.m.

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



Loudoun County, Virginia
Department of Fire, Rescue, and Emergency Management




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

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MEMORANDUM

DATE: February 17th, 2016

TO: Christine Langley-Obaugh, Executive Liaison

FROM: Michael Nally, Deputy Chief of Operations 

CC: Keith H. Johnson, Assistant Chief of Operations

SUBJECT: LCFR Operations Report to Loudoun County Fire Operations Committee

COG & NOVA Senior Operations Chiefs Committee

COG Senior Operations Chiefs

- Thursday, February 4th Teleconference
 - No agenda submitted or minutes disseminated.
 - Roundtable discussion during conference call.

NOVA Senior Operations Chiefs

- Thursday, February 4th Teleconference
 - See attached minutes.

Apparatus

Current Projects:

- Drop-in number program
 - GO has been released and no reported issues
- Utility 619
 - Is in service and was very useful during the blizzard.
- Brush 626
 - Was placed in service just prior to the Blizzard.
- Hazmat Support 619
 - PO cut
 - Pre-Construction meeting complete
 - Waiting for start date.
 - Hope for a late spring early summer delivery date.
- 2 Tankers (Middleburg & Kirkpatrick)
 - PO cut

Teamwork * Integrity * Professionalism * Service

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

Future Projects:

- Kirkpatrick Engine
 - In the planning stage and should have a PO cut Summer 16'
 - Delivery in late Winter 17'
- Kirkpatrick Ambulance and replacement of 40053, 40054, 40055
 - In the planning stage and should have a PO cut April 16'
 - Delivery in late Winter 17'
- Replacement of Hazmat 619
 - When the committee is performing the post paint inspection on the Hazmat Support, we will start the planning process.
 - PO should be cut by July 16'
 - Delivery in late Spring 17'

Volunteer Battalion Chief Program

December 2015

21 of 31 nights were covered by VFBC's (67.7%)

Starling - 5
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January 2016

24 of 31 nights were covered by VBC's (77%)

Short- 5
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Starling- 4
Stephens- 4
Graham- 3
Davis- 2
Firmin- 2
Cook - 0
Buchanan- 0
LCFR- 7

County Meter Program

Based on the information provided last month, this section will be discontinued.

Significant Incident Reports

- 12-22-15 111 S. 29th Street – Purcellville (Inc. #201528636)
 - Structure fire – Chief Dryden (Purcellville Fire) ***SIR is pending**
- 12-29-15 37146 Mountville Road – Philomont (Inc. #201529205)
 - House fire – Chief Dryden (Purcellville Fire) ***SIR is pending**
- 01-13-16 24566 James Monroe Hwy – Aldie (Inc. #201601874)
 - Barn Collapse – BC Menzenwerth ***SIR is pending**
- 01-24-16 41266 Cotter Ct – Lucketts (Inc. #201601979)
 - House Fire – BC Kelley
- 01-30-16 42787 Klondike Ct – Brambleton (Inc. #201602677)
 - House Fire – BC Martin
- 02-01-16 18179 Lincoln Rd. – Purcellville (Inc. #
○ House Fire – BC Pisauro ***SIR is pending**

Fire and Rescue Departments of Northern Virginia

City of Alexandria • Arlington County • City of Fairfax • Fairfax County • Ft. Belvoir • Ft. Myer • MWAA
Loudoun County • Prince William County • Stafford County • City of Manassas Park • Quantico Marine Base
City of Manassas • Fauquier County

NOVA Senior Operations Chiefs Committee Minutes for February 4, 2016

MINUTES

Location: Dial: (605) 562-3180; Pin: 613-342-695

Time: Immediately following the COG Operations Chiefs, approximately 1200 hours

Roll Call of Attendees

- o City of Manassas, Wade House, Chair
- o Arlington County, James Bonzano
- o City of Alexandria, Michael Sharpe
- o City of Fairfax, Andrew Vita
- o Fairfax County, John Caussin
- o Fairfax County, Bill Betz
- o Fairfax County, Chuck Ryan
- o Fairfax County, Reggie Johnson
- o Fauquier County, Darren Stevens
- o Fort Belvoir, Bruce Wright
- o Fort Belvoir, Rod Frazier
- o Fort Myer, Bruce Surette
- o Loudoun County, Randall Shank
- o Loudoun County, Keith Johnson
- o Manassas Park, James Soaper
- o Metropolitan Washington Airports Authority, Tom Kenney
- o Prince William County, Lance McClintock
- o Quantico Marine, Dwayne Palermo
- o Quantico Marine, Tracy Wheeler
- o Stafford County, Joseph Grainger
- o Chair of the Fire Operations Board, Battalion Chief Kevin Franzello
- o Chair of the EMS Operations Board, Battalion Chief Todd Lupton
- o Chair of the Training Committee, Captain Nick Salameh
- o Chair of the Fire and EMS Communications Committee, James Grant
- o Chair of the COG Safety Committee, Captain Mike Freeland
- o Julie Gall, NVERS
- o Aiden Garcia, FBI
- o Jared Goff, NVRIC
- o Chris Cook, NVHA/RHCC

Items

- o Approval of the January 7, 2016 meeting minutes, which were sent to the group.
 - o **Decision:** Minutes accepted.
- o Complete the NOVA Regional Fire Department Committees Spread Sheet.
 - o **Action:** Please send any changes to Chief House or Julie Gall.

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NOVA Senior Operations Chiefs Committee Minutes for February 4, 2016

Old Business

- Communications Manual, Chief Kenney
 - Chief Kenney has reviewed the current draft of the manual. As he understands, there are three basic components of the manual:
 - Hardware
 - 1. To include: Radio Systems, Computers, Telephones, CCTV Monitors.
 - Operational Procedures
 - 1. To include: Terminology, Mayday Procedures, Threats to Personnel, Managing Incidents.
 - Dispatch Process and Common Language
 - Chief Kenney is concerned that the manual does not capture all of the necessary information. Moreover, future iterations of the manual development ought to include representatives from each of the aforementioned components.
 - **Recommendation:** Ops Chiefs to form a small group to provide direction and oversee the completion of the manual. The group should meet with the Radio & Wireless Sub-committee, ECC/PSCC Managers, and the Communications Sub-committee.
 - The sub-committees will be tasked with providing a concise direction on manual content. Once established, each sub-committee will be responsible for completing their section.
 - **Action:** Chiefs Kenney, Reggie Johnson, Bonzano, and Keith Johnson to support the oversight of the manual redevelopment.
 - **Action:** Julie Gall to send the manual's table of contents to the Ops Chiefs for review.
- Triage Tag Language
 - An edited version on the language was distributed to the Chiefs prior to the meeting.
 - **Action:** Ops Chiefs to review and provide comment at the March 3rd meeting.
 - Next Steps:
 - Ops Chiefs to make a recommendation to Fire Chiefs with regard to language.
- Radio Aliases
 - **Action:** This information will be incorporated into the Communications Manual and issued in an informational bulletin.

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NOVA Senior Operations Chiefs Committee Minutes for February 4, 2016

New Business

- o Update of 2012 Procedural Bulletin on Manual Review Process.
 - o Recommended edits to the document from Captain Salameh were sent to the Chiefs in advance of the meeting.
 - o **Decision:** Recommended changes to be made.
 - o **Action:** Julie Gall to update the bulletin per Captain Salameh's comments. Edited version to be sent to the Chiefs for final review.

Bulletins Released

- o IB: 16-01 NOVA Senior Operations Chiefs' Meeting Schedule for 2016
- o IB: 16-02 Alexandria Deployable Unit Relocation

Fire Committee Updates from Chairs

- o Report from Fire Chief's Meeting January 12, 2016, Chief Bowman
 - The Fire Chiefs received a presentation from the EMS Council. The Chiefs will discuss possible future options for the EMS Council.
 - The Chiefs participated in a kick-off meeting with Mission Critical Partners with regard to the Fire/EMS Deployment Analysis project.
- o Report from Fire Operations Board's Meeting January 21, 2016, Chief Franzello
 - The Operations Board met via teleconference to receive a manual status update from Chief Franzello.
 - The group plans to review the Joint Action Guide and Command Manual at their February 18th meeting.
- o Report from Technical Writing Group's Meeting January 28, 2016, Chief Shaw
 - The Technical Writing Group met to discuss progress on Truck Company Book 4. They plan to review Books 4 and 5 at their February meeting.
 - The Group also plans to hold a March or April 2016 Writing Workshop.
 - **Action:** Chief Shaw to attend meetings moving forward.

Subcommittee Updates from Chairs

- o Report from the Training Committee, Captain Nick Salameh
 - The Training Committee received two new members, Jerome Williams and Joe Rose.
 - Per the update to the 2012 Bulletin on the Manual Development Process, the training packages will be discussed alongside of the manuals.
 - This will include documents up for three-year review.

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NOVA Senior Operations Chiefs Committee Minutes for February 4, 2016

- Training Packages
 - The WMD, Strip Shopping Center, and Townhouse packages have been posted to the website.
 - The Rehab, Engine Company, and Command Officer packages are currently in the development process.
 - The Aerotrain information will be posted, along with other specialty packages (i.e. highway, rail, and METRO).
- Training Opportunities
 - Culture and Tradition in the Fire Service, Benjamin Martin
 - Description: As technology improves, and the mission and vision of public safety agencies become cloudy with an "all-hazards" approach, we rely on our culture to navigate us. If we start to ignore our seasoned members, just because we think they don't know the latest and greatest trend, we risk losing the common sense, historical perspective, and value they bring our team. In the difference between culture and tradition, we find answers to empowering leaders to focus on preserving our culture and mission, while moving our members into the 21st century.
 - The City of Santa Monica Active Shooter Presentation, Tom Clemo
 - Description: A powerpoint presentation with maps, video, and audio of the incident. It includes a description of the city and complexity, department, history, and previous events. The presentation concludes with a discussion of actions taken since the event (i.e. establishment of Active Shooter Curriculum, training with police department, procurement of equipment, and development of a new policy).
 - **Action:** Julie Gall to add to the training calendar once dates are determined.
- Meeting with Chief Carter
 - The Training Committee and instructors met with Chief Carter following feedback from a summit last year. The Chief also provided the committee with a two-page memo noting that their concerns were heard.
 - Chief Carter is in support of the recommendations from the Training Committee and will work towards addressing them.
 - Chief Johnson agreed that it was a productive meeting.
- Report from the COG Safety Committee, Captain Mike Freeland

Partner Organizational Updates

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NOVA Senior Operations Chiefs Committee Minutes for February 4, 2016

- Report from the EMS Council, Chief Todd Lupton
 - There have been some dynamic times with the Council. Upon the resignation of Sam Dahl, Jennie Collins was hired as Interim Executive Director. However, Jennie has since accepted a position in North Carolina.
 - Chief Lupton is in the process of bringing on a new Interim Executive Director. Additional information on this will be available next week.
 - Chief Lupton and Jennie Collins made a presentation to the Fire Chiefs in January.
 - The presentation provided an overview of the Council, it's governance, roles, responsibilities, and offered four possible future options for the organization.
 - The Fire Chiefs will be working with the Council to determine its best fit for Northern Virginia.
 - The next Council meeting is scheduled for February 11th at 10am in Fairfax.
 - **Action:** Julie Gall to send a copy of the presentation to the Ops Chiefs.
- Report from NVHA, Chris Cook
- Report from FBI, Aiden Garcia
- Report from NVRIC, Jared Goff
- Report from NVERS, Julie Gall

Next Meeting

- The next meeting will be held on March 3, 2016.
 - **Action:** Chief House to confirm availability of Fire Station 403.



SIGNIFICANT INCIDENT REPORT



Incident Commander Andrew Kelley, Battalion Chief
Officer completing SIR (if different from above) N/A

Incident date 1/24/2016
Dispatch time 1226 hrs.
Incident location 41266 Cotter Court

Incident number 201601979
Box area 1024K

Type of incident as dispatched Fire Alarm
Actual type of incident (if different from above) House Fire

Number of Alarms: Initial Alarm Only Second Alarm or Greater Level I RIT
 Level II RIT Level III RIT Tanker Task Force
 Other Click here to enter text.

Casualties

	Civilian	Fire Service	Other
Injuries	0	0	0
Fatalities	0	0	0

Property Loss (determined in conjunction with the FMO)

	Building	Contents	Total
Value	\$750,000	\$100,000	\$850,000
Damages	\$750,000	\$100,000	\$850,000

Understaffed/Unavailable/Add-on Units

Tower 602 was replaced with Rescue Engine 602 due to the road conditions, Frederick Engine 928 understaffed with 2 persons.

Initial Evaluation

S (size up) – Completed
L (locate the fire) – Completed
I (identify the flow path) – Completed
C (cool the space) – Not Applicable
E (extinguish the fire) – Completed
R (rescue) – Not Applicable
S (salvage) – Not Applicable

1st alarm- E610, E605, E602, E698, E620, RE602 (TL602), T601, R617, K610, K605, K602, A610, BC602, DC617, EM602, SO670, PL602, Pl605, FM603, FM609, K601, SV602

Level 1 RIT response- E612B, TL602, M617C, R920

Tanker Task Force- E604, K612, K604, EK920, DC601, C600C

2nd Alarm E622 E914 RS914 R620 A617 ALS612 C601

Incidental Responses- AB623 C601 Aux Unit 608 C914 BC901 PL623 C600 C600B K626 K623

Narrative of Operations

E610 was dispatched at 1204 hours for a reported fire alarm in the hallway of the residence. (*E610 was familiar with the address having to investigate several previous fire alarm calls*). E610 arrived in the area a short distance up Cotter Court off Bankfield Circle at 1213 hours. The units could only drive within 1300'+ of the house due to the unplowed snow covered road. When Lieutenant Everly exited the engine he saw the family at the residence doing normal outside activities (*children playing, father clearing the driveway etc.*). There was no sign of distress from the family. The crew from E610 proceeded to walk through the 30"+ snow up a steep grade to the residence under the assumption of an investigation only. When they arrived within 200' of the 5000+ square foot structure the family started to become very excited when they realized the house was on fire. Immediately after that Lieutenant Everly saw smoke coming from the house and requested to have a structural fire assignment dispatched at 1225 hours. Immediately after that request the personnel from the A610 and PL610 started advancing hose lines to the scene. Along with that effort, approximately 30 neighbors pitched in with snow shovels, and a snow blower assisting with clearing a path to the scene. Immediately E610 determined there was no rescue issue and attempted to close doors to hold the fire in check, but due to the rapid growth and speed of the fire, the doors started to deteriorate. There was also assistance given by civilians to advance 3" hose lines and equipment to the scene. A Level 1 RIT and a Tanker Task Force response was immediately requested following the 1st Alarm. Once I recognized how labor intensive the hose line deployment was going to be in order to get the hose from the attack pumper to the fire ground a second alarm was sounded. BC602 arrived on scene and established "Cotter Court Command".

E610 was appointed "ALPHA DIVISION" with E605, E602, and R617. DC617 assumed the duty of managing the Command Channel. Chief 600C assumed the duty of "WATER SUPPLY OFFICER" and managed the task on Channel 6E. DC601 assumed the duty of staging for the 2nd alarm units. Early on in the incident E610 requested a unit to investigate the possibility of accessing the incident off of Mountain Meadow Lane, but it was later found as impassible with no further interest in using the road when 2 snow plows were stuck trying to clear it. At 1250 hours fire was venting through the eaves and windows. Hose lines went in service at 1315 hours. All 2nd alarm specialty units were placed in service at 1304 hours. MAB623 was alerted and staged at the scene but was never used. SO670 was early arriving and maintained all safety efforts throughout the duration of the incident. C600 and C600B linked the family that endured the loss to the Red Cross. The family did not need shelter, however they did need the basics such as clothing, etc. The last unit cleared at 1810 hours.

Safety Officer Comments

No serious safety violations were noted. All personnel did a great job with the conditions they were faced with to include the access, weather, and cold conditions. All crews maintained an awareness of collapse zones and preventing injuries due to the icy conditions. A reminder of the need to wear eye protection when performing overhaul, especially overhead with falling debris.

The community outreach and support during the incident operations should not go unrecognized. From shoveling out paths for the hose to lay to carrying hose and equipment to the fire ground, the neighbors assisted in any way that they could.

*Patti Collins-Bliss, Lieutenant
Fire Station 620 "B" Shift*

Additional Comments

I did not use the accountability system to its fullest capacity. Although the incident was defensive only and no entry was made into the building. There was a distinct possibility that a fellow fire fighter could have laid down injured or incapacitated in the deep snow and not be found in a reasonable period of time. I should have appointed the RIT team to focus on the fire fighter travel since they had an overall line of sight view watching all persons traveling to the scene from the apparatus below. Personal Accountability Checks should have occurred on all single resource units by command every 20 minutes.

As Lieutenant Collins-Bliss noted there was a remarkable response from the community shoveling paths and carrying hose and equipment in the 36" deep snow from E610 to the fire scene. Some form of recognition for this effort from the Fire Department to the Community should occur.

Attachments

- Pictures
- Diagrams
- Other





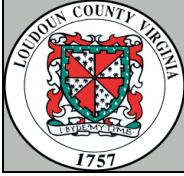












SIGNIFICANT INCIDENT REPORT



Incident Commander Roger Martin, Battalion Chief
Officer completing SIR (if different from above) R. Martin / D. Neal

Incident date 1/30/2016	Incident number 201602677
Dispatch time 17:28 hours	Box area 0929
Incident location 42787 Klondike Court	

Type of incident as dispatched House Fire

Actual type of incident (if different from above) [Click here to enter text.](#)

Number of Alarms: Initial Alarm Only Second Alarm or Greater Level I RIT
 Level II RIT Level III RIT Tanker Task Force
 Other Two Additional Engines Added After Level 1 RIT

Dispatched/Additional Units (Level I RIT, 2nd Alarm, Tanker Task Force, etc):

1st Alarm: Engines 682,623,619 & 606C; Truck 619 & 606; Rescue 620; A623B and M609; Battalions 603 & 601; EMS601, Safety 600 and FM606. **Level I RIT:** E606B, T620 and M623.
Two Additional Engines: E624 & E607.

Casualties

	Civilian	Fire Service	Other
Injuries	1	0	0
Fatalities	0	0	0

Property Loss (determined in conjunction with the FMO)

	Building	Contents	Total
Value	\$550,000	\$100,000	\$650,000
Damages	\$340,000	\$10,000	\$350,000

Incident Times

First unit on scene	17:34 hours
Additional alarms/resources requested	17:37 hours
Fire/Incident Under Control	17:52 hours
Last unit cleared scene	21:14 hours

Understaffed/Unavailable/Add-on Units

M609 responded from StoneSpring Hospital.

Initial Evaluation

S (size up) – Completed
L (locate the fire) – Completed
I (identify the flow path) – Completed
C (cool the space) – Completed
E (extinguish the fire) – Completed
R (rescue) – Not Applicable
S (salvage) – Completed

Narrative of Operations

A neighbor called in from 42791 Klondike Court reporting that the house next door was on fire. Additional information from the caller described smoke from the basement and from the roof. There was also a report of an “explosion”. The caller was unsure if anyone was in the home. The corrected address for the affected house was 42787 Klondike Court.

E682 (1st Engine) performed a forward-lay from a hydrant in front of 42799 Klondike Court and marked on scene. E682 reported a two-story single family dwelling with smoke from the front door and the eaves on the Alpha/Bravo corner. E682 identified a possible basement fire. E682 pulled a 1 ¾-inch handline through the front door (Side Alpha) towards the basement looking for the interior stairwell.

E623 (2nd Engine) obtained a water supply for E682 and pulled a back-up line to the front door (Side Alpha). BC603 arrived on scene and assumed Klondike Command on Side Alpha. EMS601 assumed the role of command aide in the battalion vehicle. Command requested a Level 1 RIT Assignment and announced the passport drop-off location (i.e. BC603 vehicle). TL619 (1st Truck) positioned on Side Alpha. Primary searches of the first-floor and second-floor were quickly completed. These searches were negative. E619 (3rd Engine) took a handline to the walk-out basement for fire attack. TL606 (2nd Truck) positioned on Side Alpha and accompanied E619 into the basement. A primary search was completed. This search was negative. TL606 X-ray was assigned two-out. E606C (4th Engine) arrived and positioned on Conquest Circle on Side Charlie, pulling an additional line to side Delta.

BC601 arrived on scene and conducted a face-to-face with Command. He was directed to establish "Charlie Division" consisting of E619, E606C, and T606. Units in Charlie Division located the fire in the Bravo Quadrant of the basement. BC601 relocated to become Delta Division since this was the location of the walk-out basement. A623 (1st EMS Unit) was assigned "Rehab" in front of command's location. M609 (2nd EMS Unit) arrived on the scene and stood by the Command Post in case of a firefighter or civilian injury. R620 arrived on scene and assisted with a secondary search of the basement.

FM613 reported that one of the homeowners (i.e. wife) approached him. She stated that she did not know the location of her husband and was concerned he was in the basement. Based on this information, Command requested two additional engine companies (E624, E606). Secondary searches were initiated on all floors. The fire was controlled by units in the basement. Shortly thereafter, FM613 contacted Command. He reported that the second spouse was located and was not in the structure. SAF600 secured the power and R613 secured the water to the residence. No fire extension was found beyond the basement and all searches were negative. Support 609 was requested to the scene for canteen services.

At 20 minutes into the incident, units began to be rotated through Rehab and a PAR check completed with units in the IDLH. At 40 minutes into the incident, Level 1 RIT Units were released and the Staff Duty Officer was notified. SAF600 worked with Delta Division to ventilate the basement for the FMO investigation. TL619 performed ventilation on the first-floor.

At 80 minutes into the incident, R613 was flagged down by one of the homeowner's who was suffering a medical emergency. M609 provided care and transport to INOVA Ashburn HealthPlex. A623B was requested back to the scene. Approximately two hours into the incident, the FMO investigation and overhaul were complete.

Safety Officer Comments

- Good ladder placement by personnel.
- Crews were diligent remaining on air until CO readings were within normal limits. Division supervisors aided with ensuring crews were compliant.

- Rehab was established early and crews rotated without incident. Remember that the Battalion Chief, Safety Officer & EMS Supervisor all carry fire wipes. All personnel should wipe off their face/necks after completing interior operations. The wipes were also located at the rehab location.
- When the incident dictates the windows need to be cleared, it is for emergency egress as well as ventilation. They need to clear completely of glass, rails, and window coverings in order to be effective. When forcing doors and breaking windows, we need to ensure that the action is necessary and coordinated with interior operation.
- Lighting to all sides of the structure should occur as soon as feasible during low light conditions to reduce the risk of injuries.

Additional Comments

1. A thorough size-up by the first-arriving engine is essential, especially on a basement fire. This should include identification of the type and location of the basement entrance. A Side Charlie description must also be announced.
2. A “Two-Out” was not identified prior to crews entering the IDLH.
3. The appropriate tactic for a fire with a walk-out basement is an attack from the basement opening. Advancing a handline through the front door can have dangerous consequences in the case of a well-developed basement fire.
4. Units should assume and announce their NOVA Manual Assignments based upon dispatch order. If units assume a different role, this should be announced to Command. The fourth engine did not assume RIT responsibilities upon arriving on scene. In addition, an additional engine was requested to report to the command post for an assignment. Instead, this unit reported directly to Battalion 601 on side Delta.
5. Units that are unassigned should ensure they are listening to their radio for assignment. One EMS unit required several radio transmissions before they could be contacted for an assignment.
6. Ground ladder placement on Side Charlie and Delta was good.
7. Good situational awareness by the exterior crews in locating the fire so that it could be communicated to the interior crews advancing the attack.
8. A “Two-Out” was not identified prior to crews entering the IDLH.
9. “Basement Division” was being transmitted to command but never assigned by command. It made it hard to understand which unit was calling.

Attachments

Pictures

Diagrams

Other [Click here to enter text.](#)



Figure 1: Deployment of back-up line through Side Alpha.



Figure 2: Crews pulling ceiling in basement.



Figure 3: Crews in basement performing overhaul.



Figure 4: Light bulb distortion from fire development in basement.



Loudoun County Fire & Rescue

TRAINING DIVISION

16600 Courage Court, Leesburg, VA 20175
Phone 703-737-8400 Fax 703-777-0235



FIRE OPERATIONS COMMITTEE REPORT

6

February 17, 2016

Fall 2015 Fire Fighter I & II

- Registration for the Fall 2015 Basic Firefighter I & II Course closed on September 4, 2015. Class began on September 14, 2015, with a roster of 26.
- There are currently 24 students who continue with the program to date.
- FF I and II Written and Practical testing has been completed. Two students need to re-test their FF II written test which is scheduled for Tuesday, February 16th. This will be the first re-test for each student.
- Mayday class began on February 8th and will conclude on February 14th.
- Graduation night is being held at the Cornerstone Church on Thursday, February 18th and Family Day is scheduled for February 20th which will mark the end of the Fall certification program.
- Lt. Boyd Morris is the Course Coordinator and Lead Instructor. He can be reached at boyd.morris@loudoun.gov
- Lt. Michael Smith is the Co-Course Coordinator and also a lead Instructor. He can be reached at robert.m.smith@loudoun.gov

Spring 2016 Fire Fighter I & II

- Registration for the Spring 2016 Basic Firefighter I & II Course was opened on January 6, and closes on March 1, 2016.
- 24 applications have been submitted as of February 11th. 8 applications are fully complete and qualified while 16 applications still need documentation to be submitted.
- March 5, 2016 is the first day of the Spring Fire School!

Monroe Tech.

- MTC Fire and EMS Classes resumed on August 31, 2015.
- The Fire Fighter Certification Program:**
 - There are nine students enrolled and eligible for certification in this class.
 - Students have completed HMO and EMR and have moved into the fire certification program as of January 4, 2016. They are currently studying ladders and hose. As Module I skills testing is scheduled for April 14, Ms. Sokol is encouraging stations to work with their MTC students during duty crews and training sessions to help perfect ladder, SCBA, hose, search, and rope skills.
- The EMT Certification Program:**
 - There are currently eight students who continue with this program, of which 7 are eligible for certification.
 - Students have completed Trauma and have successfully finished Module III as of February 1. Students are progressing into Medical Assessment.

- Program Information:

-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

- Fall 2015 FF I & II Basic Certification School-Ongoing
- NFPA 472-Hazardous Materials Operations-February 2016 Class-Ongoing
- LCFR Ice Rescue Technician-Ongoing
- Fire Instructor-Level II-LCFR-Ongoing
- Fire Instructor-Level II-Purcellville-Ongoing
- NFPA 1021-Fire Officer Level I-Completed
- ICS-300-FS601-Nov 7-8, 2105-Completed
- ICS-400- FS601 December 19-20, 2015-Completed
- NFPA 472-Hazardous Materials Operations-November 2015 Class-Completed
- NFA Leadership I-Completed
- VDFP LPG Emergencies **Pilot Program**-Completed
- EVOC I, II, III- Hamilton VRS- November 22-23, 2015-Completed
- VDFP HTR-Intro. to Technical Rescue-Module II-Completed
- LCFR NOVA Manual Review-Completed
- Swift Water/Ice Rescue Awareness-Completed
- LCFR Injury Reporting-January 23, 2016-Postponed Due to Blizzard

Classes Being Offered

Fire Behavior/Flashover Recognition	Ongoing-Contact BC Gottholm bernard.gottholm@loudoun.gov
Fire Behavior/Flashover Recognition	February 27, 2016 Regis. closes February 19, 2016
NFPA 1403 Compliance Officer	February 27, 2016 Regis. closes February 12, 2016
Fire Officer-Level II	Feb 27-April 9, 2016 Regis. closes February 19, 2016
NFPA 1002 EVOC I, II, III	February 27-28, 2016 Regis. closes February 22, 2016
Spring 2016 Firefighter I & II Basic Certification Course	March 5-August 13, 2016 Regis. closes March 1, 2016
VDFP HTR-Confined Space-Level I	April 9-10, 2016 Regis. closes March 25, 2016
NFPA 472-Hazardous Materials Operations May 2016 Class	April 30-May 21, 2016 Regis. closes April 15, 2016

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:**

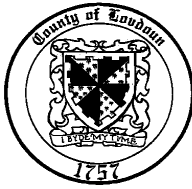
-No classes to report that will benefit Loudoun County at this time.

Upcoming Events from Around the State

2016 Virginia Fire Rescue Conference	Virginia Beach	February 24-28, 2016
An Evening with Chief Goldfeder	Winchester	March 11, 2016
Fireground Survival Program-Chief Goldfeder	Winchester	March 12, 2016
2016 Spring Regional School	Albemarle High School	March 19 & 20, 2016
2016 NFA In-State Training	Salem	April 5 & 6, 2016
2016 NFA In-State Training	Norfolk	April 12 & 13, 2016
22nd Annual Caroline County Regional School	Milford	April 16 & 17, 2016
Rockingham Regional Fire School	Harrisonburg	April 23 & 24, 2016
VA Dept. of Forestry Statewide Wildfire Academy	Farmville	May 25-28, 2016

Questions! Please contact:

Scott Brazier, Captain
Office-703-737-8872
scott.brazier@loudoun.gov



Loudoun County Combined Fire and Rescue System

Executive Committee

PO Box 7100

801 Sycolin Road, Suite 200, Leesburg, VA 20175-7000

Telephone (703) 777-0333 • Fax (703) 771-5359

www.loudoun.gov

EXECUTIVE COMMITTEE RULES OF ORDER

I. Business & System Hearing Meetings

- A. Business Meetings shall be held on the last Tuesday of each month at 7:00 p.m.
- B. An option for advanced sign-up for System input is available on the agenda. Interested parties must contact the Department of Fire, Rescue and Emergency Management (“DFREM”) at (703) 777-0333 and request the Executive Liaison, or Chair of the Executive Committee (“the Chair”) in the absence of the Liaison. Sign-up is open until the Business Meeting begins and may be completed in person prior to the start of the meeting.
- C. Each party signed-up in advance to speak shall have no more than five minutes allotted.
- D. The Executive Committee 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.
- E. Meetings shall be held at the Oliver Robert “O.R.” Dube’ Fire and Rescue Training Academy, 16600 Courage Court, Leesburg VA (“the Academy”). Meeting location, date, and times are subject to change due to holidays, inclement weather, and lack of availability of space at the Academy. Changes to meetings shall be communicated no later than noon the day of the scheduled meeting.
- F. No meetings shall be convened during the month of December, except in cases of emergency or when timely action is needed.

- G. All cell phones, pagers, and other electronic devices shall be set on silent mode while in the meeting room.
- H. Smoking is only permitted in the designated areas outside of the Academy.
- I. If a reasonable accommodation for any type of disability is required to participate in the meeting, please contact DFREM at (703) 777-0333 and request the Executive Liaison, or Chair in the absence of the Liaison. It is requested that three business days advance notice be given.

II. Order of Business at Regular Meetings

- 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. Pledge of Allegiance
 - 3. Adoption of Consent Agenda
 - 4. Requests for Additions/ Deletions to the Agenda
 - 5. Closed Session (if needed)
 - 6. Chairperson's Comments/ Information Items
 - 7. System Chief Comments/ Information Items (if present)
 - 8. Information Items
 - 9. Standing & Ad-Hoc Committee Reports
 - 10. Action Items
 - 11. Presentation of Special Recognition Certificates / Awards
 - 12. System Input
 - 13. Executive Committee Member Comments
 - 14. Adjourn

III. Duties of the Chair

- A. The Chair shall preside at Business Meetings and Special Meetings, call the same to order, enforce these rules of order, and enforce time limits imposed by the 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 Executive Committee 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 Executive Committee Member.
- D. The Chair, or designee, shall be responsible for preparation of the Committee agenda for each meeting or hearing of the Committee, in consultation with the members of the Committee and the System Chief.
- E. The Chair shall nominate standing and ad-hoc sub-committees, with endorsement by a majority of Executive Committee members (present and voting) and approval of the System Chief. The Chair shall nominate system appointments subject to the Executive Committee endorsement and approval by the System Chief.

IV. General Rules Governing Placing Items on the Committee Agenda

- A. Committee 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 Committee Members.
- B. The Chair shall set the tentative agenda for Committee 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 Committee Member by 5:00 p.m. on the Wednesday before the Tuesday meeting.
- D. Reports that are not received and included in the EC Packet shall not be placed on the consent agenda but they can appear on the regular agenda.
- E. The Executive Liaison shall be responsible for notifying individual Committee Members of new agenda items, both Action and Informational, which pertain to that Committee Member's Area of Responsibility.
- F. Agenda items may be added by Committee members, with the approval of the Chair, in accordance with deadlines established herein.
- 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 Action Report

(written minutes) of Business and Special meeting is usually available by close of business five days following the Committee Meeting. If assistance is required accessing this information, contact the Executive Liaison or the Chair in their absence, through the Department of Fire, Rescue and Emergency Management at (703) 777-0333.

V. Debate

- A. Committee members shall, at all times, conduct themselves with professionalism and respect, adhering to the LC-CFRS Code of Conduct.
- B. When any Committee or System Member desires to speak, or deliver documents, on any matter to the Committee, the Member shall respectfully address the Chair, and on being recognized by the Chair, may address the Committee, 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 Executive Committee meetings, Committee deliberations will be held among Committee Members unless the Committee consents to invite other participants as outlined in section F below.
- F. Committee 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 Executive Committee member, the System member may speak on the matter before the Executive Committee.
- 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 a Committee Member and seconded by another.

VI. Motions and Their Precedence

- A. Every motion made to the Committee and entertained by the Chair shall be reduced to writing on the demand of any 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 before a decision or amendment.
- C. A motion to object to consideration of a question must be made prior to the Committee's entering into discussion on the question.
- D. When a question is under debate, no motion shall be received by the Chair but:
 - 1. To adjourn.
 - 2. To adjourn to a day certain or when the Committee adjourns, it shall be to a day certain.
 - 3. To take a recess.
 - 4. To proceed to the consideration of other business.
 - 5. To lay on the table.
 - 6. To postpone indefinitely.
 - 7. To postpone to a day certain.
 - 8. To commit to a sub-committee of the Committee.
 - 9. To amend.
- E. 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.

VII. Reconsideration

- A. When a question has been decided by the Committee, it shall be in order for any Committee 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.

VIII. Amendments and Motions

- A. Any motions or amendments shall be reduced to writing at the request of any Committee Member, and shall be read aloud before it shall be debated.
- B. In the event a Committee Member, including the maker, believes that an item warrants further discussion than allowed under paragraph B, the Chair may move for 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 committee amendment, which contains any significant matter not within the jurisdiction of the committee proposing such amendment, unless determined proper by the Chair of the Committee.
- G. On the demand of any Committee 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 of the Committee, 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 be as follows:

<u>Members Present and Voting</u>	<u>Majority</u>	<u>Two-Thirds</u>
7	4	5
6	4	4
5	3	4
4	3	3

Note 1- Four Committee Members in attendance are needed for a quorum. The Executive Committee operates without the use of a tiebreaker.

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

Note 3- A Committee 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 business meeting, standing committee, or ad-hoc committee meeting are in order and do not require suspension of these rules.

IX. Record Keeping

- A. Official minutes, known as the Action Report, shall be kept by the Executive Liaison, or designee made by the Chair, as a summation of all actions of the Executive Committee and its subcommittees. In addition, the Chair shall cause the maintenance of all system hearing, standing committee, and ad-hoc committee meeting records.

X. Establishment and Jurisdiction of Standing and Ad-Hoc Committees

- A. The Executive Committee shall have the following standing committees: Administrative Operations Committee, Emergency Medical Services Operations Committee and Fire Operations Committee. The Chair, subject to approval of System Chief, shall appoint such other committees as deemed necessary by the Executive Committee as a whole.
- B. In order to assist the Executive Committee in its analysis, appraisal and evaluation of the Loudoun County Combined Fire & Rescue System, the standing committees shall have oversight responsibilities for specific areas of concern. Upon approval by the Executive Committee, each standing 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 standing committee.
- C. Each Standing Committee shall establish Rules of Order to guide meetings. Each Committee shall appoint a Chairperson to lead the Standing Committee and serve as a member of the Executive Committee representing that committee. The selection shall take place at the regular meeting of the committee annually during the month of January, and shall take effect with the regular Business Meeting of the Executive Committee in January.
- D. All Standing and Ad-Hoc Committees shall review and/or work on only those items or topics that are under their jurisdictions or referred to them by the Executive Committee. Any item not sanctioned by the Executive Committee, or System Chief, that will require substantial time and/or cause a change in the agenda, shall first receive approval of the System Chief.
- E. All committees shall establish regular meeting dates. If this schedule would cause a regular meeting to fall on an official County Holiday, then the meeting shall be held the next day at the same time and place, or as otherwise scheduled. All committee meetings and hearings shall be open to System Members.

- F. Standing and Ad-Hoc Committee Chairpersons shall be recognized to present reports and will yield to Executive Committee Members wishing to ask questions. All questions from the Executive Committee Members shall be addressed to the Committee Chair who is presenting the report.

XI. Attendance at Business and Special Meetings of the Executive Committee

- A. Executive Committee members may participate in Business and Special meetings via electronic communication device with the approval of a simple majority of Executive Committee members present. The Executive Committee 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. Executive Committee members who are absent from a Business or Special Meeting shall not be represented by another person as a substitute.

XII. 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 Executive Committee Members, with approval of the System Chief, in such manner and at such times as the Executive Committee may determine.

XIII. Executive Committee Appointment and Removal

- A. The Executive Committee shall be comprised of the following:
 1. Assistant Chief, Support Services and Volunteer Administration, Chair
 2. Assistant Chief of Operations
 3. Career Chief Officer Appointment selected by the System Chief
 4. Chair, Fire Operations Committee
 5. Chair, Emergency Medical Services Operations Committee
 6. Chair, Administrative Operations Committee
 7. Operational Medical Director of the LC-CFRS
- B. The System Chief may, at his/her sole discretion, remove any member of the Executive Committee. Removal of the Chair of one of the Standing Committees shall cause that committee to select and appoint a new representative to the Executive Committee.

XIV. Robert's Rules of Order

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

Chaplains Committee 'By-Laws'

ARTICLE I –Title

The name of this organization shall be the Loudoun County Public Safety Chaplains Committee (Referred to as "Chaplains Committee" throughout this document).

ARTICLE II –Composition of the Chaplain Committee

1. One member of the Chaplain Committee representing each volunteer company, law enforcement department, or the Department of Fire and Rescue shall be voting members. Where more than one member from a given organization is present, those present shall form a consensus among themselves such that one vote from the organization represents that consensus.
2. The Chaplain Committee shall be made up of station chaplains and response chaplains as defined in Loudoun County Fire and Rescue System Wide Policies. Loudoun County law enforcement agency chaplains may be required to meet additional requirements by their respective departments.
3. The use of a proxy will be restricted to one member of the Chaplain Committee providing their vote on a matter via another member. Proxies may not be borne by a person who is not a member of the Chaplain Committee.
 - a. Such proxy shall be in the form of an e-mail or other written form from the chaplain to the Chairperson and the Secretary of the Chaplain Committee and shall state the exact date the delegate will attend as well as the name of that delegate.
 - b. Delegation by proxy can only be made for one meeting per proxy. Multiple meetings requiring a delegate require a separate proxy notice for each meeting date.
 - c. Delegation may be specific to a particular agenda item(s) in either the affirmative, negative, or abstention, or be granted as a general proxy on all matters presented at the meeting. If not specified, proxies will be considered to be general.

ARTICLE III –Officers

Chairperson:

1. The Chairperson shall preside over all meetings and other proceedings of the Chaplain Committee.
2. The Chairperson shall have and exercise the general supervision of affairs of the Chaplain Committee and the administration of the Chaplain Response Program (CRP).
3. The Chairperson shall represent the Chaplain Committee in front of the Board of Supervisors and other relevant organizations.

4. The Chairperson shall authorize all Chaplain Committee meetings, work sessions and associated agendas.
5. The Chairperson shall establish subcommittees and appoint associated chairpersons and members as necessary.

Vice-Chairperson:

1. In the absence of the Chairperson, the Vice-Chairperson assumes the Chairperson's duties (above).
2. Any other duties as assigned by the Chairperson or by vote of the Chaplain Committee.

Secretary:

1. The Secretary shall keep records of membership, including elected officers.
2. The Secretary shall develop and keep minutes of meetings of the Chaplain Committee.
3. The Secretary shall keep minutes prepared and submitted for any sub-committees, as appropriate, by the scribe for such meetings if not the Secretary himself/herself.
4. The Secretary shall ensure that call reports are completed by the responding chaplain and retained for a period of seven years.
5. Any other duties as assigned by the Chairperson or by vote of the Chaplain Committee.

Treasurer:

1. The Treasurer shall control records and disbursement of County Funding dedicated to the Chaplain Committee.
2. The Treasurer shall receive any other donations made to or collected on behalf of the Chaplain Committee, prepare deposits of same, and make such deposits in the Chaplain Committee accounts.
3. The Treasurer shall assist in the development of a budget for approval by the Executive Committee of the Chaplains Committee.
4. Any other duties as assigned by the Chairperson or by vote of the Chaplain Committee.

Chairman Emeritus

1. An honorary position held for members of high esteem.
 - a. The Chairman Emeritus shall have served a minimum of five years as a chaplain.
 - b. Shall have served as Chairman of the Chaplains Committee a minimum of three years.
2. There shall be only one Chairman Emeritus at any point in time.
 - a. The Chairman Emeritus shall vacate the position at such time as they become inactive with the operations of the Chaplains Committee.

Quartermaster:

1. Orders and procures all equipment needed by CRP members not donated or provided by the stations.
2. Coordinates purchases with (Department of Fire Rescue Emergency Management) DFREM and the Treasurer.
3. Maintains records of equipment issued to chaplains.
4. Any other duties as assigned by the Chairperson or by vote of the Chaplain Committee.
5. The quartermaster is a position appointed by the Chairperson.

Training Officer:

1. Seeks out and develops means of delivering basic and ongoing training to members of the CRP.
2. Maintains training records on all chaplains as they pertain to the CRP.
3. Provides input to the budget process for training needs.
4. Any other duties as assigned by the Chairperson or by vote of the Chaplain Committee.
5. The training officer is a position appointed by the Chairperson.

Scheduling Officer(s)

1. Coordinates the schedules of chaplains to ensure coverage.
2. Provides coverage schedules to the ECC.
3. Acts as liaison to the ECC.
4. Any other duties as assigned by the Chairperson or by vote of the Chaplain Committee.
5. The training officer(s) is a position appointed by the Chairperson.

Executive Committee of the Chaplain Committee

1. The chairperson, vice-chairperson, treasurer, secretary, and chairman emeritus shall constitute the Executive Committee of the Chaplain Committee.
2. The Executive Committee of the Chaplain Committee may convene
 - a. To decide, initiate, review, and guide corrective actions necessary by any chaplain found to be in violation of the Code of Conduct of their respective organization (LCFR or the law enforcement agency).
 - b. To suspend any chaplain from participation in the CRP should they fail to follow corrective actions prescribed until corrective action is undertaken.
 - c. To remove any chaplain from participation in the CRP as appropriate and for cause.
 - i. The actions in items a., b., and c. above shall apply to both response and station chaplains, whether declared or acting in that capacity.

- d. To conduct such business as the chairperson may deem appropriate due to its sensitive nature, provided the nature of the issue is described to convey the necessity for privacy on the matter to other members of the Executive Committee of the Chaplains Committee and the majority of the members concur as to the sensitivity of the matter.

ARTICLE IV –Election of Officers

All Officers described in ARTICLE III shall be elected by a simple majority of the organizations present to vote with the exception of Scheduling Officers, the Training Officer, the Quartermaster, and the Chairman Emeritus.

1. Nominations for officers shall be submitted to the Secretary and made known at the November Chaplains Committee meeting. Nominations from the floor will be accepted during the November meeting. Nominees must state willingness to accept the nomination either in person at the November meeting or via written notice submitted to the Secretary by the evening prior to the November meeting date.
 - a. The Chairperson shall appoint three members to serve as a Nominating Committee whose charge it shall be to verify the nominees qualifications for the office to which they are nominated as outlined below:
 - i. All officers shall meet SWP 1.5.
 - ii. The Chairperson and Vice-Chairperson shall be limited to released response chaplains who have been released a minimum of two years.
 - iii. The Secretary shall be limited to released response chaplains who have been released a minimum of one year.
 - iv. The Treasurer may be either a station or response chaplain who has been an active participant in the Chaplains Committee meetings for a minimum of one year.
2. In December of each year, each organization present shall cast one vote for the candidate of their choice for each office. A candidate must receive a simple majority of the votes cast to be elected to the post. If no candidate receives a majority vote, the organizations present shall vote again, choosing between the two (or more, in the event of a tie) candidates receiving the most votes in the first ballot.
3. Terms of office shall commence on January 1st and run through December 31st.
4. In the event of a vacancy, the chairperson will appoint an interim chaplain to fill the post until the following monthly meeting at which a special election will be held to select a chaplain to complete the vacated term.

- a. In the event of a vacancy by the chairperson, the vice-chair shall serve until a special election to be held at the next monthly meeting. At that time, the vice-chair may offer to remain in the chair's position, if the Chaplain Committee supports by majority vote, and a new vice-chair elected. Alternatively, a new chair may be elected and the vice-chair resume their previous role.
 - b. If the vacancy occurs with less than 15 days before the next regularly scheduled monthly meeting, the special election shall take place at the following regularly scheduled meeting.
 - c. Any vacancy occurring after October 15th shall not require a special election.
5. With the exception of the chair, officers may occupy more than one role provided they meet the qualifications of the roles.
6. One chaplain may serve as Chairman Emeritus.
 - a. A chaplain may be nominated for Chairman Emeritus not less than 60 days before a special called agenda item to confirm the honorarium.
 - b. To receive the honorary title, an affirmative vote of 3/4 of the organizations represented at the meeting is required.
 - c. A Chairman Emeritus serves for the balance of his or her life, or until such time as they elect to vacate that post.

ARTICLE V –Quorum/Voting of Agenda Items

1. A simple majority of voting organizations in attendance shall constitute a quorum
 - a. A voting organization (fire or rescue corporation, law enforcement agency, or DFREM) is one with an active representative on the Chaplains Committee.
2. Any issue or action by the Chaplain Committee is deemed to have passed if it receives a majority of votes cast other than election of Chairman Emeritus as described in Article IV or an amendment to the bylaws in which case ARTICLE VI applies.
3. Any issue or action shall be considered defeated if a tie vote occurs
4. An issue or action that has been defeated cannot return to the Committee agenda as an action item unless there has been a material change in the issue or action or circumstances that result in it having a better chance of passing

ARTICLE VI –Bylaw Changes

1. Proposed changes to the bylaws must be submitted in writing to the Chairperson, who shall distribute the proposal to all members of the Chaplain Committee no later than fifteen(15) calendar days prior to the business meeting where action on the proposal will be taken
2. Changes to the Bylaws of the Committee shall only be made with an affirmative vote of 2/3 of Chaplain Committee organizations present for the vote.

ARTICLE VII –Sub-Committees

1. The Chairperson shall establish standing and ad hoc sub-committees
2. Unless specifically authorized by vote of the Chaplain Committee, all members of a sub-committee shall be members of the Chaplain Committee
3. All sub-committees established by the Chairperson will themselves have a Chairperson that is a member of the Chaplain Committee

ARTICLE VIII –Parliamentary Procedure

1. For any specific rules of procedure or order not otherwise discussed herein, Robert’s Rules of Order shall control

ARTICLE IX –Non-Discrimination

1. In administering its affairs the Chaplain Committee shall not discriminate against any person on the basis of race, creed, color, national or ethnic origin, religion, sexual orientation, gender, age or disability, in accordance with EEOC regulations governing the workplace.

ARTICLE X –Financial Controls

The Committee shall be responsible for the proper receiving, spending, and accounting of all funds passed to or set aside for the work of the Committee in accordance with the following.

1. For funds designated for the Committee and managed through the Volunteer Programs Section of DFREM:
 - a. For funds set aside for the work of the Committee and managed through the Volunteer Program Section of the DFREM:
 - i. Procurement will occur according to Loudoun County Government procurement policies, executed by Volunteer Staff.
 - ii. A record of starting balance for each fiscal year, purchases made and amounts with supporting documentation, and remaining balance will be maintained by the Treasurer and reported out at the regular Committee meeting.
 - iii. Records will be kept for not less than three years.
 - b. For any other funds, including those that are held by the Committee directly, a set of Financial Control Policies shall be developed and maintained. Said policies will be reviewed on a bi-annual basis to ensure they are applicable and adequate to provide financial accountability.

10 b

Loudoun County Public Safety
Chaplaincy
Manual

Procedures and Guidelines

DRAFT

Document Revision History		
<i>Version</i>	<i>Date</i>	<i>Modification</i>
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This manual is developed and maintained by the Loudoun County Fire and Rescue Chaplains Committee. Its contents are to be considered binding procedures that enable the Chaplain Response Program to be conducted in a manner that is both consistent and beneficial to those the Program is intended to serve.

INTRODUCTION

The Loudoun County Fire and Rescue System (LCFR) established the Chaplains Committee and the Fire and Rescue Chaplain Response Program (CRP). The Committee and the Program have been designed to provide spiritual support for members of the fire and rescue system (both volunteers and employees of the Department of Fire and Rescue Emergency Management, or DFREM), law enforcement, and the community.

CRP Chaplains bring comfort and consolation to all persons in need with special emphasis on those confronted with fire, death, accidents or natural/man-made disasters. The program includes the provision of pastoral care to members of law enforcement and emergency agencies. CRP Chaplains also assist individuals by carefully and knowledgeably referring them to other care providers or agencies.

MEMBERSHIP IN THE CHAPLAIN RESPONSE PROGRAM (CRP)

Membership in the CRP shall be open to any volunteer or career member of the Loudoun County Fire and Rescue System or Loudoun County law enforcement agencies according to the LCFR SWP Operations 1.5 – Chaplain Committee.

Individuals interested in serving as volunteer Chaplains, must complete a formal application and have the endorsement of their congregation and Chief or President as described below. The Chaplain Committee Chairperson will review all applications submitted, giving careful and prayerful consideration to each one. Once the application has been reviewed and the candidate is found to meet the basic requirements, a personal interview may be conducted by the Chairperson and two committee Members.

There are three classifications of chaplains as described below. Only Response Chaplains are authorized to respond to emergency events.

Station Chaplain

This Chaplain is authorized by their chief or president to support the personnel within their station, to include supporting company meetings, company events, and family members as needed, requested, and/or as appropriate. Station Chaplains *do not* respond to emergency incidents.

Response Chaplain

This Chaplain is authorized by their chiefs to perform the duties outlined in Station Chaplains, but also support emergency personnel in other stations throughout the county, to include on-scene support in the field (emergency response), at other company and county meetings, events, and their family members as needed, requested, and/or as appropriate.

Inactive Chaplain

This Chaplain is temporarily unavailable to perform in station duties or to serve as a Response Chaplain either through their own request or by request of the Chairperson of the Chaplains Committee to allow a period of

review of that Chaplain's actions and activity while representing LCFR on a scene, in a station, or among the public.

CRP MEETINGS

The CRP meets on the second Saturday of each month at 9:00 AM. Each meeting shall be conducted along a general agenda outlined below and subject to adaptation by the presiding chair.

- Call to Order
- Significant Events
- Treasurer's Report
- Training Updates
- Old Business
- New Business
- Adjournment followed by Executive Session as needed.

ON-BOARDING OF CHAPLAINS

All Chaplains are required to have completed a background check consistent with System Wide Policy (SWP)* 3.5.1. Chaplains must therefore authorize the release of their background investigation report results to the CRP for review and record keeping.

**(System Wide Policies were formerly referred to as Fire Rescue Guidelines until a revision in the ordinance concerning the governing structure of LCFR was changed and went into effect on July 2, 2014. Where encountered, the terms Fire Rescue Guideline shall be understood to refer to System Wide Policy and FRG to refer to SWP.)*

Company recommendation

Each Chaplain will need a written endorsement from their company chief (to be a Response Chaplain) or president or chief (to be a Station Chaplain). An example of such an endorsement is in Attachment 1.

Faith group recommendation

Each Chaplain will need a written endorsement from their own house of faith, congregational organization, or spiritual leader to be filed with the CRP. An example of such an endorsement is in Attachment 2.

STATION CHAPLAINS

Vetting

Chiefs and presidents are asked to vet the choice of Station Chaplain through the Chaplains Committee due to the name *Chaplain* being associated with the Chaplain Program. The chief and/or president are providing their

personal endorsement, attesting to the individual's good character and conformity with the characteristics of a Chaplain outlined herein. Chiefs and presidents are expected to observe that the Station Chaplain acts in accordance with the characteristics for Station Chaplains outlined herein, to seek compliance from the Station Chaplain as it pertains to this manual, and to refer non-conformance to the CRP Chair for further action, including placement on the Inactive Chaplain list and removal from the CRP if appropriate.

Training

Station Chaplains will then be required to attend an Orientation for Chaplains that indicate what responsibilities they may and may not attend to, to provide some basic training on how to act inclusively with members of all faiths in their stations, to provide them with a channel for requesting additional help when dealing with different issues within station life, etc.

Release

Station Chaplains that have completed the Orientation for Chaplains will receive a confirmation letter from the CRP Chair indicating same and a copy of the letter will be forwarded to the company president for company records. A copy will be maintained also by the Training Officer of the CRP.

Annual Training Requirements

Station Chaplains are not required to attend annual refresher training unless recommended for same by their chief or president.

RESPONSE CHAPLAINS

Chiefs are asked to make recommendations on Response Chaplains in particular given the degree of risk associated with on-scene response the necessity to ensure the Chaplain has been briefed at a high level on operations. The overall training of the Response Chaplain will be performed by the CRP, so the essence is not for the chief to train the candidate on response procedures, but to make a personal judgment on the individual's capability to serve in a support role while participating in an environment that is engulfed in emergency activities.

Vetting

Chiefs are asked to recommend the choice of Response Chaplain to the Chaplains Committee. The chief is providing his or her personal endorsement, attesting to the individual's good character and conformity with the characteristics of a Chaplain outlined herein. Additionally, chiefs are expressing confidence that the Chaplain candidate is capable of grasping and interacting with the operations on scene. Chiefs and presidents are expected to observe that the Response Chaplain acts in accordance with the characteristics for Response Chaplains outlined herein and to refer non-conformance to the CRP Chair for further action, including placement on the Inactive Chaplain list and removal from the CRP if appropriate.

Training

Response Chaplains shall participate in a basic chaplaincy program. Basic chaplaincy training shall be obtained through certification of ANY of the following programs:

- Basic, Senior, or Master Level Training Credentials from the International Conference of Police Chaplains (ICPC) or similar organizations or programs
- Certificate of Basic or Advanced Fire Chaplaincy from the Federation of Fire Chaplains (FFC)
- Basic or Advanced Level Certification in Critical Incident Stress Management (CISM) or CISM Resiliency Training
- Basic or Advanced Level Certification in Pastoral Crisis Intervention (PCM)
- Certification in Training in Mass Casualty Incidents/Fatality Response
- Industrial and Commercial Ministries Chaplain Seminar
- LCFR Basic Chaplain Training
- Other program with prior approval of the CRP Executive Committee

Release

Response Chaplains shall be released for operations (1) after completion of their basic training, (2) following the recommendation of their preceptor and (3) with the concurrence of the CRP Executive Committee.

Annual Refresher Training

Response Chaplains are required to complete a minimum of 8 hours of ongoing training each year in order to be allowed to continue to respond to incidents. The CRP will ensure that sufficient training opportunities exist such that each Response Chaplain can meet or exceed this minimum.

Training Records

In addition to keeping a copy of the Orientation for Chaplains completion for Station Chaplains, the CRP Training Officer will also keep a record of initial program training and ongoing annual training requirements for all Response Chaplains. The Training Officer shall be responsible for ensuring each Response Chaplain is taking sufficient training to maintain the eight hour minimum in a given twelve month period.

QUALIFICATIONS FOR CHAPLAINS

General Qualifications

- Must be ordained, licensed as clergy, or a layperson acceptable to their church to work as a chaplain in the community
- Must be able to pass a criminal background check.
- Show a God-like compassion, understanding and love for others.
- Maintain faith-based, ethical and moral standards.
- Demonstrate maturity in judgment, emotional stability and personal flexibility.
- Be tactful and considerate in approach, relating easily to all peoples.

- Be familiar with and/or willing to learn the various helping agencies in the community.
- Have a deep concern for the spiritual and emotional well-being of emergency response personnel, their families and the victims of accidents and disasters.
- Be willing to respond to any and all situations where the presence of a Chaplain is required.
- Possess valid driver's license.
- Network with other clergy, i.e. hospital and other area clergy.

Code of conduct

Chaplains are to adhere to the policies contained in SWP 3.0.2 – Code of Conduct – Criminal and Traffic Offenses and SWP 3.0.3– Code of Conduct – Sexual Harassment. All chaplains are expected to demonstrate behavior consistent with the mission of CRP and the congregation they represent. Any ethical concerns should be immediately addressed with the Chairperson of the Chaplains Committee. The CRP is committed to treating all those to whom they minister with respect for their personal dignity, right to privacy and to protect the confidentiality of all personal information shared with the Chaplain.

In addition, Chaplains are expected to be above reproach as it comes to compliance with the law, avoiding the appearance of misconduct. They are expected to be tolerant of the diversity that exists in our community and stations, treating all with fairness and compassion, and standing for professionalism and fairness under the law and policies of the LCFR system. A Chaplain's personal moral convictions are by necessity not laid aside, however in the capacity of a Chaplain, these moral convictions are shared gently and respectfully when shared, and withheld when the party with whom they are shared asks that they not be shared. This does not excuse unethical or even nonprofessional behavior on the part of our members and the Chaplain should report such behaviors to the appropriate company leadership. As part of spiritual support, it is anticipated that Chaplains will share their own faith and beliefs with others *that are receptive to hearing* and if such is not desired on the part of the listener, the Chaplain will respond appropriately so as not to place the listener in a position of feeling they are in a hostile situation.

Inclusion of Faiths and Beliefs

Chaplains are to use non-denominational, inclusive prayers or a moment of silence if appropriate for ceremonies when the primary purpose of the ceremony is not the advancement of religious beliefs. For example, a Christian Chaplain may begin a non-denominational prayer in a diverse audience with the following:

“As a Christian Chaplain, I invite you to pray in your faith, as I pray in the name of the Father, the Son, and the Holy Spirit....”

A Chaplain may preside, preach, or pray in sectarian language with a like-minded individual that has asked for their assistance or a like-minded congregation that has voluntarily assembled.

Confidentiality / HIPPA

Confidentiality will be maintained within the limits of the law. The Chaplain is **NOT** held to confidentiality in the event of current child or elder abuse or neglect, intended suicide/homicide, the threat of bodily injury to self or danger to others. No promises of confidentiality shall be made of potentially serious situations noted above.

Uniforms

Station Chaplains will adhere to the uniform recommendations of their respective companies, however, the CRP recommends that for the most formal of events, the Station Chaplain wear a dress uniform provided by the company or a jacket and tie (male) or appropriate dress attire (female) reflecting the solemnity of the occasion.

Response Chaplains shall:

- Wear clean long pants or slacks when responding to calls. Shorts are not appropriate.
- Carry County identification with them at all times.
- Wear reflective jacket and/or vest on all scenes during emergency activities involving fire-rescue or police response. Post-emergency activities (hospital visit, notifications, follow up, etc) may be done without the reflective wear.
- Will refrain from entering areas where a helmet is deemed necessary unless wearing a helmet unless consent is given by the officer in charge of the scene (i.e. for an extrication for instance). The color of Chaplains' helmets is orange and will bear a rocker that indicates *Chaplain*. Chaplains will not wear other colored helmets on scene unless certified *and available* in the role the helmet signifies (EMT, officer, firefighter).
- Will refrain from entering an Immediately Dangerous to Life or Health (IDLH).
- Will refrain from crossing police lines/tape unless directed to do so by law enforcement.
- Wear Class A Uniform bearing LCFR and CRP patches when attending county functions, funerals for members of the system, station dedications, or other high-honor ceremonies.

The CRP will provide the following to Response Chaplains:

- Chaplain's jacket with reflective materials for response in cooler months (replacement when deemed necessary by the Quartermaster)
- Chaplain's coat with reflective materials for response in cold months (replacement when deemed necessary by the Quartermaster)
- Chaplain's cap (replacement annually unless damaged or lost)
- Chaplain's badge and holder
- Chaplain's polo for wearing at non-ceremonial events and during response (replacement annually unless damaged)
- Reflective safety vest (replaced as needed)
- Response bag

- Reference book with contacts for various services (funeral homes, counseling facilities, etc).
- Blankets for child comforting efforts (replenished as needed)
- One Class A uniform for Chaplains that support high-ceremonial functions including but not limited to funerals, station dedications, memorials, graduations. This shall include all articles of clothing in a quantity of one that constitutes a Class A uniform. (Replacement as deemed necessary by the Quartermaster.) Class A uniforms will be provided only to those chaplains that serve in a role of high-ceremonial function as representation of the Committee and as determined by the Executive Committee of the Chaplain Committee.

The Quartermaster shall keep an accounting for what articles are issued to Response Chaplains and when (for the purposes of determining when a replacement may be provided).

ADMINISTRATIVE DUTIES

Non-Emergency Events

Both Station and Response Chaplains are authorized to support non-emergency activities of the fire and rescue system upon the request of the event organizer or family member. Examples of non-emergency events include:

- Funerals for members of the fire and rescue system
- Hospital visits for members of the fire and rescue system
- Opening or closing ceremonies for fire and rescue events
- Counseling for members of the fire and rescue system
- Station and other fire and rescue facility or vehicle dedication ceremonies
- Requests from other jurisdictions for support to their fire and rescue system exclusive of incident response
- Other events as requested by volunteer fire and rescue companies or the Department of Fire and Rescue Services.
- It is recommended that Chaplains spend as much time as practical visiting stations.

Fire Department Funerals (SWP 1.5.1)

Note that for fire department funerals, specific policies and procedures must be followed by the Chaplain in accordance with SWP 1.5.1. As indicated under *Uniforms*, Response Chaplains are required to wear Class A uniforms when attending or conducting the funeral of a system member. Station Chaplains asked to preside over the funeral of a system member must likewise obtain a Class A uniform, equipped with the LCFR and their company patches, to wear during the funeral. If they will only be attending, a suit and tie or appropriate dress are permitted.

OPERATIONAL DUTIES

Duty rosters

The Scheduling Officer(s) shall ensure that one chaplain is available for emergency response at all times. The Scheduling Officer(s) shall provide the Emergency Communications Center (ECC) with a duty roster for the Chaplain Response Program. The roster can be updated as necessary. In the event of multiple requests for chaplain support, any available chaplain can contact the ECC.

Regional Response

Where appropriate, a Response Chaplain may carry a pager or other notification device (cell phone, etc) in support of a broader territory than one first due, referred to as Regional Response. Such a Chaplain agrees to respond to all calls to which he or she is dispatched to while on duty and providing coverage to anywhere within their Region. If a closer Response Chaplain is able to contact the Regional Response Chaplain, the closer Chaplain may replace the responding Regional Response Chaplain with concurrence from the Regional Response Chaplain and notification to the ECC.. Such notification must be made in a closed-loop fashion. For example:

Closer Chaplain "Loudoun, Chaplain 603. I have been in contact with Chaplain 614B and will be responding in his place for the call at _____." ECC will announce the replacement "Chaplain 603 responding in place of Chaplain 614B for the incident at _____."

Radio operations

Response Chaplains shall receive a radio designation as follows:

"CHAPLAIN XX-YY"

Where "XX" is their volunteer station number and "YY" is a unique identifier associated with the Chaplain. Department members participating in the response program shall use station number "99." The list of radio designations shall be maintained by the Chairperson of the Chaplain Committee and shall be provided to the ECC. Station Chaplains will not receive a radio designation as a chaplain.

Scene Response

Members of the Chaplain Response Program shall be dispatched to the following emergency incidents by the Emergency Communications Center (ECC):

- Cardiac or Respiratory Arrests
- Reported Dead-on-Arrival (DOA) patients
- Deaths cause by accident or illness
- Line of duty deaths or serious injuries to members of the fire and rescue system
- Serious automobile accidents, including those involving fatalities or pedestrians stuck by automobiles
- Other incidents at the discretion of the Incident Commander

Upon the request of a Charge Nurse at any hospital, members of the Chaplain Response Program may respond to support a patient transported by the Loudoun Fire and Rescue System or mutual aid agency, their family, a member of the fire and rescue system, or their family. The hospital shall relay their request through the ECC.

Chaplains shall not respond to the scene of an emergency unless dispatched or requested by the Incident Commander. When requested, Chaplains shall respond non-emergency and shall report to the Incident Commander on arrival, providing accountability tags to the Incident Commander. Responding Chaplains will coordinate actions with Incident Commander.

Responding chaplains shall not participate in other emergency or non-emergency activities during an incident. If it is necessary for the Incident Commander to assign a responding chaplain to other scene duties, a replacement chaplain, if needed, shall be dispatched to the scene by the ECC.

Transporting Others

Use of POV Chaplains shall not provide transportation using privately owned vehicles (POV) unless (1) their volunteer agency or the County provides liability insurance coverage for the chaplain while transporting family using a privately owned vehicle, (2) the chaplain has the permission of their Chief to transport family members in their private vehicles from time-to-time, and (3) the Incident Commander consents to the transport.

Company and County vehicles shall be used whenever possible to transport family members from the scene of an incident, residence, or other location to a hospital or other facility.

Incident Reporting

Chaplains shall prepare an incident report for each incident that they support. The incident report shall be done in accordance with station procedures and a copy forwarded to the CRP Secretary. The form of incident report shall be approved by the CRP and shall be an attachment to this guideline.

Death Notifications

1. Law Enforcement is absolutely responsible for determining the identity of the deceased. LE will be the lead agency in all death notifications, chaplains are only assisting and providing spiritual support. Official death or incident notifications shall not be made by members of the Chaplain Response Program unless requested by a supervisor of the Loudoun County Sheriff's Office, a Virginia State Police Trooper, or a supervisor from a Loudoun County police department. When an official death or incident notification is made by a fire and rescue chaplain, a member of the investigating law enforcement agency shall be present during the notification if possible.
2. Notify in person. Don't call. Do not take any possessions of the victim to the notification. If there is absolutely no alternative to a phone call, arrange for a professional, neighbor, or a friend to be with the next of kin when the call comes.
3. If a large group is to be notified, request additional chaplains.
4. Talk about your reactions to the death with your team member(s) before the notification to enable you to better focus on the family when you arrive.
5. Present credentials and ask to come in.

6. Sit down, ask them to sit down, and be sure you have the nearest next of kin (do not notify siblings before notifying parents or spouse). Never notify a child. Never use a child as a translator.
7. Use the victim's name... *"Are you the parents of _____?"*
8. Inform simply and directly with warmth and compassion.
9. Do not use expressions like "expired," "passed away," or "we've lost _____."
10. Sample script: *"I'm afraid I have some very bad news for you."* Pause a moment to allow them to "prepare." *"Name has been involved in _____ and (s)he has died."* Pause again. *"I am so sorry."* Adding your condolence is very important because it expresses feelings rather than facts, and invites them to express their own.
11. Continue to use the words "dead" or "died" through ongoing conversation. Continue to use the victim's name, not "body" or "the deceased."
12. Do not blame the victim in any way for what happened, even though he/she may have been fully or partially at fault.
13. Do not discount feelings, theirs or yours. Intense reactions are normal. Expect fight, flight, freezing, or other forms of regression. If someone goes into shock have them lie down, elevate their feet, keep them warm, monitor breathing and pulse, and call for medical assistance.
14. Join the survivors in their grief without being overwhelmed by it. Do not use clichés. Helpful remarks are simple, direct, validate, normalize, assure, empower, expressing concern. Examples: *"I am so sorry."* *"It's harder than people think."* *"Most people who have gone through this react similarly to what you are experiencing."* *"If I were in your situation, I'd feel very _____ too."*
15. Answer all questions honestly (requires knowing the facts before you go). Do not give more detail than is asked for, but be honest in your answers.
16. Offer to make calls, arrange for child care, call their clergy, relatives, employer. Provide them with a list of the calls you make as they will have difficulty remembering what you have told them.
17. When a child is killed and one parent is at home, notify that parent, then offer to take them to notify the other parent.
18. Do not speak to the media.
19. Do not leave survivors alone. Arrange for someone to come and wait until they arrive before leaving.
20. When leaving let him/her or them know you will check back the next day to see how they are doing and ask if there is anything else you can do for them.

21. Call and visit again the next day. If the family does not want you to come, spend some time on the phone and re-express willingness to answer all questions. They will probably have more questions than when they were first notified.
22. Let the survivor(s) know you care. The most beloved professionals and first responders are those who are willing to share the pain of the loss. Attend the funeral if possible. This will mean a great deal to the family and reinforces a positive image of your profession.
23. Know exactly how to access immediate medical or mental health care should family members experience a crisis reaction that is beyond your response capability.
24. Debrief your own personal reactions with another chaplain or member of your personal clergy on a frequent and regular basis - don't try to carry the emotional pain all by yourself, and don't let your emotions and the stress you naturally experience in empathizing with the bereaved build into a problem for you.

Motor Vehicle Accidents

1. Park your vehicle away from accident scene and off roadway
2. Report to Incident Commander (IC)
3. Assist as requested by the IC
4. In any situation where there is a possibility of bodily fluid contact, don appropriate protective clothing
5. Do not hesitate to request additional Chaplains as needed
6. In vehicle versus pedestrian situations, particular attention should be paid to vehicle operator
7. Assist in transporting non-injured patients to homes or hospitals with permission of the IC
8. In extended extrication situations, request permission of the IC to comfort patient (even if patient appears to be unconscious they may still hear your words of encouragement and hope)

House Fires

1. Park your vehicle away from scene and off roadway
2. Report to Incident Commander and provide accountability tags
3. Assist as requested by the IC
4. In any situation where there is a possibility of bodily fluid contact, don appropriate protective clothing
5. Do not hesitate to request additional Chaplains as needed
6. Assist in transporting non-injured patients to homes or hospitals with permission of the IC

Cardiac Arrest

1. Park your vehicle away from scene and off roadway
2. Identify yourself to Attendant in Charge (AIC)
3. Assist as requested by the AIC. Note that if you do not know or are not willing to perform CPR, you should stand well back from the patient and out of the way of others that may need to jump in and assist.
4. In any situation where there is a possibility of bodily fluid contact, don appropriate protective clothing
5. Do not hesitate to request additional Chaplains as needed
6. Assist in transporting non-injured patients to homes or hospitals with permission of the AIC

Suicide / Suicidal

1. Park your vehicle away from scene and off roadway
2. Report to Law Enforcement or Attendant in Charge. Do not attempt entry until LE deems it is safe to do so.
3. Assist as requested by LE or the AIC
4. In any situation where there is a possibility of bodily fluid contact, don appropriate protective clothing
5. Do not hesitate to request additional Chaplains as needed
6. Assist in transporting non-injured patients to homes or hospitals with permission of LE and the AIC

Homicide

1. Park your vehicle away from scene and off roadway
2. Report to Law Enforcement. Do not attempt entry until LE deems it is safe to do so.
3. Assist as requested by LE
4. In any situation where there is a possibility of bodily fluid contact, don appropriate protective clothing
5. Do not hesitate to request additional Chaplains as needed
6. Assist in transporting non-injured patients to homes or hospitals with permission of LE
7. Be aware of surroundings including people. You may be asked for your recollection of the crime scene.
8. Do not engage or try to subdue suspects. Bring them to the attention of LE immediately.

9. Do not divulge information heard from LE to the family.

Child / Elder Abuse

1. Park your vehicle away from scene and off roadway
2. Report to Law Enforcement or Attendant in Charge. Do not attempt entry until LE deems it is safe to do so.
3. Assist as requested by LE or the AIC
4. In any situation where there is a possibility of bodily fluid contact, don appropriate protective clothing
5. Do not hesitate to request additional Chaplains as needed
6. Assist in transporting non-injured patients to homes or hospitals with permission of LE and the AIC
7. Be aware of potential domestic situations where parents may become combative with one another or first responders, or where parents that are combative with one another may turn on the first responders in unity.

Substance Abuse

1. Park your vehicle away from scene and off roadway
2. Report to Law Enforcement or Attendant in Charge. Do not attempt entry until LE deems it is safe to do so.
3. Assist as requested by LE or the AIC
4. In any situation where there is a possibility of bodily fluid contact, don appropriate protective clothing
5. Do not hesitate to request additional Chaplains as needed
6. Assist in transporting non-injured patients to homes or hospitals with permission of LE and the AIC
7. LE may ask for you to recall details of what you witnessed, especially as it applies to the presence of paraphernalia or drug manufacturing possibilities
8. Remember that substance abusers may possess super-human strength, hallucinate, feel invincible, or paranoid. Keep a safe distance and follow guidance from LE and AIC closely.

Other Guidelines

- **PRAY**
- Always report to Incident Commander or Staging Officer on arrival at scene

- Keep stuffed animal toys for children
- Keep change of clothing available
- If difficulty in approaching an incident is due to roadblocks or emergency vehicles, contact dispatch and request an escort
- Wear reflective clothing in low light situations
- Always be easily identifiable on the scene
- Keep insect repellent, sunscreen, hat and raingear available for protracted events
- Remember there may not be restroom facilities at the incident scene
- Know your exact destination prior to departure
- Use caution in releasing personal information at the incident scene
- Prior to discussing any occurrence in your role as an CRP Chaplain with a lawyer, contact the Senior Chaplain
- Notify the Senior Chaplain of any negative encounters with Law Enforcement or Emergency Services personnel
- Notify Senior Chaplain if you are requested to write an incident or witness report
- Refer media to the Information Officer for comments
- Keep a list of agency numbers available

Attachment 1 – Sample Station Endorsement

To Chairperson of the Chaplain Response Program:

As President / Chief for Company _____, we would like to endorse _____ as a Station Chaplain for our Company. I am able to make this endorsement personally attesting to _____'s good character and conformity with the characteristics of a Chaplain outlined in SWP 1.5. I will observe that _____ acts in accordance with the characteristics for Station Chaplains outlined in SWP 1.5, to seek compliance from the Station Chaplain as it pertains to SWP 1.5, and to refer non-conformance to the CRP Chair for further action, including placement on the Inactive Chaplain list and removal from the CRP if appropriate.

Signed,

Printed name, title, and date

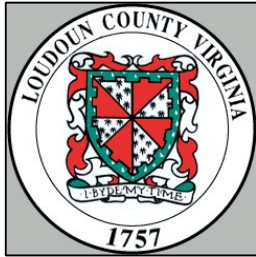
Attachment 2 – Sample Faith Group Endorsement

To Chairperson of the Chaplain Response Program:

As a member of the leadership of (name of faith group), I would like to endorse _____ as a Chaplain within the Loudoun County Fire and Rescue System and as a servant of the community. I am able to make this endorsement personally attesting to _____'s good character, compassion, and intent. I can attest to the presence of the characteristics that are evidence of _____'s faith consistent with the teachings of our beliefs. I have counseled with _____ and believe that his/her heart is lead to this form of service as part of his/her spiritual walk.

Signed,

Printed name, title, and date



COMBINED FIRE RESCUE SYSTEM SYSTEM-WIDE POLICY (SWP)

SECTION TITLE	Chaplains Committee and Chaplain Response Program
SECTION NUMBER	
APPROVAL DATE	XX/XX/XXXX
SIGNATURES:	
Chief of the System	
Chair, Executive Committee	
Operational Medical Director	

Proposed language revision for SWP 1.5 (replace full content of FRG 1.5 with the following):

Purpose: To establish the Chaplains Committee and guidelines for the operation of the Chaplain Response Program

Guideline:

1. The Loudoun County Fire and Rescue System hereby establishes the Chaplains Committee and the Fire and Rescue Chaplain Response Program (CRP). The Committee and the Program have been designed to provide spiritual support for members of the fire and rescue system, law enforcement, and the community.

2. Membership in the CRP shall be open to any volunteer or career member of the Loudoun County Fire and Rescue System or Loudoun County law enforcement agencies. All Chaplains are required to have completed a background check consistent with System Wide Policy (SWP)* 3.5.1. Chaplains must

Chaplains Committee and Chaplain Response Program

therefore authorize the release of their background investigation report results to the CRP for review and record keeping.

3. There shall be two classes of active chaplains.

a. *Response Chaplains* - In order to respond to emergency incidents as a member of the CRP, an individual must (1) be authorized to respond to emergency scenes as a chaplain by their volunteer chief or the Chief of the Department of Fire and Rescue Services, head of their police department, or sheriff, (2) be a member of the Chaplains Committee and be approved to respond to incidents by the Committee Chairperson, (3) complete the required chaplain's training program, (4) have completed the Emergency Vehicle Operator's Course (if they will drive an emergency vehicle) and (5) completing the chaplain's preceptor program.

b. *Station Chaplains* - Chaplains providing in station activities only and not responding to incidents must (1) be authorized by their president or chief, the Chief of the Department, head of their police department, or the sheriff, (2) be approved for service within their station by the Executive Committee of the Chaplains, and (3) complete a required chaplain's orientation outlining their role and specific responsibilities.

4. Training - The CRP shall require training for response chaplains consisting of (1) a chaplain's orientation for all chaplains, (2) a basic chaplaincy program for all *response* chaplains and (3) an annual refresher program of at least 8 hours for all *response* chaplains.

5. The requirement of basic chaplaincy training shall be considered to have been completed through certification of ANY of the following programs:

a. Basic, Senior, or Master Level Training Credentials from the International Conference of Police Chaplains (ICPC)

b. Certificate of Basic or Advanced Fire Chaplaincy from the Federation of Fire Chaplains (FFC)

c. Basic or Advanced Level Certification in Critical Incident Stress Management (CISM) or CISM Residency Training

d. Basic or Advanced Level Certification in Pastoral Crisis Intervention (PCM)

e. Certification in Training in Mass Casualty Incidents/Fatality Response

f. Industrial and Commercial Ministries Chaplain Seminar

g. CRP-provided Basic Chaplaincy Training

6. Response chaplains shall be released for operations (1) upon completion of their basic training, (2) following the recommendation of their preceptor and (3) with the concurrence of the Executive Committee of the CRP. Station chaplains shall be released (1) upon completion of their chaplain's orientation and (2) the concurrence of the Executive Committee of the CRP.

7. Duty Roster – Only response chaplains will be listed on duty rosters. Duty Rosters shall be maintained by the CRP and provided to Communications consistent with SWP 1.5.1 Chaplains Response Program Regional Response

8. Radio Designation: Response chaplains participating in the Chaplain Response Program shall receive a radio designation as follows:

“CHAPLAIN XX-YY”

Where “XX” is their volunteer station number and “YY” is a unique identifier associated with the Chaplain. Department members participating in the response program shall use station number “99.” The list of radio designations shall be maintained by the Chairperson of the Chaplain Committee and shall be provided to the ECC.

9. Emergency Incident Support - Members of the Chaplain Response Program shall be dispatched to the following emergency incidents by the Emergency Communications Center (ECC):
 - a. Cardiac or Respiratory Arrests
 - b. Reported Dead-on-Arrival (DOA) patients
 - c. Deaths cause by accident or illness
 - d. Line of duty deaths or serious injuries to members of the fire and rescue system
 - e. Serious automobile accidents, including those involving fatalities or pedestrians stuck by automobiles
 - f. Other incidents at the discretion of the Incident Commander
10. Upon the request of a Charge Nurse at any hospital, members of the Chaplain Response Program may respond to support a patient transported by the Loudoun Fire and Rescue System or mutual aid agency, their family, a member of the fire and rescue system, or their family. The hospital shall relay their request through the ECC.
11. Self-dispatch - Chaplains shall not respond to the scene of an emergency unless dispatched by ECC. When dispatched, Chaplains shall respond non-emergency and shall report to the Incident Commander on arrival. Responding Chaplains will coordinate actions with Incident Commander.
12. Involvement in patient care or rescue activities – Unless first on scene or directed by the incident commander or AIC, responding chaplains shall not participate in other emergency or non-emergency activities during an incident. If put into other forms of service, a replacement chaplain will be dispatched.
13. Additional chaplain resources - A responding chaplain may, at their discretion, request additional chaplain resources via the ECC after notifying the Incident Commander.
14. Death and other notifications - Official death or incident notifications shall not be made by members of the Chaplain Response Program unless requested by a supervisor of the Loudoun County Sheriff’s Office, a Virginia State Police Trooper, or a supervisor from a Loudoun County police department. When an official death or incident notification is made by a fire and rescue chaplain, a member of the investigating law enforcement agency shall be present during the notification if possible.
15. Non-Emergency Event Support – Either response or station chaplains are authorized to support non- emergency activities of the fire and rescue system upon the request of the event organizer or family member. Examples of non- emergency events include:
 - a. Funerals for members of the fire and rescue system

- b. Hospital visits for members of the fire and rescue system (if requested by hospital personnel or for visits to non-system members, shall be treated as a public service call)
- c. Opening or closing ceremonies for fire and rescue events
- d. Counseling for members of the fire and rescue system
- e. Station and other fire and rescue facility dedication ceremonies
- f. Requests from other jurisdictions for support to their fire and rescue system
- g. Other events as requested by volunteer fire and rescue companies or the Department of Fire and Rescue Services.

16. Transportation Using Privately Owned Vehicles (POV) - Chaplains shall not provide transportation using privately owned vehicles (POV) unless (1) their volunteer agency or the County provides liability insurance coverage for the chaplain while transporting family using a privately owned vehicle, (2) the chaplain has the permission of their Chief to transport family members in their private vehicles from time-to-time, and (3) the Incident Commander consents to the transport. Company and County vehicles shall be used whenever possible to transport family members from the scene of an incident, residence, or other location to a hospital or other facility.

17. Operations – Activities of both response and station chaplains will be conducted in accordance the CRP Standard Operating Procedures Manual, which will be maintained by the CRP.

18. Incident Reporting - Chaplains shall prepare an incident report for each incident that they support. The incident report shall be retained by their host volunteer fire or rescue company, law enforcement agency, or the Department of Fire and Rescue Services as applicable. The form of incident report shall be approved by the LCFR CFRS Executive Committee and shall be an attachment to this guideline.