

Agenda  
Fire Operations Committee  
July 20, 2016  
DTCI Large Conference Room  
801 Sycolin Road, First Floor  
1900 Hours

1. Call to order
2. Roll Call
3. Approve June 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 (Radcliffe)
  - e. Dispatch Algorithm Committee (Stephens)
8. IAFF (Mader)
9. Old Business
10. New Business
  - a. Social Media and Use of Personal Electronic Devices SWP (Discussion)
  - b. Fire and EMS Training Enrollment and Wait Lists SWP (Action)
  - c. Updating Command Officer FRG and Conversion to SWP
  - d. Volunteer Command Officer List (Provide to FOC Chair ASAP)
11. Committee Member Comments
12. System Comments
13. Announcements:
  - a. Next Fire Operations Committee Meeting: August 17, 2016
  - b. Next Executive Committee Meeting: July 26, 2016



## LOUDOUN COUNTY FIRE OPERATIONS COMMITTEE

### Committee Meeting

15 June 2016

1900 hours

**DTCI Large Conference Room, 801 Sycolin Road**

The June meeting of the Loudoun County Fire Operations Committee was held on Wednesday, June 15, 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/Scott Radcliffe/Buddy Colby
Co. 4	Eric Carroll
Co. 5	<b>Absent</b>
Co. 6	Miguel Quijano
Co. 7	Russell Furr
Co. 8	Rick Pearsall
Co. 9	Chris Meier
Co. 10	Bobby Isaacs/Robert Honec
Co. 11/18/24	David Short
Co. 12	Rob Berka
Co. 17	<b>Absent</b>
LCFFA	Jeremy Mader
LCFR:	AC Johnson, DC Nally, Captain Scott Brazier and Christine Langley-Obaugh

### Public Comments

No public comments.

### Approval of Previous Meeting Minutes

A motion was made to approve the May minutes. The motion was seconded and passed with two changes.

### Chair's Report

Chief Cook stated that there will be a work session with the Executive Committee this coming weekend to discuss the new CAD. In addition, a presentation on records management will be conducted by Captain Lamb.

Active Directory accounts and training were also discussed.

Chief Cook stated station visits will most likely occur beginning July 1<sup>st</sup>. An email will be forthcoming regarding dates.

## **LCFR Department Report -Deputy Chief Michael Nally**

### **COG & NOVA Senior Operations Chiefs Committee**

#### COG Senior Operations Chiefs

- Thursday, June 2, 2016 Teleconference

#### NOVA Senior Operations Chiefs

- Thursday, June 2, 2016 - Teleconference

### **Apparatus**

#### Current Projects:

- Hazmat Support 619
  - o PO cut
  - o Pre-Construction meeting complete
  - o Waiting for start date.
  - o Hope for a late summer delivery date
- 2 Tankers (Middleburg & Kirkpatrick)
  - o PO cut
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  - o Hope for a late summer delivery date
- Drop-In Number Project
  - o All County-owned heavy apparatus now have drop-in numbers.
- New Ambulance (A623)
  - o Replacement of 40055
  - o Finalizing contract with Fesco
  - o Incorporates some design changes to patient care compartment after input from numerous current providers/end-users
  - o Expected delivery by late Fall

#### Future Projects:

- Kirkpatrick Engine
  - o In the planning stage and should have a PO cut Summer 2016
  - o Delivery in late Winter 2017
- Kirkpatrick Ambulance and replacement of 40053, 40054
  - o Will determine time-line after 40055 works its way through construction/build process
- Replacement of Hazmat 619

- o When the committee is performing the post-paint inspection on the Hazmat Support, we will start the planning process for the replacement of HM619.

- o PO should be cut by Fall2016

- o Delivery in late Fall 2017

Miscellaneous:

- Annual Testing

- o Ladder Testing & Hose Testing ( September 12th-16th )

- o Pump Testing (Work in progress )

- o Cot Testing (August 23rd and 24th )

- o Amkus Testing (10/3, 10/4, 10/5)

**Volunteer Battalion Chief Program**

April 2016 - 23 of 30 nights were covered by VBC's (76.66%)

Graham- 5

Cook - 4

Davis- 4

Shultz- 4

Short- 3

Starling- 3

Stephens- 3

Buchanan- 0

Firmin- 0

LCFR- 7

May 2016 - 25 of 31nights were covered by VBC's (80.65%)

Graham- 3

Short- 3

Davis- 5

Firmin- 3

Cook - 2

Shultz- 4

Starling- 5

Buchanan- 0

Stephens- 0

LCFR- 6

**Significant Incident Reports**

Several pending review for dissemination.

## **LCFR Training Report – Captain Scott Brazier**

### **2016-1 Firefighter I & II**

- The Spring 2016 Firefighter I & II Certification Class began on March 5, 2016, with 28 students.

-Currently, 25 students remain in class. One dropped due to injuries, and two have now dropped due to family/work obligations.

- Students are studying vehicle extrication, scene size-up, search and rescue, forcible entry, fire attack and suppression, ladders, ropes and knots, and ventilation.

- All students were successful at the completion of their Module II testing on May 21, 2016.

-Fire Behavior and Flashover training will be conducted on June 11, 2016.-

-Live Fire Burn #1 is scheduled for June 25, 2016.

-Lt. Michael Smith is the Course Coordinator and Lead Instructor. He can be reached at [robert.m.smith@loudoun.gov](mailto:robert.m.smith@loudoun.gov)

-Lt. Boyd Morris is the Co-Course Coordinator and also a Lead Instructor. He can be reached at [boyd.morris@loudoun.gov](mailto:boyd.morris@loudoun.gov)

### **Monroe Tech.**

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

#### **-Fire Fighter Certification Program:**

-There are 9 students enrolled and all are eligible for certification in this class.

- All students were successful in their written and practical exams at the completion of their State FF I testing held on May 27<sup>th</sup>. FF II State testing was held on June 7<sup>th</sup>. Results are pending.

-MTC's Fire I & II students are scheduled to attend the Mayday! Firefighter Down! class with Class 16-1 during the summer which will begin on August 1, 2016.

*\*Due to a change in MTC FF I & II curriculum which is mandated by the Virginia Department of Education, stations will see the return of the skills sign off books that will need to be signed off as each student completes skills training while at their stations. Originally, the MTC FF I & II curriculum consisted of 360 hours to complete certification (to include EMR and HMO). The Va. Dept. of Ed. has increased that hourly requirement to 560 for students to earn certified high school credits. Since there aren't enough hours in the school year to reach this 560 hour objective (unless we removed the EMR program), skills books that can be signed off at the station level will qualify as time in training toward the 560 hour requirement for each student. At the end of the school year, these skills books that have been signed off at the stations will be used as verification to the Department of Education that student training hours were completed.*

#### **-EMT Certification Program:**

- There are currently eight students who continue with this program, of which 7 are eligible for certification.

- The Module 5 (County Final) written exam was administered on May 20, and practical's were administered on May 24, 2016. All seven eligible students were successful in the testing session.
- State testing is scheduled for June 22, 2016 at the Monroe Tech School Building at their Pierson-Vue Testing Center.

**- Program Information:**

**Both classes have ended for the summer----Graduation was held on June 8!  
Congratulations to the MTC students for honoring the program with another  
successful year!**

- Current applications submitted and approved so far equal 20 for the EMT program, and 11 for the fire program. Students are working on affiliation and physicals to qualify for the program.
- Ms. Sokol will be sending out a reminder letter to each fire chief that is sponsoring an MTC student for the 2016/2017 school year. This letter will be sent during the first week of August asking for verification of affiliation of the students who have registered for the class. As you know, affiliation is the key to staying enrolled in the MTC program. Sandy also sends heartfelt thanks to the stations for supporting the students and the program over the last school year!
- LCPS Instructor Sandy Sokol is MTC's Course Coordinator and Lead Instructor. She can be reached at [sandra.sokol@lcps.org](mailto:sandra.sokol@lcps.org)

**Ongoing/Completed/Cancelled Courses**

- FF I & II Basic Certification School-Class 16-1-Ongoing
- LCFR Swift Water Rescue-Technician-Ongoing
- VDFP HTR-Rope Rescue-Level I-Ongoing
- NFPA 1021-Fire Officer-Level III-Completed
- VDFP Fire Officer II (Hybrid)-Purcellville VFC-Completed
- NFPA 472-Hazardous Materials Operations-May 2016 Class-Completed
- Effective Meeting and Presentation Skills-FMO-Lisa Braun-Completed
- NFA-Leadership II-**Cancelled-Low Enrollment**

**Classes Being Offered**

Fire Behavior/Flashover Recognition	Ongoing- Contact BC Gottholm <a href="mailto:Bernard.gottholm@loudoun.gov">Bernard.gottholm@loudoun.gov</a>
NFA- Decision Making for Initial Company Operations (DMICO)	June 14-15, 2016 Regis. closes June 6, 2016
VDFP- EVOC I, II & III Hamilton Stations 605/617	June 18-19, 2016 <a href="http://bit.ly/1QJNjUD">http://bit.ly/1QJNjUD</a>
EVOC Train the Trainer Update Class Registration is through the VDFP website <a href="http://www.vafire.com">www.vafire.com</a>	June 22, 2016 Regis. closes June 20, 2016
NFPA 1021-Fire Officer-Level III	June 25-August 27, 2016

Purcellville VFC	Regis. through VDFP website
NFPA 472 Hazardous Materials Operations-July	July 6-July 30, 2016 Regis. closes June 24 <sup>th</sup>
NFPA 1002-Driver/Operator Pumper	July 9-August 6, 2016 Regis. closes July 1, 2016
VDFP Heavy Technical Rescue-Level II	July 23-24, 2016 Regis. closes July 8, 2016
VDFP Heavy Technical Rescue-Introduction to Technical Rescue-Module II ( <b>Weekday Class</b> )	August 8-10, 2016 Regis. closes July 29, 2016
Communicating with Your Community FMO-Lisa Braun	August 27, 2016 Regis. closes August 16, 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 [katie.clark@loudoun.gov](mailto:katie.clark@loudoun.gov). You will receive instructions from Katie as to how to access this online course.

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

-Fire Officer IV: July 23-August 15, 2016-Fairfax County Fire Training Academy-Register thru VDFP....

### **Upcoming Events from Around the State**

Structural Collapse Technicians Course                      Virginia Beach                      October 15-22, 2016

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

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### **Committee Reports**

- **Equipment Standards Committee: Chief Stephens**

Nothing to report

- **Communications Committee: Chief Quijano**

Per Chief Quijano, the Communications Committee Meeting was cancelled.

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

Nothing to report, however, please ensure you are distributing informational bulletins.

- **Training Committee: Captain Radcliffe**

Captain Radcliffe stated that the Training Committee finalized the Training Enrollment and Wait Lists SWP. A brief overview regarding the percentage method was provided. Discussion ensued.

- **Dispatch Algorithm Committee**

No report.

- **IAFF: Jeremy Mader**

Firefighter Brighton Englehart was involved in a serious motor vehicle crash while off duty in Pennsylvania. A go fund me account has been established. An update on Firefighter Englehart was provided.

## **Old Business**

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

Chief Cook advised that we may have the revision available by the next meeting.

### **Rules of Order:**

The Rules of Order have been completed.

## **New Business**

### **Ballistic Vests:**

Chief Johnson stated that the Draft SWP has been provided for action. According to Chief Johnson, vests were obtained on a grant through NVERS. Chief Johnson stated that the vests have a five year shelf life. An informational bulletin was distributed and describes where the vests will be located. Chief Johnson stated the vests will not be worn on routine calls, but will be utilized strictly for RTF. Chief Johnson stated helmets are being considered.

Chief Johnson stated the EMSOC passed the SWP with a few minor wording changes. The wording changes were revealed and discussed.

Chief Quijano made a motion to accept the Ballistic Vests SWP. Chief Cook seconded the motion. Chief Cook stated that this SWP ties right into the Active Shooter policy. Discussion ensued. The motion passed 10-0-0-2.

**After the Fire Brochure:**

Chief Cook advised that Chief Hale has the *After the Fire Brochures* should anyone request them for dissemination to those that have had a fire (post-fire). Chief Nally provided brochures for review.

**Committee Member Comments:**

Chief Johnson stated Dr. Toon's resignation will be effective June 24<sup>th</sup>.

Regarding bio hazard pick-ups, the pick-ups are supposed to occur within four days, however, this has not been occurring. Chief Johnson informed the FOC that the contract is actually under Department of General Services. Chief Johnson advised that Chief Salazar has provided the phone number and email address for the company via email. Chief Johnson stated to please advise if any issues arise.

Chief Johnson stated effective July 1<sup>st</sup>, OEM is moving out of Fire and Rescue officially. Chief Johnson further stated the Department name will be Loudoun County Fire and Rescue. Chief Johnson explained that Kevin Johnson will report directly to the County Administrator.

Company 8 thanked everyone for their prayers for the Lickey family.

August 21<sup>st</sup>: 60<sup>th</sup> Anniversary Celebration for Philomont

HIPAA Videos: Discussion regarding the possibility of new HIPAA training.

The next Executive Committee meeting is June 28, 2016 at 7:00 p.m. and the next Fire Operations Committee meeting is July 20, 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**

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



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**MEMORANDUM**

**DATE:** July 14, 2016  
**TO:** Christine Langley-Obaugh, Executive Liaison  
**FROM:** Michael Nally, Deputy Chief of Operations *MN*  
**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

- Cancelled – No Meeting

NOVA Senior Operations Chiefs

- Thursday, July 7, 2016
  - Notes attached

**Apparatus**

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- Hazmat Support 619
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**Significant Incident Reports**

- 05-15-16 115 Ivandale Road – Hamilton (Inc.# 201611068)
  - House Fire – BC Scott
  
- 06-09-16 11867 Ropp Lane – Lovettsville (Inc.# 201613164)
  - House Fire – BC Scott
  
- 6-10-16 45346 Gable Square – Kincora (Inc.# 201613216)
  - Auto Accident causing an Inside Gas Leak – BC Neal
  
- 06-12-16 42455 Mount Hope Road – Ashburn (Inc.# 201613406)
  - Water Rescue – BC Neal



# 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  
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## NOVA Senior Operations Chiefs Committee Agenda for July 7, 2016

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### Minutes

**Location:** Fire Station 403, 4081 University Drive, Fairfax, VA

**Time:** 10:00am

#### Roll Call of Attendees

- o City of Manassas, Wade House, Chair
- o Arlington County, Joe Reshetar
- o City of Alexandria, Jeff Merryman
- o City of Fairfax, Andrew Vita
- o Fairfax County, Reggie Johnson
- o Fairfax County, Richard Roatch
- o Fauquier County, Darren Stevens
- o Fort Belvoir, Bruce Wright
- o Fort Belvoir, Rod Frazier
- o Fort Myer, Bruce Surette
- o Loudoun County, Michael Nally
- o Loudoun County, Keith Johnson
- o Manassas Park, James Soaper
- o Metropolitan Washington Airports Authority, Mike Defina
- 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 Technical Writing Group, Battalion Chief Dan Shaw
- 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 June 2, 2016 meeting minutes, which were sent to the group.
  - o **Decision:** Minutes approved.
- o Complete the NOVA Regional Fire Department Committees Spread Sheet.
  - o **Action:** Julie Gall to incorporate the changes and send an updated sheet to the Committee.

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### Old Business

- o Active Threat CAD Algorithm, Chief Reshetar
  - o With the exception of Arlington and MWA, none of the other jurisdictions have an Active Shooter / Threat / Violence call type.
    - **Action:** Arlington to share Active Violence CAD code with Fairfax to ensure mutual aid units understand the call type.
      1. **Action:** Issue an IB on Arlington's response.
  - o Most agencies would start with a shooting / stabbing response, then increase to an MCI alarm if the situation dictated it.
  - o It may be difficult to determine from an initial 911 call that an active violence incident is occurring (and therefore should send a larger response).
  - o Recommended Next Steps
    - Determine what the response compliments for a routine shooting / stabbing is (are they the same across the region).
      1. Ex. One engine, one medic, an EMS Supervisor, and a Battalion Chief.
      2. If in agreement, a recommendation can be made to upgrade this call with (x) should the situation dictate.
    - Determine the threshold for increasing the response to an active violence / MCI alarm.
      1. Ex. Multiple reports of active shooting, multiple victims, shooting/bombing in a public gathering place (i.e. mall).
    - Determine what apparatus may be missing to established call types.
      1. Ex. Include a HazMat response with Arlington's compliment.
    - Determine if a regional call type can be agreed upon.
      1. Ex. Active Violence Task Force.
      2. Can this be based off of a RIT 1 response?
      3. Should an MCI Alarm be called in lieu of establishing a new response? It is likely that this type of event would ultimately become an MCI.
        - a. Ensure MCI alarm will provide the correct apparatus (i.e. apparatus storing ballistic protection, TECC bags, etc.).
    - Chiefs to provide guidance to the High Threat Response Committee on the development of best practices for response to active violence response (i.e. if reports of multiple shooters/shootings/victims, etc. call for an active of violence response or MCI alarm).

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1. Issue a NOVA Bulletin with this information.
  - a. Include: regional response for shooting/stabbing, thresholds, types of upgraded response compliments.
2. Incorporate this information into the Joint Action Guide.
- Call Centers will need to be provided with guidance on thresholds for increasing the response, if a compliment is agreed upon.
  1. Is it possible for communications centers to disseminate active violence or complex coordinated attack events across jurisdictions (for situational awareness)? Where does the information go once received from the call center?
  2. What role does Emergency Management (Watch Desks) have in this?
  3. Should a code be issued if this type of event is occurring in the region?
- If a response algorithm is developed, ensure this information is communicated with the NRC.
- Communications Manual, Chief Defina
  - Chief Defina received a draft of the Communications Manual in June. He provided comments to the Communications Committee.
    - An edited draft is forthcoming.
- Firefighter Safety and Survival Manual
  - The Firefighter Safety and Survival Manual completed its 90-day review on June 29<sup>th</sup>.
    - **Action:** Julie Gall to send to the Fire Chiefs for review and approval in August.
- METRO Manual
  - The Manual will be sent back to the Fire Chiefs for approval in July.
    - Last month, the Chiefs wanted assurance that the recent ROCC information had been included, as well as that the format was comparable to the COG Manual.
    - The Operations Board reviewed and concluded that the most up to date information was included and it does follow the format of the COG Manual.
- WMD Manual
  - The Manual was sent to the Fire Chiefs last week, it will be reviewed (and approved) at their July meeting.
- Truck Company Book 1

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- o **Action:** Julie Gall to draft an IB on the issuance of the Manual.

### Bulletins Released

- o IB: 16-01 NOVA Senior Operations Chiefs' Meeting Schedule for 2016
- o IB: 16-02 Alexandria Deployable Unit Relocation
- o IB: 16-03 Fall 2016 Command Officer Training Topics
- o IB: 16-04 Spring 2016 Public Safety College Fair
- o IB: 16-05 Spring 2016 Regional Training – Solar Photovoltaic Safety for Firefighters
- o IB: 16-06 Weapons of Mass Destruction Manual Available for Operations Chiefs Review
- o IB: 16-07 METRO Manual Available for Operations Chiefs Review
- o IB: 16-08 90-Day Review of Firefighter Safety and Survival Manual
- o IB: 16-09 Fire Prevention Code
- o IB: 16-10 PV Training Announcement
- o IB: 16-11 Public Safety College Fair
- o IB: 16-12 90 Day Review of Joint Action Guide
- o IB: 16-13 1031 and 1033 Training
- o IB: 16-14 Alexandria Deployable Unit Relocation New Unit Identification

### Fire Committee Updates from Chairs

- o Report from Fire Chief's Meeting June 14, 2016, Chief Bowman
  - The Fire Chiefs met on June 14<sup>th</sup> to receive an update from the EMS Council on their budget and proposed regional assessment.
  - The Chiefs approved Truck Company Book 1. It has been posted to the NVERS website.
  - The Chiefs will continue their review of the Fire/EMS Assessment Final Report next week to determine how to move this information forward.
- o Report from Fire Operations Board's Meeting June 16, 2016, Chief Franzello
  - The Operations Board met to review the Quick Reference Guide; minor edits were suggested.
  - The Board also reviewed the Rural Water Supply Manual and will be including an addendum on Tanker Nursing Operations.
  - The Command Boards have been reviewed, edited, and will be sent to the Ops Chiefs for review.
  - Quick Reference Guide
    - Minor edits / suggestions were made to the document.
    - The Act of Violence and Signal 1 columns will be removed.
    - The document will be sent to the Fire Chiefs for review.

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- If approved, the document will be posted to the NVERS website.
- **Action:** Julie Gall to send the Ops Chiefs the Manual Status Sheet.
- Report from Technical Writing Group's Meeting June 23, 2016, Chief Shaw
  - The Technical Writing Group corresponded via email in June.
  - Their 2016 work plan includes:
    - RIT
    - Strip Shopping Centers
    - Garden Apartments

### Subcommittee Updates from Chairs

- Report from the Training Committee, Captain Nick Salameh
  - The Training Committee will finalize the Regional School Weekend at their August meeting.
  - The fall Command Officers Training will be held in September.
    - **Action:** Nick Salameh to send the Training announcement to the Chiefs for awareness.
  - The Photovoltaic Training video will be posted to the NVERS website upon its completion.
    - An IB will be distributed to accompany the video.
  - Captain Salameh is working to determine the best means of communicating training information to the jurisdictions.
    - The information should be disseminated via a broad range of platforms.
    - **Action:** Training announcement to be sent to the Ops Chiefs as a backup means of distribution.
- Report from the COG Safety Committee, Captain Mike Freeland
  - The Arrive Alive and Survive 2017 Symposium will be held on April 4-5 at the Masonic Temple in Alexandria.
    - Gordon Graham will speak on April 5<sup>th</sup> with regard to risk management in the fire service.
  - Montgomery County will share a training video on overhaul and cancer reduction.
  - The Committee is discussing the development of a monthly letter on collision reduction, decision-making, and accidents.

### Partner Organizational Updates

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- Report from the EMS Council, Chief Todd Lupton
- Report from NVHA, Chris Cook
- Report from FBI, Aiden Garcia
- Report from NVRIC, Jared Goff
- Report from NVERS, Julie Gall
  - UASI FY 2016 FirstWatch Project
    - The Maryland Emergency Response System (MDERS) will support an FY 2016 First Watch project, to begin no sooner than October 2016. The project will expand First Watch capabilities into Northern Virginia.
    - MDERS recommended that one of the three mutual aid partners (Arlington, Alexandria, or Fairfax) consider participating in the project (it was noted that Alexandria may have already begun a First Watch project).
    - NVERS staff are working with MDERS to determine what percentage of the startup costs will be covered by the grant (total project funding is \$378,000).
      - Also, it is anticipated that the capability will have a \$70,000-\$85,000 yearly maintenance / sustainment associated – this will not be cover by MDERS.
    - The Ops Chiefs would like to know if Maryland agencies are continuing to receive sustainment funding for the project, as it was initially intended to be a pilot. If so, the recommendation would to be to have the COG Chiefs discuss alternative option for division of the funding. For example, the allotted amount could be divided among all interested NOVA jurisdictions.

### Jurisdictional Round Up

- Arlington County
  - Alexandria to look into a CAD delayed response into Arlington.
    - There appears to be a delayed response in dispatching the closest unit.
  - As of July 11<sup>th</sup>, the County will be up-staffing to four personnel.
    - The peak time medic (7am-pm), will also begin on July 11<sup>th</sup>. It will be stationed at 108.
- City of Alexandria
  - The City will continue the pilot of an additional Battalion Chief on a RIT 1 response (this moves the Battalion Chief off of RIT 2).
  - **Action:** Chief Merryman to draft a proposal for a regional change. If accepted, the change should be included in the rewrite of the RIT Manal.

# 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

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## NOVA Senior Operations Chiefs Committee Agenda for July 7, 2016

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- **Action:** Chief Johnson, Loudoun County, to share the Forcible Entry Policies he collected with the Chiefs.
- **Action:** Chiefs to share any lessons learned for their involved in the Safe Track Program.
- Fairfax County to look into their CAD dispatch of closest units – even those not in their first due.
- IB 16:14 was distributed with regard to the relocation of the ladder trucks.
  - The center of the City does not receive the same call volume as the outskirts (due to rapid growth).
- A recruit school will be held soon. The City is losing a significant amount of personnel due to a lower starting salary than the rest of the region.
- Fairfax County
  - A recruit school will begin in September of 45 people.
  - A CAD2CAD Interim Governance Board was established, following the development of the CAD2CAD Strategic Plan, to provide oversight for agencies joining the system.
  - As of August 1, 2016, the remaining six trucks in the county will be staffed with a minimum of four personnel. Rescue 39 will also be staffed with an ALS provider.
  - Work Session for NOVA Groups
    - Chief Johnson suggested a work session of some type for all of the NOVA groups.
      - This would be an opportunity to review the history of where NOVA has been and where the region is going.
      - This would also be beneficial to the individuals who are new to their roles.
    - A session would also allow the Ops Chiefs an opportunity to discuss a work plan for the next calendar and/or fiscal year.
    - **Action:** Julie Gall to follow up with Chief Johnson.
- Loudoun County
  - The CAD system will go live on August 23<sup>rd</sup>.
    - Within the next six months, the other aspects of the new system will go online (AVL, rostering, etc.).
    - An active directory for volunteers (i.e. an @loudoun.gov emails) will be required for personnel to ride the apparatus.
  - The groundbreaking for Kirkpatrick Station 27 will occur soon.

# 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

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## NOVA Senior Operations Chiefs Committee Agenda for July 7, 2016

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- All of the ballistic protection has been forward deployed.
- Manassas City
  - The City welcomed a new Fire Chief, Rob Clemons.
  - An architect has been selected for the new fire station; to be named 521.
    - That station will cost an estimated \$8.6 million and will be approximately 20,000 square feet.
      - It will be located off Hastings Drive, next to Round Elementary School.
  - The new rescue engine will be ordered by the end of the month, for a July 2017 delivery.
    - Lesson Learned from Fairfax City
      - Ensure the weight of the water, hose, and tools are taken into consideration when choosing an undercarriage.
        - The City's rescue engine is currently 2,500 pounds overweight, due to the added equipment.
  - The City is in the process of hiring six new personnel – for a total of 56 individuals in the field.
    - The City Council agreed to fund two additional positions, to support the volunteer companies during the day.
- Manassas Park
  - As of July 1, 2016, the previously limited Battalion Chief capability was reestablished. Thank you to the City of Manassas for support during the reestablishment period.
  - Manassas Park, the City of Manassas, and Prince William County will begin work on a Forcible Entry Policy next week.
- MWAA
  - The Airport Authority hired two medics last month, but still have five vacant positions.
- Prince William County
  - A recruit school will graduate on July 22<sup>nd</sup> with 26 individuals.
  - A subsequent school will begin the following Monday, with 42 recruits.
- Stafford County
  - The current recruit school will graduate in October.
  - A school will begin in January 2017, of either 12 or 30 recruits. The number is dependent on a SAFER grant award.

# 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

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## NOVA Senior Operations Chiefs Committee Agenda for July 7, 2016

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- Over the next 6-18 months, the County will be migrating to a new reporting system and personnel database. The company that supports their current system is going out of business.
  - Should the Chiefs have any recommendations / lessons learned on their systems, please share with Chief Grainger.
- The County Administrator will be leaving to take a position in Henrico County. Within the next six months, all three administrators will be leaving or retiring.

### Next Meeting

- The next meeting will be held on August 4, 2016 via teleconference.





# SIGNIFICANT INCIDENT REPORT



Incident Commander LT McGann (E619) /BC Warner (BC403)/ BC Anderson (BC603)  
Officer completing SIR (if different from above) [Click here to enter text.](#)

Incident date 5/16/2016	Incident number 201611078
Dispatch time 1401	Box area 1940
Incident location 25403 Vacation PL	

Type of incident as dispatched HF- 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 [Click here to enter text.](#)

Dispatched/Additional Units (Level I RIT, 2<sup>nd</sup> Alarm, Tanker Task Force, etc): Level 1 RIT : E421, TL436, M609. Additional units requested: E415, E611, T438, M607

## Casualties

	Civilian	Fire Service	Other
Injuries	<a href="#">Click here to enter text.</a>	1	<a href="#">Click here to enter text.</a>
Fatalities	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

## Property Loss (determined in conjunction with the FMO)

	Building	Contents	Total
Value	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Damages	\$430,000	\$320,000	\$750,000

## Incident Times

First unit on scene	1406
Additional alarms/resources requested	LVL 1 RIT 1407. Additional resources 1420
Fire/Incident Under Control	1438
Last unit cleared scene	1712

## **Understaffed/Unavailable/Add-on Units**

E404 Unavailable  
E436 Unavailable  
E438 Unavailable  
SU609 (Canteen)  
SO402 add-on

## **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

[Click here to enter text.](#)

## **Narrative of Operations**

E619 AOS to find a single family dwelling with smoke showing from the eaves of Side Alpha, Bravo and Delta. E619 had secured their own water. Upon completing a 360 of the structure, E619 confirmed there was active fire on Side Charlie of the structure on the exterior and requested the Level 1 RIT; assigned TL619 x-ray crew as two out and established Vacation Place Command. Directed bucket FF to pull initial attack line to the rear of the structure to extinguish the exterior fire. Upon consultation with TL619 OIC, Command confirmed that they would be going in through Side Alpha of the structure. Command had E609B meet up with TL619 to pull a handline to the 2<sup>nd</sup> floor for fire extinguishment. Prior to heading to the 2<sup>nd</sup> floor, TL619 crew confirmed there was no fire on first floor and completed a primary search. TL619 and E609B then made their way to second floor where they encountered extremely poor visibility, but no heat. There was fire located throughout the attic in multiple rooms. TL619 began opening the ceiling at the top of the foyer for E609B's crews to begin extinguishment. Both units then made their way to the master bedroom and began to pull ceiling and begin fire attack. The OIC on E609B assumed Division 2 and requested a second line be pulled to the second floor to assist with the fire attack. Two windows were removed on the second floor one in the front and one in the rear to increase visibility. A primary search was completed on the second floor. E607 upon arrival could not access a position on side Charlie. E607 positioned at the first cross street prior to the dispatched address. Command assigned the crew from E607 to the second floor of the structure to assist with fire extinguishment and overhaul as needed. E607's driver did a face-to-face with E619's driver to see if the secondary water source was completed. E619's driver did not need any assistance from E607 and E607's driver geared up and met up with the rest of E607's crew on the second floor. BC403 arrived on scene and assumed Command. During this time Medic 619 was assisting with deploying hoselines and assisting with fire control on the exposures and exterior fire from the soffits on the fire building. TL302 secured utilities and worked on overhaul. Upon arrival BC601 was assigned Charlie Division and BC603 assisted at the Command Post preparing for transition of Command. BC403 transitioned Command to BC603. The bulk of the fire was knocked and crews continued to work on hot spots. Salvage and overhaul was completed. One firefighter injury occurred and was transported BLS by M607 to Stone Springs.

## **Safety Officer Comments**

- Reminder to utilize wheel chocks for apparatus
- With warmer weather personnel need to be attentive to themselves and other crew members ensuring that a prolonged work cycle is avoid (once incident stabilization has been achieved). Rehab is essential in the process of personnel safety.
- Consider keeping the additional personnel from last arriving units to assist with the de-escalation of the incident (packing hose and ladders) so initial crews can get rehab.
- Conducted interior atmospheric monitoring and interior safety during salvage and overhaul operations.
- Fairfax SO was first arriving, initial exterior safety was conducted. Completed a face to face, he remained as exterior safety and SO600 became interior safety officer.
- Crews conducted salvage and overhaul in a safe manner, kept crew integrity and remained on SCBA until cleared.

## **Additional Comments**

E619 officer performed extremely well in the command role until the arrival of BC403. (BC603 at HQ and BC601 at sta. 22). All crews did a great job of keeping the fire from spreading to the exposures and limiting the majority of fire damage to the attic and parts of the 2<sup>nd</sup> floor.

BC403 was thankful of the assistance at the Command Post from LT Jacobs (EMS601 ride-along). He stated all crews did a great job. He also indicated minor confusion during the initial part of the incident as there was a request from one of the officers for an additional EMS unit. BC403 was unaware M619 was assisting with fire operations. This may be a difference in jurisdiction operations.

M609 as part of the Level 1 RIT became Rehab. This was in part due to the additional EMS unit not dispatched to replace M619.

Transition of command worked very well.

If initial arriving apparatus are unable take a NOVA position such as side Charlie, ensure Command is notified. Later arriving apparatus should be looking for position access to side Charlie, if possible.

TL619 crew assisted the homeowner with retrieving personal belongings before leaving the scene. Neighborhood was canvased and post incident safety materials were handed out.

The Support Unit from station 9 provided beverages for the crews. Thank you.

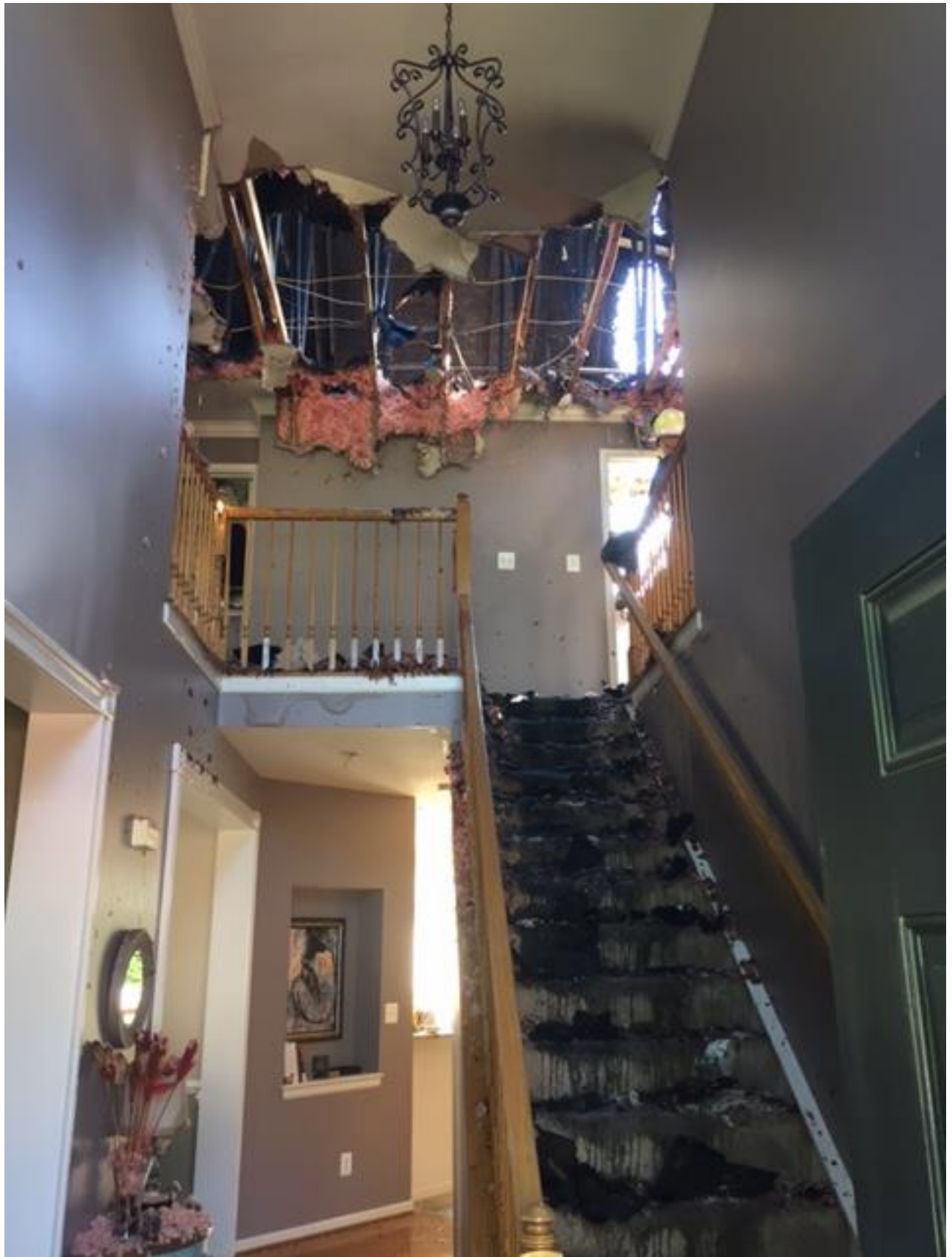
## Attachments

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













# SIGNIFICANT INCIDENT REPORT



Incident Commander Sean Scott, Battalion Chief  
Officer completing SIR (if different from above) Daniel Neal, Captain

Incident date 5/16/2016	Incident number 201611068
Dispatch time 12:41 hours	Box area 05-32
Incident location 115 Ivandale Street – Hamilton	

Type of incident as dispatched House Fire

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.](#)

Dispatched/Additional Units (Level I RIT, 2<sup>nd</sup> Alarm, Tanker Task Force, etc): No Additional Units Requested.

### 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	\$233,180	\$0	<a href="#">Click here to enter text.</a>
Damages	\$20,000	\$0	\$20,000

### Incident Times

First unit on scene	12:45 hours
Additional alarms/resources requested	12:47 hours
Fire/Incident Under Control	12:51 hours
Last unit cleared scene	14:42 hours

## **Understaffed/Unavailable/Add-on Units**

### **Initial Evaluation**

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

[Click here to enter text.](#)

### **Narrative of Operations**

Engine 605B, Engine 602, Engine 604, Engine 620, Tower 602, Truck 620, Rescue 620, Medic 617C, Battalion 602, Battalion 601, EMS 601, Safety 600, and FM610 were dispatched to a house fire. The initial caller stated they could “see lots of flames” and “everyone has evacuated.” Engine 605B laid out from 60 Ivandale Drive for approximately 800 feet to position past the structure. Engine 605B sized-up a two-story single family dwelling (Type V) with heavy smoke from Side Charlie. Engine 605B performed a 360 of the structure to find fire on the exterior of the structure on Side Charlie. The fire had extended up the siding on the exterior of the home. Engine 605B performed an exterior attack on Side Charlie with an 1 ¾” handline while Engine 602 established a water supply. Engine 605B established “Ivandale Command” and designated Tower 602 “X-Ray Crew” as the “Two-Out” crew. Battalion 602 requested a Level 1 RIT Response. Tower 602 positioned on Side Alpha of the structure. The “X-Ray Crew” began to place ground ladders around the structure. A firefighter and technician were physically confronted by the affected dwelling’s occupant who did not want his home further damaged. The occupant interfered with the laddering of the structure. After a brief confrontation, the occupant removed himself from the area. Engine 620 established a secondary water supply as Engine 605 knocked down the fire on the exterior. E612 established the RIT Group on Side Alpha as additional units entered the structure and checked for fire extension. Battalion 602 arrived on the scene (after an extended response from Fire Station 610) and assumed “Ivandale Command”. Significant smoke conditions were found on the second floor, but only a small amount of charring was found in the attic. The power was secured and ventilation conducted. Safety 600 metered the structure and personnel were then permitted to operate without SCBA. Overhaul was paused until the Fire Marshal’s Office (FMO) completed some investigation. The power was secured. The FMO continued their investigation as overhaul was completed. Personnel who operated in the IDLH were rehabbed and returned to service. Units were released. There were no injuries to civilians or emergency personnel. The FMO determined that the fire was accidental, due to failure to extinguish a portable fire pit before storing.

## **Safety Officer Comments**

- Overall, personnel ensured personal protective equipment (PPE) was worn correctly.
- During the de-escalation of the incident, the removal of ground ladders was performed by a single firefighter. To prevent injuries, more than one firefighter should perform these tasks.
- Typically, aerial apparatus should position to avoid overhead obstructions. On this incident, numerous power lines and tree branches prevented any positioning in which the aerials could be deployed.
- Roadways around the incident scene should be closed as soon as possible for crew safety.
- Safety appropriately conducted interior atmospheric monitoring and interior safety monitoring during salvage and overhaul operations.
- Crews conducted salvage and overhaul in a safe manner. Personnel maintained crew integrity and remained on SCBA until the area was cleared.

## **Additional Comments**

Several lessons learned were identified from this incident.

1. The first engine provided a calm and intelligible size-up of the structure and conditions. Units should remember to request a Level 1 RIT with a working fire and announce their “Two-Out”.
2. During the size-up, remember to identify the presence (or absence) of a basement.
3. Ladder truck positioning was appropriate on Side Alpha of the structure. The presence of an array of tree branches and power lines obstructed the use of the aerials. Ground ladders were sufficient for the size of the structure.
4. Personnel handled the confrontation with the citizen in a safe and professional manner. When physically confronted, personnel used an equal amount of force to protect themselves and each other without escalating the incident. Personnel immediately alerted an officer (and an FM) when the incident confrontation occurred.

## **Attachments**

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





# SIGNIFICANT INCIDENT REPORT



Incident Commander Sean C Scott, Battalion Chief  
Officer completing SIR (if different from above) [Click here to enter text.](#)

Incident date 6/9/2016	Incident number 201613164
Dispatch time 21:55	Box area 1204K
Incident location 11867 Ropp Lane	

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 [Click here to enter text.](#)

Dispatched/Additional Units (Level I RIT, 2<sup>nd</sup> Alarm, Tanker Task Force, etc): Tanker Task Force, 1 additional transport unit (A614), SU609

## Casualties

	Civilian	Fire Service	Other
Injuries	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Fatalities	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

## Property Loss (determined in conjunction with the FMO)

	Building	Contents	Total
Value	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Damages	\$375,000	<a href="#">Click here to enter text.</a>	\$375,000

## Incident Times

First unit on scene	22:06
Additional alarms/resources requested	22:05
Fire/Incident Under Control	22:50
Last unit cleared scene	02:32

## Understaffed/Unavailable/Add-on Units

Understaffed: E928, E905 Unavailable: R920, A914 Add-on Units: B612, C905, BC901, C903B, CN612

## 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

Information provided by the ECC to responding units indicated a caller reporting an “abandoned” home next door with fire from the roof. E612 advised they would be laying out from half way up the driveway and requested the next in to complete the lay, also advising that it would be a working fire. Based on this information BC602 requested a Tanker Task Force. E612 AOS with a single story “vacant” home with fire through the roof and stated that it would be an exterior operation.

## Narrative of Operations

**E612:** Established Ropp Lane command and positioned in the driveway on side Delta of the structure. The initial line off was a 1 ¾” hand line with crews entering into a garage door on side Delta. BC602 directed units back out of the structure due to fire involvement and the declaration of a defensive operation. The deck gun was placed in service and trained on the roof area of the home. The Blitz Fire was also deployed to side Alpha of the structure and placed into operation once a consistent water supply was established. Additional hand lines were deployed from E612 to side Alpha and Charlie.

**K612:** Dropped their tank at the end of the driveway and proceeded up to nurse E612.

**E928:** Completed the split lay from Ropp Lane up the driveway and began to supply E612. This unit was understaffed.

**E610:** Positioned at the end of the driveway and set up as the dumpsite engine. Recognizing that E928 did not have a clappered siamese, they utilized theirs to allow tankers to begin supplying to the fire ground while the dumpsite was set up. The remaining crew deployed to the fire ground and was assigned to side Charlie initially and then redeployed to interior operations during the transition.

**T905:** Positioned their apparatus out of the way on Ropp Lane and proceeded to the scene with manpower and equipment. The unit was initially assigned to man the Blitz Fire on side Alpha and later deployed interior with a hand line once we were able to transition. The officer was assigned as the Fire Attack Group.

**E920:** Assumed the RIT function once the decision was made to transition units in for mop up.

**E605:** Relieved T905 and assisted with interior operations following the transition.

**Q914:** Assigned to Charlie division placing ladders in the area of the walkout basement and

conducted overhaul/mop up operations from the exterior.

**R903:** Initially held in staging and then utilized for overhaul operations.

**BC602:** Took a lap of the structure and identified a small walkout basement on the Alpha Bravo quadrant of the structure. Command was assumed via mobile on side Alpha of the structure.

**EMS601:** After checking in with M612, assisted command with aide functions.

**SO600:** Assumed the Safety Officer responsibility and continually provided feedback to command to include atmospheric monitoring during mop up operations.

**M612:** Positioned out of the way and performed rehab at the scene. An additional transport unit was requested to stand by.

**CN602:** Was assigned as the RWS officer with all operations placed on 6E-TAC12. BC602 monitored.

**C905:** Assigned as Alpha division supervisor.

**C914:** Assigned as Charlie division supervisor along.

**FM610 FM609:** The FMO integrated into operations and began investigation into the origin and cause which was ultimately ruled as accidental electrical ignition.

**Water Supply/Tanker Task Force:** CN602, K610, EK920, E680, K905, K602, K605, BC601

### **Safety Officer Comments**

#### **Negatives:**

- Declared a defensive operation, personnel operating on the scene exhibited an eagerness to advance inside the structure and were reminded to back away at times. A reminder that crew discipline needs to be exercised periodically on the scene.
- When experiencing limited access to the scene and traveling to the scene on foot, crews need to ensure they are equipped appropriately for their assignment once at the location. Shortage/lack of water to rehydrate crews was recognized and personnel were directed to have to walk back to the main road to secure these supplies.
- During exterior overhaul, had to instruct personnel to utilize eye protection while performing this task.

#### **Positives:**

- Crews wore their structural gear correctly and appropriately.
- When directed to rehab, crews did well to ensure they went through and completed their rehab and hydration.
- Scene lighting was utilized as best as possible (due to apparatus limitations) on the scene. This assisted in identifying the uneven topography on Side Charlie.
- On scene communication between crews and command was performed well. Several face to face communications occurred. This was seen during the transition from defensive to offensive operations and rehab.

### **Additional Comments**

- Due to the narrowness of the driveway and nearly 2000' lay all additional arriving units were required to walk in with their equipment.

- BC602 was in command by mobile on side Alpha of the structure. Though no confusion was experienced, BC602 failed to don the “Incident Command” vest.
- The incident was initially deemed to be an abandoned/vacant structure and a defensive operation and thus a Level 1 RIT was not requested. As the incident transitioned, consideration was made to request the Level 1 RIT but due to the depletion of resources and those already on scene we were able to maintain adequate RIT staffing levels.

### **Water Supply:**

-The 5<sup>th</sup> due engine did not take the fill site assignment. Eventually, E602 on the Tanker Task Force took the 5th due responsibilities.

-No secondary fill site was established until E920 was sent to a nearby pond which due to the proximity of the fire could potentially have been utilized without the need for a tanker shuttle. This has since been amended and was an issue with the individual map.

-A mutual aid unit did not have the necessary appliances to make the connection to the dry hydrant. This was discussed with one of the members and is being remedied.

-Vehicle positioning along the ingress and egress routes of these incidents is critical to the overall success of water supply operations. Heavy apparatus had to be repositioned and some command vehicles were left without keys which needed to be relocated.

### **Attachments**

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



# SIGNIFICANT INCIDENT REPORT



Incident Commander Daniel J. Neal, Battalion Chief  
Officer completing SIR (if different from above) [Click here to enter text.](#)

Incident date 6/10/2016	Incident number 201613216
Dispatch time 13:22 hours	Box area 24-33
Incident location 45346 Gable Square - Kincora	

Type of incident as dispatched Auto Accident causing an Inside Gas Leak  
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 Entrapment Assignment

Dispatched/Additional Units (Level I RIT, 2<sup>nd</sup> Alarm, Tanker Task Force, etc): Additional engine company, EMS transport unit, and canteen requested

### 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	\$0	\$0	\$Unknown
Damages	\$0	\$0	\$0

### Incident Times

First unit on scene	13:26 hours
Additional alarms/resources requested	13:29 hours
Fire/Incident Under Control	15:00 hours
Last unit cleared scene	15:25 hours

## **Understaffed/Unavailable/Add-on Units**

No units were understaffed, unavailable, or add-on units.

## **Initial Evaluation**

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

[Click here to enter text.](#)

## **Narrative of Operations**

E624, M635, R615, EM601, BC601, and SO600 were dispatched to an auto accident with entrapment. Updated dispatch information reported that no one was trapped, however one vehicle struck the deck and gas meter of a townhouse. E624 arrived on scene to find a two vehicle collision without entrapment. There were two patients for “check-out”. One vehicle was positioned under a deck and on top of a gas meter. There was an active gas leak. E624 established “Davis Drive Command” and requested an additional engine company to assist with the gas leak. E611 responded, took position on Side Alpha, established a water supply, and deployed a hand line.

R615 and E611 began to meter the affected townhome, the Bravo-1 exposure, and two separate townhouses on the Delta side. LCSO evacuated the residences within a 50 meter radius of the incident and controlled access to the incident. OEM602 began to coordinate between LCSO and Fire/EMS resources. Unable to shut-off gas at the meter, R615 began looking for a “street shut-off”. BC601 arrived on the scene, obtained a briefing from E624, and assumed command.

After evaluation, one patient requested transport. M635 began treatment and a second EMS unit was requested. A625C responded and transported the patient, while M635 remained on scene. Canteen 611 was requested to the scene.

E611 regularly checked the exposures and only found readings inside the affected structure’s basement (45346 Gable Square). A fan was placed at the front door of the structure to preclude gas build-up. Washington Gas arrived on scene and began operations to secure the leak. E624’s crew deployed a hose line for protection of the Washington Gas personnel. Washington Gas secured the leak and the affected structure and exposures were metered again. Building and Development was requested to assess the damage to one of the deck supports.

As units began to pick-up to return to service, a tow truck arrived to remove the vehicle on top of the gas meter. As the vehicle was removed, another active leak developed. Units quickly re-established a perimeter and deployed a hose line. Washington Gas secured the leak a second time.

Command was terminated and units returned to service.

### **Safety Officer Comments**

- E624 appropriately established hot, warm and cold zones after doing an initial size up of the scene.
- Units continued to monitor the scene due to the moderate and changing wind conditions.
- Proper PPE was donned during the incident.
- M635 did a great job of setting up a Rehab area and ensuring units were staying hydrated prior to the arrival of Canteen 611.

### **Additional Comments**

Several lessons learned were identified from this incident.

1. Command initially positioned on Side Alpha of the affected unit when all other units were operating on Side Charlie. Command eventually positioned on Side Charlie.
2. Size-up by the initial units and the command officer did not specifically announce the type of structure affected (i.e. townhouse).
3. The address of the affected townhouse was not identified until the arrival of the command officer.
4. Passport drop-off was not identified by Command. Command should also have announced a “visual PAR” at 20 minute intervals.
5. E611 should have been deployed to obtain a water supply for E624.
6. Units should consider requesting a utility line locator company (i.e. Utilquest) when location of underground utility lines is difficult (or digging may be anticipated).
7. OEM served as a valuable coordinator (between LCSO and Fire) to manage road closures and evacuations.
8. During normal business hours, Building and Development is requested directly through ECC – not through the on-duty FM.

### **Attachments**

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



Unit positioning for the latter half of the incident.

Command Board use to diagram exposures.



Vehicle into deck and damaged gas meter.



# SIGNIFICANT INCIDENT REPORT



Incident Commander Daniel J. Neal, Battalion Chief  
Officer completing SIR (if different from above) [Click here to enter text.](#)

Incident date 6/12/2016	Incident number 201613406
Dispatch time 14:48 hours	Box area 23-71
Incident location 42455 Mount Hope Road – Ashburn	

Type of incident as dispatched Water Rescue  
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 [Click here to enter text.](#)

Dispatched/Additional Units (Level I RIT, 2<sup>nd</sup> Alarm, Tanker Task Force, etc): No Additional Units Requested.

## 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	\$0	\$0	<a href="#">Click here to enter text.</a>
Damages	\$0	\$0	\$0

## Incident Times

First unit on scene	14:53 hours
Additional alarms/resources requested	<a href="#">Click here to enter text.</a>
Fire/Incident Under Control	15:16 hours
Last unit cleared scene	16:11 hours

## **Understaffed/Unavailable/Add-on Units**

Z615 added on to the incident (at 15:08 hours) to support Z625 who responded (at 14:58 hours).

## **Initial Evaluation**

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

[Click here to enter text.](#)

## **Narrative of Operations**

E609B, E623, EM601, M609, A623B, BC601, BC603, R620, SO600, T620, TL606, Z613, Z615, M623, A623B, R615, Z625, C600B, Z615, and BC614 were dispatched to a water rescue. Initial 911 call described three males in the water after their canoe overturned. Further information described that the males were attempting to self-rescue, but were struggling against increasing wind conditions. Initial units arrived on scene and began to collect information from witnesses. BC601 arrived on scene and established “Mount Hope Command”. The command post was positioned in the parking area with a view of the reservoir. Since the parking area provided limited mobility, Command directed all additional responding units to stage in the Mount Hope Church parking lot.

The victims were located several hundred yards west of the Mount Hope Road access. Although the victims were being assisted by several kayakers, they were not wearing personal flotation devices when their canoe overturned. One of these kayakers (an off-duty Fairfax County Firefighter) called 911 from his cellular phone. ECC was able to “ping” this cellphone to determine an exact location of the victims.

BC603 responded to the Reservoir Road access point. This location was much closer to the victims. BC603 was assigned “Reservoir Road Division” with E609B, M623, Z613, R620, and EMS601. With the closer proximity to the victims, this was identified as the best location from which to facilitate the rescue.

R620 and Z613 arrived on scene at the Reservoir Road Division and rapidly deployed into the water. Z613 deployed into the water 22 minutes after the initial 911 call. Within three minutes, Z613 rescued all three victims. The victims were brought to shore and evaluated by M623. No EMS care or transport was required. Command was terminated and the operations channel (6-Lima TAC-31) was released. Fire and EMS resources were returned to service.

## **Safety Officer Comments**

- Despite the large number of responders and terrain, there were no injuries.
- In still water, it may not be necessary to have all responders wearing personal flotation devices. It may only be necessary to have the crew designated to assist with victim recovery from the boat don PPE (i.e. responders who may enter the edge of the water).

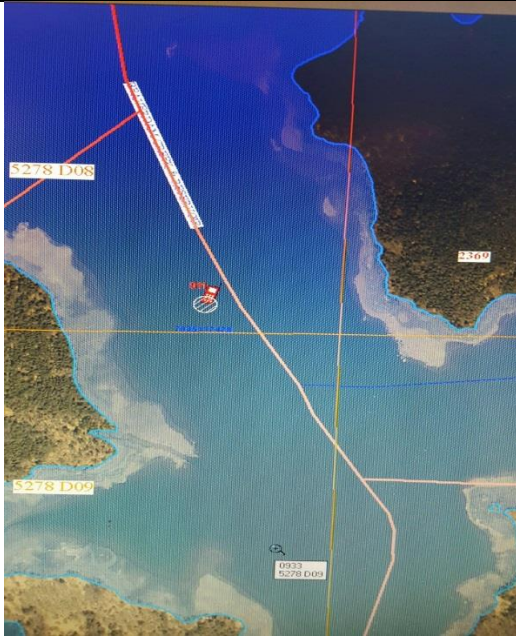
## **Additional Comments**

Several lessons learned were identified from this incident.

1. Units responding to water rescues at the Beaverdam Reservoir should automatically consider responding to via different access roads. Utilizing two separate access points (Mount Hope Road, Reservoir Road) allowed closer access to the emergency regardless of victim location.
2. Considering the limited access to the water and the small parking areas around the Beaverdam Reservoir, staging non-essential and large apparatus is essential.
3. Establishing two separate divisions and dividing resources allowed either division to effect the rescue once victim location was identified.
4. A second command officer is essential when establishing a division, especially when the division is geographically remote from command.
5. ECC's ability to utilize cellular locating (i.e. "pinging") is under-utilized to locate victims in remote locations.
6. The safety officer is a valuable resource on water rescue incidents. This individual can ensure appropriate PFD use, supervise safe launching and recovery of boats, and verify proper boat staffing (i.e. boat operator, swift water technician) prior to deployment.
7. Water rescue resources should ensure proper staffing prior to responding. There was confusion whether one boat responded with appropriate resources.
8. Personnel operating towed resources (i.e. boats) should be proficient in backing and positioning in tight areas.

## **Attachments**

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



Map of 911 caller's ping location by ECC to help locate the victims.



Z613 approaching shore immediately after the rescue.



Z613 approaching shore with the rescued victims.



Z613 at shore with the rescued victims.



# 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**

June 9 thru July 15, 2016

### **2016-1 Firefighter I & II**

- The Spring 2016 Firefighter I & II Certification Class began on March 5, 2016, with 28 students and currently, 25 students remain in class.
- Live Fire Burn #1 was completed on June 25, 2016.
- Live Fire Burn #2 is scheduled for July 16, 2016, followed by the FF I State written and practical testing on July 18 & 20.
- Live Fire Burn #3 is scheduled for July 23, 2016.
- At the completion of the Module 3 test, student report cards were sent out to the Chief's by Lt. Smith.
- Lt. Michael Smith is the Course Coordinator and Lead Instructor. He can be reached at [robert.m.smith@loudoun.gov](mailto:robert.m.smith@loudoun.gov)
- Lt. Boyd Morris is the Co-Course Coordinator and also a Lead Instructor. He can be reached at [boyd.morris@loudoun.gov](mailto:boyd.morris@loudoun.gov)

### **2016-2 Firefighter I & II**

- Registration for Class 16-2 is open (posted on July 30) and registration closes on August 26, 2016 for a September 17, 2016 class start date.

### **Monroe Tech.**

#### **-The Fire Fighter Certification Program:**

- No classes for the summer.

#### **-The EMT Certification Program:**

- No classes for the summer.

#### **- Program Information:**

- Both classes have ended for the summer.
- LCPS Instructor Sandy Sokol is MTC's Course Coordinator and Lead Instructor. She can be reached at [sandra.sokol@lcps.org](mailto:sandra.sokol@lcps.org)

## Ongoing/Completed/Cancelled Courses

-FF I & II Basic Certification School-Class 16-1-Ongoing  
 -NFPA 1021-Fire Officer-Level III-Purcellville VFC-Ongoing

-VDFP HTR-Rope Rescue-Level I-Completed  
 -LCFR Swift Water Rescue-Technician-Completed  
 -NFA-Decision Making for Initial Company Operations (DMICO)-Completed  
 -VDFP-EVOC I, II, & III-Hamilton Stations 605/617-Completed  
 -EVOC Train the Trainer Update Class-VDFP-Completed  
 -NFPA 472-Hazardous Materials Operations-July 2016 Class-Ongoing  
 -NFPA 1002-Driver/Operator-Pumper-Ongoing

-NFA-Leadership II-**Cancelled, then re-issued for August 13-14, 2016 (See listing in “Classes Being Offered”)**  
 -VDFP HTR-Vehicle Rescue-Level I-**Cancelled due to Low Enrollment**

## Classes Being Offered

Fire Behavior/Flashover Recognition	Ongoing-Contact BC Gottholm <a href="mailto:bernard.gottholm@loudoun.gov">bernard.gottholm@loudoun.gov</a>
VDFP Heavy Technical Rescue-Vehicle Rescue-Level I	July 23-24, 2016 Regis. closes July 8, 2016
VDFP Heavy Technical Rescue-Introduction to Technical Rescue-Module II ( <b>Weekday Class</b> )	August 8-10, 2016 Regis. closes July 29, 2016
NFA Leadership II ( <b>Re-issued from previous cancellation</b> )	August 13-14, 2016 Regis. closes August 8, 2016
VDFP/LCFR Rural Water Supply	August 20-21, 2016 Regis. closes August 12, 2016
NFA Incident Safety Officer ( <b>Short Registration Period due to Instructor Availability!</b> )	August 20-21, 2016 Regis. closes August 15, 2016
Response to Aviation Accidents for First Responders	August 22, 24, 27, 2016 Regis. closes August 12, 2016
LCFR NOVA Manual Review Held at SVFC 618	August 25, 2016 Regis. closes August 12, 2016
Communicating with Your Community FMO-Lisa Braun	August 27, 2016 Regis. closes August 16, 2016
NFPA 472-Hazardous Materials Operations-September Class	September 1-24, 2016 Regis. closes August 19, 2016
Firefighter I & II Basic Certification School (Class 16-2)	Sept 17, 2016 -March 4, 2017 Regis. closes August 26, 2016





**LCCFRS – Training Committee**  
Meeting Minutes July 5, 2016

Meeting convened July 5th at 1900

**Attendees**

<b>Committee Chair</b>		<b>LCFREM – Field Reps</b>	
Bernard Gottholm	Present	Troy Gittings	Present
<b>Fire Operations Committee Reps</b>		<b>LCFREM – Training Division Reps</b>	
Jim Fazekas – Co 1/20	Present	Scott Brazier	Present
Scott Radcliffe – Co 2	Present	Michelle Beatty	Present
<b>EMS Operations Committee Reps</b>		<b>Guests</b>	
Cheryl Aycock – Co 4	Present		
Tony Mino – Co 13	Present		

**Meeting minutes approved for June**

**Agenda**

- New Buisness

**Training – Scott Brazier**

- No Report

**Fire OPS – Jim Fazekas and Scott Radcliffe**

- No Report

**EMS OPS – Cheryl Aycock and Tony Mino**

- No Report

**LCFR Field – Troy Gittings**

- No Report

**Old Business**

- No Report


**New Business**

- SWP brought up to the Executive committee
  - Chiefs appraised the training committee on the work they have provided for the policy
  - Only had a couple of questions addressed by Chief Gottholm
  - SWP was tabled till July so the committees could review it one last time
- Discussion on the next issue the committee wants to address.

- Chief Gottholm requested the Committee send him suggestions for the next item to work on
- Cheryl suggested we get a list from the training staff on what needs to be addressed
- Discussion about working on training center expectations and code of conduct.
- All suggestions be sent to Fazekas he will keep track of them
- IB sent out to replace the one field position on the committee

**Meeting adjourned at 2000**

**Next meeting Tuesday August 2, 2016**

	<b>LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM SYSTEM-WIDE PROCEDURE (SWP)</b>
<b>TITLE</b>	Social Media and Use of Personal Electronic Devices Policy
<b>SECTION</b>	
<b>SWP#</b>	
<b>ISSUED</b>	
<b>REVISED</b>	
<b>APPROVED</b>	System Chief _____ W. Keith Brower, Jr.

**Scope:**

All Loudoun County Combined Fire and Rescue System (LC-CFRS) members

**Purpose:**

The purpose of this policy is to provide guidance to LC-CFRS members by identifying the appropriate use of social media by System personnel, and acknowledge that the inappropriate use of social media may lead to actual harm and disruption to the System. This may include, but is not limited to, negatively impacting the public’s perception of the organization and its willingness to render services to them. For example, if a member of the LC-CFRS makes negative stereotypic comments on social media about a protected class, religious group, or race of people, citizens in such groups may avoid calling 9-1-1 due to that member’s posted beliefs. Engaging in social media and social networking activities is a form of speech. Nothing in this policy is intended to unlawfully restrict a member’s right to discuss, as a private citizen, matters of public concern.

Another purpose of this policy is to provide guidance to LC-CFRS members on the personal use of digital devices (including, but not limited to: mobile phones, smartphones, tablets, personal computers and digital cameras) while on duty in the following ways:

- Acknowledging that the inappropriate use of personal digital devices may lead to actual harm and disruption to the LC-CFRS, such as negatively impacting the public’s perception of the organization;
- Acknowledging that the inappropriate use of personal digital devices may delay or otherwise adversely impact a member’s ability to focus on incident priorities; and
- Acknowledging that the inappropriate use of personal digital devices may inhibit a member’s ability to protect patient information and jeopardize the integrity of ongoing investigations. Photos, video, or recordings of any type while on-scene that are inadvertently released publicly, including on personal social media accounts, potentially violate privacy and/or confidentiality laws.

Nothing contained in this SWP is intended to abridge LCFR Fire Marshal Office (FMO) personnel from conducting any investigatory action commensurate with their position.

**Definitions:**

- **Social media:** an internet or mobile-based means of mass communication allowing for interaction amongst users, moving information between a news source, an individual and/or a broader community in the form of interaction and dialog. Social media websites are either publicly accessible or accessible to invited guests, in order to create, view or update the content. Social media sites include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, YouTube, Pinterest, LinkedIn, Flickr, Google+; as well as blogs, commenting on online media sites, and other similar communication platforms or channels.
- **Loudoun County Combined Fire Rescue System:** The "Combined System" or "LC-CFRS" includes every volunteer fire-fighting and EMS organization (also referred to as Company) recognized pursuant to Chapter 258 of the Codified Ordinances of Loudoun County (Chapter 258) and authorized by the Board of Supervisors to operate as a fire-fighting and/or EMS organization within the geographic boundaries of Loudoun County, or any of its incorporated towns, as well as Loudoun County Fire and Rescue (LCFR) and all of its employees.
- **Personal Electronic Device:** Includes, but is not limited to: mobile phones, smartphones, tablets, personal computers, digital cameras, personal body cameras, personal dash cameras, personal helmet cameras, and GoPros<sup>®</sup>.
- **Spokesperson for the System:** Any System member who is authorized to make a statement on behalf of the System Chief in his/her capacity as a member of the System, or in such a way that it may reasonably be attributed to the System, Any such authorization must be given by the Incident Commander, System Chief, or designee.
- **Hate speech:** Speech that identifies, in a negative manner, a person or group of people on the basis of attributes including race, ethnic origin, national origin, skin color, gender (including status as pregnant or nursing), religion, disability, gender identification, age, or sexual orientation, including a level of intolerance or hostility that is incompatible with a commitment to serve all members of the community.

**Procedure:****A. Social Media**

1. All organizations listed in Chapter 258 are permitted to establish and maintain official social media communication platforms for their respective organization.
2. Each organization which chooses to establish and/or maintain an official social media presence shall establish Company level policies and procedures governing the use and administration thereof which shall not be inconsistent with the intent of this SWP.
3. Under the direction of the System Chief, the official social media platforms of Loudoun County Fire and Rescue (LCFR) are the official LC-CFRS Social Media platforms for System-Wide operational activities.
4. Each organization is permitted to have its own Public Information Officer (PIO). Company-level PIOs may speak on behalf of their respective organization for all matters pertaining to the non-operational corporate functioning of that organization (e.g. matters

relating to fundraising, community events, public outreach, public education, annual recognition banquets, etc).

5. System-wide and Operational requests for information shall be directed to the System PIO. Examples of the types of inquiries to be handled by the System PIO are those relating to all emergency and non-emergency calls dispatched by Loudoun County; all potential violations of the System-Wide Code of Conduct; all financial matters pertaining to county funding; and all personnel matters until such time as they are vetted by the System Chief). Likewise, any request for public records in the possession of the System shall be directed to the System PIO for appropriate response under the Virginia Freedom of Information Act (“FOIA”).
6. Each organization is permitted to have its own designated photographer(s). Procedures relating to the security, maintenance and posting of images captured by Company photographers are outlined below.
7. The following individuals are authorized to access and/or utilize LC-CFRS social media platforms during operational incidents to speak on behalf on the Combined System: the System Chief and designee(s), Staff Duty Officers, Incident Commanders (or designee), and the LC-CFRS Public Information Officer (PIO) (or designee).
8. To keep System members and the public safe, and to ensure that all personnel remain situationally aware while engaged in incident operations, the use of social media platforms by System members (other than those listed in #7) is prohibited during emergency response which begins at the time of initial dispatch and continues through the time the unit is placed in service as available and has cleared the scene. This does not include being dispatched in an available status (i.e. station transfer).
9. LC-CFRS organizations and their members who operate official and/or personal social media platforms shall not engage in speech on personal and/or organizational social media platforms that is false, deceptive, libelous, slanderous, intentionally misleading, or causes harm to others, including speech that constitutes hate speech, or is harassing in nature; nor shall members discuss or post on a social media site protected or confidential matters of the System, including:
  - a. Investigations (to include, but not limited to: criminal investigations, fire, explosive and environmental investigations, accident or collision investigations);
  - b. Patient Protected Health Information (as defined in the Health Insurance Portability and Accountability Act “HIPAA”);
  - c. Personnel matters including investigations and disciplinary actions;
  - d. Protected controlled unclassified information, provided by federal, state, or local government partners, for System situational awareness (often labeled FOR OFFICIAL USE ONLY or FOR LAW ENFORCEMENT USE ONLY);
  - e. Information not required to be released to the public under a FOIA exemption.

- f. Policies and Procedures of the LC-CFRS that are not for public dissemination (e.g. Station and Personnel Safety and Security; Response to Active Violence Incidents)
  - g. NOVA Operational Manuals
  - h. Public records not required to be released under FOIA.
10. System members' use of personal and/or System organizational social media sites shall be in accordance with all applicable System-Wide policies and procedures regarding confidentiality, harassment, and the System-wide code of conduct.
11. No member of the System will, while speaking as a private citizen on a matter of public concern, do so in such a manner as to cause actual harm or disruption to System operations (e.g. engaging in hate speech by posting comments on social media platforms that have the real or perceived effect of blunting an individuals' likelihood of accessing emergency services when needed).
12. Supervisors of System members shall not require any System member to accept a request to join their social media circle.
- a. Example: A Chief/Company Officer cannot require a subordinate member to join the Chief's/Company Officer's social media account; nor can he or she require the member to grant him or her access to the member's social media account.
  - b. Example: A System organization cannot require prospective or incumbent members to provide them access to their social media platform(s).
13. When social media impersonation of a System member is discovered, notification shall be made to the member's chain-of-command and reported to the Chief of System as soon as practical, due to potential negative impact on the reputation of the System.
- a. Example: a social media platform is created using the System Chief's name when the System Chief has no such account.
  - b. Example: A member of the System has his or her social media account hacked or hijacked.
14. The LCFR name and associated logos (including the title of the LC-CFRS) are not to be sold without permission of the System Chief, or designee.
15. All System members are responsible for protecting confidential information. System members seeking clarification regarding protected information or experiencing difficulty with that responsibility can seek free, confidential assistance through:
- a. Their direct supervisor, following chain-of command;
  - b. The Employee Assistance Program

## **B. Use of Personal Electronic Devices**

1. The use of personal electronic devices while on an emergency call is permitted for legitimate business purposes (mission related applications). Examples include mapping, accessing medical protocols, and research that supports incident operations. Additionally, personnel may use their personal electronic devices for communication with a hospital, poison control center, emergency communications center(s), emergency point(s) of contact

## 10a

for the incident, hazardous material (HAZMAT) reference entity, Federal, state, and/or local government support. Personal calls of an urgent or emergent nature are also permitted, provided they do not interfere with a System member's performance of duties.

2. The use of personal electronic devices outside of emergency calls shall be governed by a member's Company/Department policy, however all information captured by a personal electronic device while on duty may be subject to release under FOIA if determined to be a public record.
3. State laws concerning the use of electronic devices while operating a vehicle apply to all LC-CFRS members.
4. Images, photos, videos, and/or audio recordings that are obtained intentionally or accidentally (including images that are of poor quality) by a System member (including Company photographers) while on a call or performing fire or rescue functions on an incident scene shall become the property of the County and shall not be released, distributed, posted, and/or published in any form without the prior approval of the System Chief. Approval from the System Chief may be obtained through the following steps:
  - a. All images shall be forwarded to the System Chief's PIO<sup>1</sup> immediately after the incident in which there was a collection of photographic/videographic media and/or audio recordings (This can be done electronically or by electronic mail). The name and contact information of the individual who obtained the media must be provided.

The email address is [DEPT-FRSERV-FREMPIO@loudoun.gov](mailto:DEPT-FRSERV-FREMPIO@loudoun.gov) and the mailing address is:

Loudoun County Fire and Rescue  
Attn: Public Information Officer  
PO Box 7100  
Leesburg, VA 20175

- b. All requests to publish or release submitted records should contain the specific Venue for which a System member is requesting the image, video or audio to be posted or shared (e.g. station website, personal website, training program, etc.).
  - c. Once the photographic/videographic media and/or audio recordings have been submitted for review:
    - i. The images, video, and/or audio shall be deleted from the applicable electronic equipment from which it was created.
    - ii. Digital memory cards/DVD's/videotapes shall also have all images, video, and/or audio deleted from the device. If the type of media will not allow the

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<sup>1</sup> The LCFR FMO may review images submitted for investigatory purposes and system members who submit images may be contacted by an LCFR Fire Marshal.


images/video/audio to be removed, the media shall be forwarded to the System Chiefs' PIO.

- d. Once received, the PIO will review the media and make a recommendation to the System Chief regarding approval/disapproval.
  - i. The System Chief, or designee, will approve/disapprove all requests for the release of images, video and/or audio recordings.
  - ii. Upon the System Chief's approval/disapproval, the PIO will inform the individual member in writing (email) of his/her decision and any restrictions attendant thereto. Permitted images/audio/video will be returned to the requestor.
5. LC-CFRS members authorized to capture photographs, images, videos, and/or audio inside a controlled area of incident operations (areas not accessible to the general public) shall include: the Incident Commander (or designee(s)), Staff Duty Officer(s), System Chief (or designee), LC-CFRS Public Information Officer (PIO), LC-CFRS Safety Officer, Loudoun County Fire Marshal or Assistant(s) and/or law enforcement agency(ies), or other investigatory agency or department as permitted under law.
6. Images, photos, videos, and/or audio captured outside of the controlled area of incident operations (areas accessible to the public) by off-duty personnel and/or designated photographers are beyond the scope of this SWP.
7. No images may be captured that contain information that is considered to be Protected Health Information (PHI) under HIPAA. For example, photographs of patients taken by EMS providers if the patient can be identified, whether directly or through their features, or indirectly through unique clothing, tattoos or other marking on the patient's body, license plate, or the nature of the particular injury or motor vehicle collision or event. Similarly, a photograph of a medical record, medications, ECG, or other documentation that can be linked to a specific patient are prohibited. Finally, meta-data contained within an image that could identify a patient is also included.
8. No images, video, and/or audio may be shared, transferred or reproduced, unless required for patient care purposes and then only to the medical professionals involved in the care of that patient; as required by law, or for law enforcement activity. Images captured in the provision of EMS must be attached to the patient's permanent medical record.
9. No images, video, and/or audio captured by on-duty personnel may be sold or used for private or commercial purposes outside of the System under any circumstances.
10. Off-duty LC-CFRS members shall not use their affiliation to gain access to controlled areas of incident operations (areas not accessible to the general public) for the purposes of capturing images, photos, videos, and/or audio of incident operations.
11. Use of personal helmet, personal body cameras and personal dash cameras (e.g. GoPro) are prohibited.

- C. Violations of this SWP may result in disciplinary action, up to and including dismissal as an operational member of the System, as determined by the System Chief in accordance with Chapter 258.

DRAFT



	<b>LOUDOUN COUNTY COMBINED FIRE AND RESCUE SYSTEM SYSTEM-WIDE PROCEDURE (SWP)</b>
<b>TITLE</b>	Fire and EMS Training Enrollment and Waiting Lists <i>(Draft 2.0)</i>
<b>SECTION</b>	Training
<b>SWP#</b>	801.1
<b>ISSUED</b>	Xx/xx/2016
<b>REVISED</b>	
<b>APPROVED</b>	System Chief _____ W. Keith Brower, Jr.

## PURPOSE

To establish a procedure for ensuring maximum enrollment in the fire and EMS training classes offered at the Oliver Robert Dubé Fire and Rescue Training Academy.

## SCOPE

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

## DEFINITIONS

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

**Sponsoring Organization** - Any Fire or Rescue Company or Department including Department of Fire, Rescue, and Emergency Management (DFREM), from which a member applies for enrollment in a class. For the purposes of the SWP, when the term "sponsoring organization" is applied to a LC-CRFS volunteer fire or rescue company it means "each named volunteer organization." Volunteer organizations with more than one station affiliation (i.e., Co 1/20, Co 11/18/24, Co 15/25/35, Co 6/22) equate to "one volunteer company," therefore a single "sponsoring organization."

**Exception List** – Administered by the Training Division during the application period in order to track applicants with a prerequisite variance. These applicants will have an opportunity to participate in the enrollment process provided that applicable conditions of this SWP are met.

**Wait list** – The list of applicants who are not seated in a class where the number of applicants exceeds the maximum number of students allowed. Applicants who are not seated will be

placed on this list and must agree to applicable terms and conditions. These “wait-listed” students may then be seated in the class as enrolled students drop out. This list is administered by the Training Division.

**Business Day** – For the purpose of the SWP, business days are Monday thru Friday (excluding holidays) and Close of Business (COB) occurs at 1700.

## **POLICY**

Members will register for courses at the Oliver Robert Dubé Fire and Rescue Training Academy as outlined in this SWP.

## **PROCEDURE**

- I. **Firefighter I & II, EMR, EMT and HazMat Operations Training**
  - A. The LC-CFRS Training Committee hereby establishes a procedure for timely notification to fire and rescue system members seeking registration for Firefighter I & II, HazMat Operations, EMR and EMT classes<sup>1</sup> offered by the Training Division. This policy also establishes procedures for enrollment and class placement, for a waiting list in classes where the number of applicants exceeds the maximum allowable and for the addition of a second class in the event of high demand.
  - B. Maximum class sizes will be dictated by the Commonwealth or nationally recognized credentialing agencies such as the Virginia Department of Fire Programs (VDFP) and the Virginia Office of Emergency Medical Services (VOEMS). Class sizes may only be exceeded if the credentialing agency grants a variance.
  - C. Minimum class sizes will be determined by the credentialing agency (i.e. VDFP, VOEMS).
  - D. Training Advisories (TA) will be distributed a minimum of sixty (60) calendar days prior to the posted application closing date. Normally the application closing date will be at least thirty (30) business days before the first day of class. Some classes such as hybrid classes however may require an application closing date of more than thirty (30) business days. Any deviation from the nominal closing date/class start timelines will be announced in the TA.
  - E. No Training Requests (TR) will be accepted after the posted application closing date unless the class is not filled to capacity. No applicants will be added to the class after the first class session.

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<sup>1</sup> Section I also applies to EMR and EMT recertification classes.

- F. Incomplete TR's<sup>2</sup> will be returned for resubmittal. No priority will be given to students resubmitting a TR. Once the completed TR is received, the applicant will be eligible for the class placement process provided that the provisions of Paragraph E are met. The date and time that the completed TR is received by the Training Division will be used to determine the applicants position in the placement process.
- G. Applicants who are currently enrolled but have not completed a prerequisite class may petition the Deputy Chief of Training for a variance to allow admission into a class. Enrollment would be conditional upon successful completion of all prerequisite class's<sup>3</sup> on or before the first day of the requested class. After receipt of this request, one of the following two actions will be taken:
1. The Deputy Chief of Training denies the variance – Applicant is not accepted into the class and receives an explanation for the rejected application.
  2. The Deputy Chief of Training approves the variance - Applicant will be placed on the exception list.
    - a. If there are remaining seats available at the end of the placement process, the applicant will be seated in the class.
    - b. If no seats are available at the end of the placement process, the applicant may volunteer for the wait list program provided the wait list is not full.
    - c. Applicant shall be informed of and agree to, all conditions of the variance prior to acceptance into the class.
- H. Training requests must have the endorsement of the sponsoring organization's Chief Officer or designee.
- I. Classes will be filled utilizing the following method:<sup>4</sup>
1. At the close of the application period, all applications will be sorted by sponsoring organization and grouped in order of time and date that they were received.
  2. If there are more applications than seats, a numeric formula shall be used to fill seats. The maximum number of seats for the class shall be divided by the number of applicants. The answer shall be represented as a percentage of permissible applications. That percentage will then be multiplied by the number of applicants from each sponsoring organization to determine how many students from each will be accepted. This will ensure that at least one student from each organization is accepted into the class. Applications from each sponsoring organization shall be chosen in order of time and date each complete TR is received by the training division.

<sup>2</sup> A "completed TR" is one which includes all required information and supporting documentation (prerequisites).

<sup>3</sup> Paragraph G applies only to a prerequisite class in which the applicant is currently enrolled (i.e., Enrolled in HAZMAT Ops which will end 4 days prior to the start of Firefighter I & II) and not "self-study" curriculum (i.e., online NIMS 700 course)

<sup>4</sup> See Appendix I for details

3. When calculating each percentage, the numbers should be rounded up when applicable. In the event that there is an overage or underage, the applicant with the next latest date and time will be removed or added.
  - a. Example – There are 23 applicants for a class with a maximum of 20 seats. 20 divided by 23 equals .867 or 87%, therefore each sponsoring organization will be permitted to send 87% of its applicants to the class.
- J. Within five (5) business days of the application closing date, the Course Coordinator will notify each sponsoring organization's Chief Officer or designee, of the number of their applicants who have been accepted. The FCHIEF / RCHIEF and VOLTRN email groups will be utilized for LC-CFRS sponsoring organizations. If there are more applicants than available seats, each Chief Officer or designee will have two (2) business days to prioritize which of their applicants will attend the class. If no priority is received after two (2) business days, their members will be admitted on a first come, first served basis, utilizing the date and time the completed TR was received by the Training Division.
- K. Within twelve (12) business days of the application closing date, the Course Coordinator will send an email to all applicants who submitted a completed TR for the course. That notification will indicate one of the following three courses of action:
  1. The applicant is accepted into the class – The notification will provide the course information such as start date, location, time, etc.
  2. The applicant has been placed on the wait-list for the class - The notification will provide course information such as start date, location, times, class attendance during the wait-list period, and an explanation of the wait-list process (i.e., how/when an applicant will be taken from the wait-list and enrolled in the class).
  3. The applicant is not accepted in the class – The notification will include an explanation for the rejected application.
- L. For classes where the number of applicants exceeds the maximum class size, the Course Coordinator will establish a wait list. The following policy applies to the wait-list process:
  1. Within twelve (12) business days of the application closing date applicants not seated in the class will be notified that they have been placed on the wait list.
  2. Applicants will have two (2) business days to decline placement on the wait list.
  3. No more than ten (10) applicants may be placed on a waiting list.
  4. For applicants who are placed on the wait list, their order on the wait list will be determined by the date and time that their completed TR was received by the training division. The Course Coordinator will communicate with the applicant their position on the wait list.
  5. All applicants on the wait list must agree to all terms and conditions associated with being on the wait list as communicated by the Course Coordinator.
  6. Fire classes will allow wait-listed students to sit for the first day of class. Any wait-listed student not seated at that time will be dropped from the class and the list terminated.

7. EMS classes will allow wait-listed students to attend class until the first module test. Any wait-listed student not seated before the first module test will be dropped from the class and the list terminated.
- M. For classes where the number of applicants exceeds the maximum class size and there are more than ten (10) students applying for the wait list, the Deputy Chief of Training will determine the feasibility of opening a second class. This decision will be made within five (5) business days of the close of the enrollment period of the original class<sup>5</sup>. The Deputy Chief of Training will take one of the following two actions regarding this decision:
1. The Deputy Chief of Training determines that a second class is not feasible - A maximum of ten (10) applicants will be placed on a waiting list for the original class as per Paragraph L.
  2. The Deputy Chief of Training determines that a second class will be feasible - Enrollment for this additional class will be open to all members. Enrollment will be conducted as described in Section I with the following exceptions:
    - a. Enrolling applicants may need to submit a second TR specific to the new class.
    - b. Applicants will be provided a minimum of ten (10) business days to enroll in the second class.
    - c. Classes will be filled utilizing the method directed in Paragraph I. Reapplying applicants who were not seated in the first class will not receive priority. Each sponsoring organizations Chief Officer or designee will be responsible for prioritizing which of their applicants will attend the class as described in Paragraph J.
    - d. Due to the fact that this is an unplanned class hosted for the purpose of meeting immediate demand, other exceptions may apply. All exceptions to Section I will be defined in the TA.

## **II. Virginia Department of Fire Programs (VDFP) and All Other Sponsored Classes**

- A. The LC-CFRS Training Committee hereby establishes a procedure for timely notification to fire and rescue system members seeking registration for Virginia Department of Fire Programs (VDFP) and all other sponsored classes not covered previously in Section I, which are offered by the Training Division<sup>6</sup>. This policy also establishes procedures for enrollment, for a waiting list in classes where the number of applicants exceeds the maximum allowable and for the addition of a second class in the event of high demand.
- B. Maximum class sizes will be dictated by the Commonwealth or nationally recognized credentialing agencies such as the Virginia Department of Fire Programs (VDFP) and the

<sup>5</sup>The provisions of Paragraph M do not in any way preclude the Deputy Chief of Training or Training Division from taking other, more effective actions to increase class size in order to accommodate demand (i.e. adding additional instructors to a class, module scheduling changes).

<sup>6</sup> The enrollment process for classes not offered by the Training Division but conducted at the Training Academy will be controlled by the agency which sponsors the class. (i.e. Applicants must apply on-line at the VDFP web site and receive notifications from VDFP; not the Training Division, for an Instructor III class held at the Training Academy.)

Virginia Office of Emergency Medical Services (VOEMS). Class sizes may only be exceeded if the credentialing agency grants a variance.

- C. Minimum class sizes will be determined by the credentialing agency (i.e. VDFP, VOEMS).
- D. Training Advisories (TA) will be distributed a minimum of sixty (60) calendar days prior to the posted application closing date. Normally the application closing date will be thirty (30) business days before the first day of class. Some classes such as hybrid classes however may require an application closing date of more than thirty (30) business days. In these cases, the deviation from the nominal closing date/ class start timelines will be announced in the TA.
- E. No Training Requests (TR) will be accepted after the posted application closing date unless a variance is granted by the credentialing agency. If applicable - No applicants will be added to the class after the first class session.
- F. Incomplete TR's<sup>7</sup> will be returned for resubmittal. No priority is given to students resubmitting a TR. Once the completed TR is received, the applicant will be eligible for the class placement process provided that the provisions of Paragraph E are met. The date and time that the completed TR is received by the Training Division will be used to determine the applicants position in the placement process.
- G. Applicants who are currently enrolled in but have not completed a prerequisite class, may petition the Deputy Chief of Training for a variance to allow admission to a class. When applicable, the Deputy Chief of Training will coordinate this request with the credentialing agency. Enrollment would be conditional upon successful completion of all prerequisite class's<sup>8</sup> on or before the first day of the requested class. After receipt of this request, the following action will be taken:
  - 1. The Deputy Chief of Training or credentialing agency denies the variance – Applicant is not accepted into the class and receives an explanation for the rejected application.
  - 2. The Deputy Chief of Training or credentialing agency approves the variance - Applicant will be placed on the exception list.
    - a. If there are remaining seats available at the end of the placement process, the applicant will be placed in the class.
    - b. If no seats are available at the end of the placement process, the applicant may volunteer for the wait list program provided the wait list is not full.
    - c. Applicant shall be informed of and agree to, all conditions of the variance prior to acceptance into the class.

<sup>7</sup> A “completed TR” is one which includes all required information and supporting documentation (prerequisites).

<sup>8</sup> Paragraph G applies only to a prerequisite class in which the applicant is currently enrolled (i.e., Enrolled in Instructor I which will end 4 days prior to the start of Officer I) and not “self-study” curriculum (i.e., online NIMS 700 course)

- H. Training request must have the endorsement of the sponsoring organization's Chief Officer or designee.
- I. Classes will be filled utilizing the following method:
1. Each sponsoring organization will have the opportunity to fill one (1) seat in the class.
  2. Any sponsoring organization not filling a seat (e.g., by not submitting a completed TR) on or before the class closing date will forfeit their seat.
  3. Remaining seats not filled as specified above, will be filled on a first come, first served basis, utilizing the date and time the completed TR is received by the Training Division.
- J. Within five (5) business days of the application closing date, the Course Coordinator will notify each sponsoring organization's Chief Officer or designee, of the number of their applicants who have been accepted. The FCHIEF / RCHIEF and VOLTRN email groups shall be utilized for LC-CFRS sponsoring organizations. If there are more applicants than available seats, each Chief Officer or designee will have two (2) business days to prioritize which of their applicants will attend the class. If no priority is received after two (2) business days, their applicants will be admitted on a first come, first served basis, utilizing the date and time the completed TR was received by the Training Division.
- K. Within twelve (12) business days of the application closing date, the Course Coordinator will send an email to all applicants who submitted a completed TR for the course. That notification will indicate one of the following three courses of action:
1. The applicant is accepted into the class – The notification will provide the course information such as start date, location, time, etc.
  2. The applicant has been placed on the wait-list for the class - The notification will provide the course information such as start date, location, times, class attendance during the wait-list period, and an explanation of the wait-list process (i.e., how/when will an applicant be taken from the wait-list and enrolled in the class).
  3. The applicant is not accepted in the class – The notification will include an explanation for the rejected application.
- L. For classes where the number of applicants exceeds the maximum number of students allowed and where permitted by the credentialing agency, the Course Coordinator will establish a wait list. The following policy applies to the wait-list process:
1. Within twelve (12) business days of the application closing date applicants not seated in the class will be notified that they have been placed on the wait list.
  2. Applicants will have two (2) business days to decline placement on the wait list.
  3. The maximum number of applicants to be placed on a waiting list shall be ten (10) unless otherwise defined by the credentialing agency.
  4. For applicants who volunteer to be placed on the wait list, their order on the wait list will be determined by the order that the Training Division received their completed TR. The Course Coordinator will communicate with the applicant their position on the wait list.

5. Any applicant who volunteers to be placed on the wait list must agree to all terms and conditions associated with being on the wait list as communicated by the Course Coordinator.
  6. Unless otherwise specified by the credentialing agency, the wait list will allow students to sit for the first day of class. Any wait-listed student not seated at that time will be dropped from the class and the list terminated.
- M. For classes where the number of applicants exceeds the maximum number of students and there are more than ten (10) students applying for the wait list, the Deputy Chief of Training will determine the feasibility of opening a second class. This decision will be made within five (5) business days of the close of the enrollment period of the original class<sup>9</sup>. The Deputy Chief of Training will take one of the two following actions regarding this decision:
1. The Deputy Chief of Training determines that a second class is not feasible - A maximum of ten (10) applicants will be placed on a waiting list for the original class as per Paragraph L.
  2. The Deputy Chief of Training determines that a second class will be feasible - Enrollment for this additional class will be open to all members. Enrollment will be conducted as described in Section II with the following exceptions:
    - a. Enrolling applicants may need to submit a second TR specific to the new class.
    - b. Applicants will be provided a minimum of ten (10) business days to enroll in the second class.
    - c. Classes will be filled utilizing the method directed in Paragraph I. Reapplying applicants who were not seated in the first class will not receive priority. Each sponsoring organizations Chief Officer or designee will be responsible for prioritizing which of their applicants will attend the class as described in Paragraph J.
    - d. Due to the fact that this is an unplanned class hosted for the purpose of meeting immediate demand, other exceptions may apply. All exceptions to Section II will be defined in the TA.

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Approved for compliance with Emergency Medical Services delivery

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

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<sup>9</sup> The provisions of Paragraph M do not in any way preclude the Deputy Chief of Training or Training Division from taking other, more effective actions to increase class size in order to accommodate demand (i.e. adding additional instructors to a class, module scheduling changes).

# Appendix I

## SWP 801.1 Fire and EMS Training Enrollment and Waiting Lists

### PERCENTAGE METHOD

#### EXAMPLE A - FIREFIGHTER 1 & 2 CLASS WITH 41 APPLICANTS FOR 30 SEATS

Co. 1	Co.2	Co. 4	Co. 5	Co. 6	Co. 7	Co. 8
PFF 1/1 1300	PFF 1/1 1300	PFF 1/3 1300	PFF 1/1 1300	PFF 1/1 1300	PFF 1/9 1300	PFF 1/1 1300
PFF 1/2 1400	PFF 1/3 0900	PFF 1/11 1300	PFF 1/14 1100	PFF 1/1 1300		
PFF 1/11 1300	PFF 1/14 1300			PFF 1/1 1300		
PFF 1/17 1300	PFF 1/18 1300			PFF 1/1 1300		
PFF 1/19 1800				PFF 1/1 1300		
				PFF 1/1 1300		
				PFF 1/6 1300		
5 X 73%	4 X 73%	2 X 73%	2 X 73%	7 X 73%	1 X 73%	1 X 73%
<b>4</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>1</b>

Co. 9	Co. 10	Co.11	Co. 12	Co. 13	Co. 15	Co. 17
PFF 1/1 1300	PFF 1/1 1300	PFF 1/1 1300	PFF 1/6 1300	PFF 1/6 1300	PFF 1/8 1300	PFF 1/8 1300
PFF 1/3 1200		PFF 1/1 1300	PFF 1/6 1300		PFF 1/8 1300	
		PFF 1/1 1300	PFF 1/6 1300		PFF 1/8 1300	
		PFF 1/2 1200			PFF 1/8 1300	
		PFF 1/4 0200				
		PFF 1/5 1900				
		PFF				
2 X 73%	1 X 73%	7 X 73%	3 X 73%	1 X 73%	4 X 73%	1 X 73%
<b>1</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>1</b>

30 divided by 41 = .7317 or 73%

73% multiplied by the number of applicants from each sponsoring organization provides **the total admitted to class from each**

Note –The time and date that the TR was received shall be used to determine order of students accepted from each company. In the event that the calculations provide more or less students than the class maximum, date and time shall be used to add or remove one applicant.

# Appendix I

SWP 801.1 Fire and EMS Training Enrollment and Waiting Lists

## PERCENTAGE METHOD

### EXAMPLE B - HAZ MAT OPS CLASS WITH 34 APPLICANTS FOR 20 SEATS

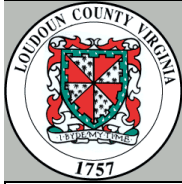
Co. 1	Co.2	Co. 4	Co. 5	Co. 6	Co. 7
PFF 1/1 1300	PFF 1/1 1300	PFF 01/09 1300	PFF 01/10 1300	PFF 1/1 1300	PFF 1/03 1200
PFF 01/31 1300	PFF 1/27 0700		PFF 01/21 1900	PFF 1/01 1300	PFF 1/4 1300
PFF 01/31 1400				PFF 1/01 1300	
				PFF 1/01 1400	
				PFF 1/01 1500	
				PFF 1/04 1300	
				PFF 1/07 1300	
3 X 59%	2 X 59%	1 X 59%	2 X 59%	7 X 59%	2 X 59%
<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>1</b>

Co. 9	Co.11	Co. 12	Co. 13	Co. 17	Out of County
PFF 1/04 1300	PFF 1/01 1300	PFF 1/01 1300	PFF 1/01 1300	PFF 1/1 1300	PFF 1/01 1300
PFF 1/08 1300	PFF 1/1 1400	PFF 1/09 0800	PFF 1/01 1300		PFF 1/02 1800
	PFF 1/11 1500		PFF 1/03 1330		PFF 1/6 0700
	PFF 1/21 1300				PFF 1/09 1300
	PFF 1/23 1400				
2 X 59%	5 X 59%	2 X 59%	3 X 59%	1 X 59%	4 X 59%
<b>1</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>

20 divided by 34 = .5882 or 59%

59% multiplied by the number of applicants from each sponsoring organization gives us the **total admitted to class from each organization**

Note –The time and date that the TR was received shall be used to determine order of students accepted from each company. In the event that the calculations provide more or less students than the class maximum, date and time shall be used to add or remove one applicant.



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

<b>TITLE</b>	Fire and EMS Training Enrollment and Waiting Lists ( <i>Percentage Method Draft Version 2.0</i> )
<b>SECTION</b>	Training
<b>SWP#</b>	801.1
<b>ISSUED</b>	Xx/xx/2016
<b>REVISED</b>	
<b>APPROVED</b>	System Chief _____ W. Keith Brower, Jr.

Original	Intent
<p><b>PURPOSE</b></p> <p>To establish a procedure for ensuring maximum enrollment in the fire and EMS training classes offered at the Oliver Robert Dubé Fire and Rescue Training Academy.</p>	<p><i>The goal of the LC-CFRS Training Division is to enroll, teach and certify as many students as possible while maintaining the highest standards of the fire service</i></p>

Original	Intent
<p><b>SCOPE</b></p> <p>This policy applies to all Members of the Loudoun County Combined Fire and Rescue System (LC-CFRS).</p>	

Original	Intent
<p><b>DEFINITIONS</b></p> <p><b>Member</b> – Any individual who has been duly affiliated with any firefighting or EMS organization recognized by the Board of Supervisors under Chapter 258 of the Codified Ordinances of Loudoun County, including the Department of Fire, Rescue and Emergency Management.</p>	

Original	Intent
<p><b>Exception List</b> – Administered by the Training Division during the application period in order to track applicants with a prerequisite variance. These applicants will have an opportunity to participate in the enrollment process provided that applicable conditions of this SWP are met.</p> <p><b>Wait list</b> – The list of applicants who are not seated in a class where the number of applicants exceeds the maximum number of students allowed. Applicants who are not seated will be placed on this list and must agree to applicable terms and conditions. These “wait-listed” students may then be seated in the class as enrolled students drop out. This list is administered by the Training Division.</p> <p><b>Business Day</b> – For the purpose of the SWP, business days are Monday thru Friday (excluding holidays) and Close of Business (COB) occurs at 1700.</p>	<p><i>Applicants who are waiting for prerequisite certifications may obtain permission to enroll in the class as long as that certificate is obtained prior to class start. The exception list is maintained for the purpose of tracking during the enrollment period. After the enrollment period ends, so does this list</i></p> <p><i>The Wait list is established after the enrollment ends with more applicants’ than seats. It is comprised of applicants who did not make the cut to get into class. These students will be allowed into class if a currently enrolled student drops out.</i></p> <p>This SWP uses business days to define time frames and deadlines. This is noted in order to avoid having applicants submit late and miss the class.</p>

Original	Intent
<p><b>POLICY</b></p> <p>Members will register for courses at the Oliver Robert Dubé Fire and Rescue Training Academy as outlined in this SWP.</p>	

Original	Intent
<p><b>PROCEDURE</b></p> <p>I. <b>Firefighter I &amp; II, EMR, EMT and Haz Mat Operations Training</b></p>	<p><i>This SWP has two sections –</i></p> <ul style="list-style-type: none"> <li>• <i>The first deals specifically with courses which are Loudoun County specific.</i></li> <li>• <i>The second pertains to all VDFP sponsored classes</i></li> </ul> <p><i>The reason for the delineation is Loudoun Specific classes do not follow all of the same guidelines as VDFP and there is the ability to</i></p>

	<i>tailor these procedures to better fit our needs.</i>
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<b>Original</b>	<b>Intent</b>
A. The LC-CFRS Training Committee hereby establishes a procedure for timely notification to fire and rescue system members seeking registration for Firefighter I & II, HazMat Operations, EMR and EMT classes <sup>1</sup> offered by the Training Division. This policy also establishes procedures for enrollment and class placement, for a waiting list in classes where the number of applicants exceeds the maximum allowable and for the addition of a second class in the event of high demand.	<i>A. Section I only applies to these specific classes as well as EMR and EMT recertification classes.</i>

<b>Original</b>	<b>Intent</b>
B. Maximum class sizes will be dictated by the Commonwealth or nationally recognized credentialing agencies such as the Virginia Department of Fire Programs (VDFP) and the Virginia Office of Emergency Medical Services (VOEMS). Class sizes may only be exceeded if the credentialing agency grants a variance.	<i>B. All classes must conform to the guidelines set forth by the agency that is responsible for the course. There may be situations where these guidelines may be changed in order to best suit the needs of the LC-CFRS</i>

<b>Original</b>	<b>Intent</b>
C. Minimum class sizes will be determined by the credentialing agency (i.e. VDFP, VOEMS).	<i>C. All classes must conform to the guidelines set forth by the agency that is responsible for the course. There may be situations where these guidelines may be changed in order to best suit the needs of the LC-CFRS</i>

<b>Original</b>	<b>Intent</b>
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<sup>1</sup> Section I also applies to EMR and EMT recertification classes.

<p>D. Training Advisories (TA) will be distributed a minimum of sixty (60) calendar days prior to the posted application closing date. Normally the application closing date will be at least thirty (30) business days before the first day of class. Some classes such as hybrid classes however may require an application closing date of more than thirty (30) business days. Any deviation from the nominal closing date/class start timelines will be announced in the TA.</p>	<p><i>D. 60 days notification provides the greatest amount of time for applicants to schedule time for the class and then enroll. It has been determined that this is the maximum amount of time that the Training Division can allow due to the great number of variables involved with course scheduling, and instructor teaching assignments. Any notification of specific class information greater than 60 days is not feasible.</i></p> <p><i>30 days notification of acceptance allows the student ample time to prepare for the class</i></p>
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<b>Original</b>	<b>Intent</b>
<p>E. No Training Requests (TR) will be accepted after the posted application closing date unless the class is not filled to capacity. No applicants will be added to the class after the first class session.</p>	<p><i>E. After the enrollment period is closed, if there is room, applicants may be added up to the end of the first class with permission from the training division. The goal is to provide the opportunity to as many students as possible. This is allowed since the first day is generally just orientation and paperwork. After that, the student will not be able to make up enough class time to pass the course.</i></p>

<b>Original</b>	<b>Intent</b>
<p>F. Incomplete TR's<sup>2</sup> will be returned for resubmittal. No priority will be given to students resubmitting a TR. Once the completed TR is received, the applicant will be eligible for the class placement process provided that the provisions of Paragraph E are met. The date and time that the completed TR is received by the Training Division will be used to determine the applicants position in the placement process.</p>	<p><i>F. Applicants must fill out the TR correctly and submit all required documentation to be considered for the class. Having to return incomplete TR's is time consuming for the training division.</i></p> <p><i>Date and time of the COMPLETED TR is used to seat applicants. This also removes the temptation to submit a partial application for the purpose of reserving a seat and then sending the completed application at a later date.</i></p>

<sup>2</sup> A "completed TR" is one which includes all required information and supporting documentation (prerequisites).

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<b>Original</b>	<b>Intent</b>
<p>G. Applicants who are currently enrolled but have not completed a prerequisite class may petition the Deputy Chief of Training for a variance to allow admission into a class. Enrollment would be conditional upon successful completion of all prerequisite class's<sup>3</sup> on or before the first day of the requested class. After receipt of this request, one of the following two actions will be taken:</p> <ol style="list-style-type: none"> <li>1. The Deputy Chief of Training denies the variance – Applicant is not accepted into the class and receives an explanation for the rejected application.</li> <li>2. The Deputy Chief of Training approves the variance - Applicant will be placed on the exception list. <ol style="list-style-type: none"> <li>a. If there are remaining seats available at the end of the placement process, the applicant will be seated in the class.</li> <li>b. If no seats are available at the end of the placement process, the applicant may volunteer for the wait list program provided the wait list is not full.</li> </ol> </li> </ol>	<p><i>G. Even though the training division has taken great steps to schedule classes that do not conflict, there is still a chance that this could happen, particularly in the case of students taking an out of county prerequisite class prior to a county class or waiting for a certificate in the mail. The student will have the opportunity to get permission to enroll in the county class pending successful completion of the prerequisite class or obtains the certificate. A chief officer or designee from the student's company will petition the Deputy Chief of Training on behalf of the student. This does not relieve the applicant from having to complete self-study type prerequisite certifications such as an on-line NIMS course.</i></p> <ol style="list-style-type: none"> <li>1.</li> <li>2. <i>Each request will be reviewed for feasibility and if approved, the applicant will agreed to the conditions set forth. Since this application is predicated on obtaining a certification and is not guaranteed, the applicant is placed last so that no other qualified student loses a seat in the event that the certification is not obtained.</i> <ol style="list-style-type: none"> <li>a.</li> <li>b. <i>Applicants on the exception list who are not seated will be transferred to the wait list if it is not already full.</i></li> </ol> </li> </ol> <p><i>The exception list is terminated when its applicants are placed in class, placed on the wait list or dropped from the process.</i></p>

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<sup>3</sup> Paragraph G applies only to a prerequisite class in which the applicant is currently enrolled (i.e., Enrolled in HAZMAT Ops which will end 4 days prior to the start of Firefighter I & II) and not “self-study” curriculum (i.e., online NIMS 700 course)

<p>3. Applicant shall be informed of and agree to, all conditions of the variance prior to acceptance into the class.</p>	<p><i>3. Applicants must understand that the exception list does not guarantee a seat and that if the certification is not obtained by the first day of class, they are dropped from the enrollment process.</i></p>
<p style="text-align: center;"><b>Original</b></p>	<p style="text-align: center;"><b>Intent</b></p>
<p>H. Training requests must have the endorsement of the sponsoring organization's<sup>4</sup> Chief Officer or designee.</p>	<p><i>H. Ensures that each company is responsible for sending the qualified applicants that they want. Prioritization of students may be added in the endorsement by the company officer</i></p>
<p>I. Classes will be filled utilizing the following method:<sup>5</sup></p> <ol style="list-style-type: none"> <li>1. At the close of the application period, all applications will be sorted by sponsoring organization and grouped in order of time and date that they were received.</li> <li>2. If there are more applications than seats, a numeric formula shall be used to fill seats. The maximum number of seats for the class shall be divided by the number of applicants. The answer shall be represented as a percentage of permissible applications. That percentage will then be multiplied by the number of applicants from each sponsoring organization to determine how many students from each will be accepted. This will ensure that at least one student from each organization is accepted into the class. Applications from each sponsoring organization shall be chosen in order of time and date each complete TR is received by the training division.</li> </ol>	<p><i>I. Percentage Method</i></p> <ol style="list-style-type: none"> <li>1. <i>Each applicants will be grouped with their company or department in order of the date and time the completed TR was received.</i></li> <li>2. <i>A percentage is obtained by dividing the maximum number of seats by the number of applicants. This is the percentage of applicants from each organization that will be accepted into the class. This method allows for a more equitable distribution of students and prevents one or two companies from monopolizing the enrollment.</i></li> </ol>

<sup>4</sup> For the purposes of the SWP, the term "sponsoring organization" means "each named volunteer organization." Volunteer organizations with more than one station affiliation (i.e., Co 1/20, Co 11/18/24, Co 15/25/35, Co 6/22) equate to "one volunteer company."

<sup>5</sup> See Appendix I for details

<p>3. When calculating each percentage, the numbers should be rounded up when applicable. In the event that there is an overage or underage, the applicant with the next latest date and time will be removed or added.</p> <p>a. Example – There are 23 applicants for a class with a maximum of 20 seats. 20 divided by 23 equals .867 or 87%, therefore each sponsoring organization will be permitted to send 87% of its applicants to the class.</p>	<p><i>3. Date and time of the TR (first come first served) will be used to solve any conflicts or issues with the math.</i></p>
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<b>Original</b>	<b>Intent</b>
<p>J. Within five (5) business days of the application closing date, the Course Coordinator will notify each sponsoring organizations Chief Officer or designee, of the number of their applicants who have been accepted. The FCHIEF / RCHIEF and VOLTRN email groups will be utilized for LC-CFRS sponsoring organizations. If there are more applicants than available seats, each Chief Officer or designee will have two (2) business days to prioritize which of their applicants will attend the class. If no priority is received after two (2) business days, their members will be admitted on a first come, first served basis, utilizing the date and time the completed TR was received by the Training Division.</p>	<p><i>J. Notification is done to inform the companies of which / how many of their applicants were accepted into class. Companies will also be notified at this time if there will be a second class to accommodate high demand.</i></p> <p><i>If there are more students than seats, this allows each company the opportunity to decide which students they want in the class.</i></p> <p><i>In the case of a second class, it will be the responsibility of each company to prioritize its applicants who were not seated in the first class.</i></p> <p><i>If no changes are received, the Training Division will place students first come first served from each company.</i></p>

<b>Original</b>	<b>Intent</b>
<p>K. Within twelve (12) business days of the application closing date, the Course Coordinator will send an email to all applicants who submitted a completed TR for the course. That notification will indicate one of the following three courses of action:</p>	<p><i>K. This is an increase from the original 5 days. It takes into account a maximum of 5 days to notify the companies, 2 days to receive a response and 5 days to formulate the final class roster and send to all students. Currently it rarely takes the full 5 days after closing to make all notifications so it is</i></p>

<ol style="list-style-type: none"> <li>1. The applicant is accepted into the class – The notification will provide the course information such as start date, location, time, etc.</li> <li>2. The applicant has been placed on the wait-list for the class - The notification will provide course information such as start date, location, times, class attendance during the wait-list period, and an explanation of the wait-list process (i.e., how/when an applicant will be taken from the wait-list and enrolled in the class).</li> <li>3. The applicant is not accepted in the class – The notification will include an explanation for the rejected application.</li> </ol>	<p><i>anticipated that this process will not usually take 8 days.</i></p> <p><i>Sub sections 1, 2 and 3 pertain to the class acceptance process and follow procedures already in use.</i></p> <p>3. No change from current policy</p>
<p><b>Original</b></p>	<p><b>Intent</b></p>
<p>L. For classes where the number of applicants exceeds the maximum class size, the Course Coordinator will establish a wait list. The following policy applies to the wait-list process:</p> <ol style="list-style-type: none"> <li>1. Within twelve (12) business days of the application closing date applicants not seated in the class will be notified that they have been placed on the wait list.</li> <li>2. Applicants will have two (2) business days to decline placement on the wait list.</li> <li>3. No more than ten (10) applicants may be placed on a waiting list.</li> </ol>	<p><i>L. The Wait List process has been used periodically and provides an orderly and productive process for backfilling vacancies as students drop out during the period of time between the close of the application period to the class start.</i></p> <p><i>1 The Wait list is voluntary; applicants are automatically enrolled but may choose to opt out.</i></p> <p><i>2. The purpose of two days opt out notification is to allow the training division to formulate a final wait list and notify all effected applicants in a timely manner. A student may drop out at any time but it is desirable to have them do it as soon as possible to avoid having to constantly update the list.</i></p> <p><i>3. Instead of allowing the course coordinator discretion on the maximum number of wait-listed students, the number was set at 10. This will provide a standard for each class.</i></p>

<p>4. For applicants who are placed on the wait list, their order on the wait list will be determined by the date and time that their completed TR was received by the training division. The Course Coordinator will communicate with the applicant their position on the wait list.</p> <p>5. All applicants on the wait list must agree to all terms and conditions associated with being on the wait list as communicated by the Course Coordinator.</p> <p>6. Fire classes will allow wait-listed students to sit for the first day of class. Any wait-listed student not seated at that time will be dropped from the class and the list terminated.</p> <p>7. EMS classes will allow wait-listed students to attend class until the first module test. Any wait-listed student not seated before the first module test will be dropped from the class and the list terminated.</p>	<p><i>Also, by mandating 10 students max, it sets the foundation for determination if a second class is needed to satisfy high demand.</i></p> <p><i>4. First come first served for list position</i></p> <p><i>5. Students must agree to the terms including acknowledgment that entry into the class is not guaranteed.</i></p> <p>6. Fire classes only wait list until the first day of class. If no one drops out prior to the first class, the wait list is over.</p> <p>7. EMS classes can wait list until the first module test</p>
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Original	Intent
<p>M. For classes where the number of applicants exceeds the maximum class size and there are more than ten (10) students applying for the wait list, the Deputy Chief of Training will determine the feasibility of opening a second class. This decision will be made within five (5) business days of the close of the</p>	<p><i>M. The addition of a second class when demand is high is not an uncommon event and this section simply defines that process. For classes where more than 10 applicants aren't seated, the Deputy Chief of Training will make the decision whether or not to open a second class. Factors that may be considered but not limited to include:</i></p> <ul style="list-style-type: none"> <li><i>• Number of applicants not seated</i></li> <li><i>• Instructor availability</i></li> <li><i>• Scheduling conflicts</i></li> </ul>

<p>enrollment period of the original class<sup>6</sup>. The Deputy Chief of Training will take one of the following two actions regarding this decision:</p> <ol style="list-style-type: none"> <li>1. The Deputy Chief of Training determines that a second class is not feasible - A maximum of ten (10) applicants will be placed on a waiting list for the original class as per Paragraph L.</li> <li>2. The Deputy Chief of Training determines that a second class will be feasible - Enrollment for this additional class will be open to all members. Enrollment will be conducted as described in Section I with the following exceptions: <ol style="list-style-type: none"> <li>a. Enrolling applicants may need to submit a second TR specific to the new class.</li> <li>b. Applicants will be provided a minimum of ten (10) business days to enroll in the second class.</li> <li>c. Classes will be filled utilizing the method directed in Paragraph I. Reapplying applicants who were not seated in the first class will not receive priority. Each sponsoring organizations Chief Officer or designee will be responsible for prioritizing which of their applicants</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2. <i>The second class will be open to all members and will usually be scheduled so as to begin as soon as possible with minimum delay from the original class. Enrollment in the second class will follow the guidelines as set forth except for a few exceptions due to the nature of squeezing in an unplanned class. All exceptions will be noted in the TA.</i> <ol style="list-style-type: none"> <li>a. <i>Applicants may have to submit a new TR including evidence of prerequisite completion, in order to provide an updated request for the new class. For some classes, the training division may be able to transfer applicants from the first class to the second without having them reapply.</i></li> <li>b. <i>Since this is an extra class and may need to be scheduled quickly, a minimum of 10 days is specified.</i></li> <li>c. <i>It will be up to each Company, not the training division, to prioritize applicants.</i></li> <li>d. <i>Due to the fact that implementing an extra class is workload intensive and scheduling is complicated, there will need to be exceptions</i></li> </ol> </li> </ol>
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<sup>6</sup>The provisions of Paragraph M do not in any way preclude the Deputy Chief of Training or Training Division from taking other, more effective actions to increase class size in order to accommodate demand (i.e. adding additional instructors to a class, module scheduling changes).

<p>will attend the class as described in Paragraph J.</p> <p>d. Due to the fact that this is an unplanned class hosted for the purpose of meeting immediate demand, other exceptions may apply. All exceptions to Section I will be defined in the TA.</p>	<p><i>to the normal enrollment process. The TA will make clear all exceptions.</i></p>
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Original	Intent
<p><b>II. Virginia Department of Fire Programs (VDFP) and All Other Sponsored Classes</b></p>	<p><i>This second section pertains to all VDFP sponsored classes as well as any classes which are not covered by Section 1</i></p> <p><i>The reason for the delineation is Loudoun Specific classes do not follow all of the same guidelines as VDFP and there is the ability to tailor these procedures to better fit our needs</i></p>

Original	Intent
<p>A. The LC-CFRS Training Committee hereby establishes a procedure for timely notification to fire and rescue system members seeking registration for Virginia Department of Fire Programs (VDFP) and all other sponsored classes not covered previously in Section I, which are offered by the Training Division<sup>7</sup>. This policy also establishes procedures for enrollment, for a waiting list in classes where the number of applicants exceeds the maximum allowable and for the addition</p>	<p><i>A. Same as in Section I except that there will be classes held at the training academy that are not offered by the training division and sponsored by an outside agency. Enrollment for these classes will be handled entirely by that outside agency.</i></p>

<sup>7</sup> The enrollment process for classes not offered by the Training Division but conducted at the Training Academy will be controlled by the agency which sponsors the class. (i.e. Applicants must apply on-line at the VDFP web site and receive notifications from VDFP; not the Training Division, for an Instructor III class held at the Training Academy.)

of a second class in the event of high demand.	
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<b>Original</b>	<b>Intent</b>
<p>B. Maximum class sizes will be dictated by the Commonwealth or nationally recognized credentialing agencies such as the Virginia Department of Fire Programs (VDFP) and the Virginia Office of Emergency Medical Services (VOEMS). Class sizes may only be exceeded if the credentialing agency grants a variance.</p> <p>C. Minimum class sizes will be determined by the credentialing agency (i.e. VDFP, VOEMS).</p>	<p><i>B. and C. – The Training Division shall comply with all class guidelines and mandates required by the credentialing agency. In cases where it would be advantageous for the LC-CFRS to deviate from those guidelines and mandates, the Training Division must first receive approval from the credentialing agency.</i></p>

<b>Original</b>	<b>Intent</b>
<p>D. Training Advisories (TA) will be distributed a minimum of sixty (60) calendar days prior to the posted application closing date. Normally the application closing date will be thirty (30) business days before the first day of class. Some classes such as hybrid classes however may require an application closing date of more than thirty (30) business days. In these cases, the deviation from the nominal closing date/ class start timelines will be announced in the TA.</p>	<p><i>D. Same as in Section I</i></p>

<b>Original</b>	<b>Intent</b>
<p>E. No Training Requests (TR) will be accepted after the posted application closing date unless a variance is granted by the credentialing agency. If applicable - No applicants will be added to the class after the first class session.</p>	<p><i>E. Provides the Training Division with the ability to continue to request deviations from certain requirements when advantageous for training</i></p>

<b>Original</b>	<b>Intent</b>
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<p>F. Incomplete TR's<sup>8</sup> will be returned for resubmittal. No priority is given to students resubmitting a TR. Once the completed TR is received, the applicant will be eligible for the class placement process provided that the provisions of Paragraph E are met. The date and time that the completed TR is received by the Training Division will be used to determine the applicants position in the placement process.</p>	<p><i>F. Same as in Section I</i></p>
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Original	Intent
<p>G. Applicants who are currently enrolled in but have not completed a prerequisite class, may petition the Deputy Chief of Training for a variance to allow admission to a class. When applicable, the Deputy Chief of Training will coordinate this request with the credentialing agency. Enrollment would be conditional upon successful completion of all prerequisite class's<sup>9</sup> on or before the first day of the requested class. After receipt of this request, the following action will be taken:</p> <ol style="list-style-type: none"> <li>1. The Deputy Chief of Training or credentialing agency denies the variance – Applicant is not accepted into the class and receives an explanation for the rejected application.</li> <li>2. The Deputy Chief of Training or credentialing agency approves the variance - Applicant will be placed on the exception list.</li> </ol>	<p><i>G. Same intent as in the previous Section G however now the Deputy Chief of Training must request approval from the credentialing agency.</i></p> <ol style="list-style-type: none"> <li><i>1. The Deputy Chief of Training forwards the reason for the credentialing agency denial to the applicant.</i></li> <li><i>2. The Deputy Chief of Training forwards the credentialing agency approval to the applicant along with specific conditions of the variance</i></li> </ol> <p><i>a., b., 3. – Same as section I</i></p>

<sup>8</sup> A “completed TR” is one which includes all required information and supporting documentation (prerequisites).

<sup>9</sup> Paragraph G applies only to a prerequisite class in which the applicant is currently enrolled (i.e., Enrolled in Instructor I which will end 4 days prior to the start of Officer I) and not “self-study” curriculum (i.e., online NIMS 700 course)

<ul style="list-style-type: none"> <li>a. If there are remaining seats available at the end of the placement process, the applicant will be placed in the class.</li> <li>b. If no seats are available at the end of the placement process, the applicant may volunteer for the wait list program provided the wait list is not full.</li> </ul> <p>3. Applicant shall be informed of and agree to, all conditions of the variance prior to acceptance into the class.</p>	
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Original	Intent
<p>H. Training request must have the endorsement of the sponsoring organization’s Chief Officer or designee.</p> <p>I. Classes will be filled utilizing the following method:</p> <ul style="list-style-type: none"> <li>1. Each sponsoring organization will have the opportunity to fill one (1) seat in the class.</li> <li>2. Any sponsoring organization not filling a seat (e.g., by not submitting a completed TR) on or before the class closing date will forfeit their seat.</li> <li>3. Remaining seats not filled as specified above, will be filled on a first come, first served basis, utilizing the date and time the completed TR is received by the Training Division.</li> </ul>	<p><i>H. Same as in Section I</i></p> <p><i>I. The method of First Come first Serve is a VDFP requirement and shall be used in Section II regardless of which enrollment method is selected in Section I.</i></p> <ul style="list-style-type: none"> <li><i>1. Guarantees that all companies that submit an application get at least one seat.</i></li> <li><i>2. Same as in Section I</i></li> <li><i>3. Same as in Section I</i></li> </ul>

Original	Intent
<p>J. Within five (5) business days of the application closing date, the Course Coordinator will notify each sponsoring organizations Chief Officer or designee, of the number of their applicants who have</p>	<p><i>J. Same as in Section I</i></p>

<p>been accepted. The FCHIEF / RCHIEF and VOLTRN email groups shall be utilized for LC-CFRS sponsoring organizations. If there are more applicants than available seats, each Chief Officer or designee will have two (2) business days to prioritize which of their applicants will attend the class. If no priority is received after two (2) business days, their applicants will be admitted on a first come, first served basis, utilizing the date and time the completed TR was received by the Training Division.</p>	
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Original	Intent
<p>K. Within twelve (12) business days of the application closing date, the Course Coordinator will send an email to all applicants who submitted a completed TR for the course. That notification will indicate one of the following three courses of action:</p> <ol style="list-style-type: none"> <li>1. The applicant is accepted into the class – The notification will provide the course information such as start date, location, time, etc.</li> <li>2. The applicant has been placed on the wait-list for the class - The notification will provide the course information such as start date, location, times, class attendance during the wait-list period, and an explanation of the wait-list process (i.e., how/when will an applicant be taken from the wait-list and enrolled in the class).</li> <li>3. The applicant is not accepted in the class – The notification will include an explanation for the rejected application.</li> </ol>	<p><i>K. Same as in Section I</i></p> <ol style="list-style-type: none"> <li><i>1. Same as in Section I</i></li> <li><i>2. Only applicable to classes in which the credentialing agency allows students into a class after the enrollment period has ended. A variance may be needed in some cases.</i></li> <li><i>3. Same as in Section I</i></li> </ol>

Original	Intent
<p>L. For classes where the number of applicants exceeds the maximum number of students allowed and where permitted by the credentialing agency, the Course Coordinator will establish a wait list. The following policy applies to the wait-list process:</p> <ol style="list-style-type: none"><li>1. Within twelve (12) business days of the application closing date applicants not seated in the class will be notified that they have been placed on the wait list.</li><li>2. Applicants will have two (2) business days to decline placement on the wait list.</li><li>3. The maximum number of applicants to be placed on a waiting list shall be ten (10) unless otherwise defined by the credentialing agency.</li><li>4. For applicants who volunteer to be placed on the wait list, their order on the wait list will be determined by the order that the Training Division received their completed TR. The Course Coordinator will communicate with the applicant their position on the wait list.</li><li>5. Any applicant who volunteers to be placed on the wait list must agree to all terms and conditions associated with being on the wait list as communicated by the Course Coordinator.</li><li>6. Unless otherwise specified by the credentialing agency, the wait list will allow students to sit for the first day of class. Any wait-listed student not seated</li></ol>	<p>L. <i>Only applicable to classes in which the credentialing agency allows students into a class after the enrollment period has ended. A variance may be needed in some cases.</i></p> <ol style="list-style-type: none"><li>1. <i>Same as in Section I</i></li><li>2. <i>Same as in Section I</i></li><li>3. <i>Same as in Section I</i></li><li>4. <i>Same as in Section I</i></li><li>5. <i>Same as in Section I</i></li><li>6. <i>Same as in Section I except that the credentialing agency may will make the final determination about wait listing</i></li></ol>

at that time will be dropped from the class and the list terminated.	
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Original	Intent
<p>M. For classes where the number of applicants exceeds the maximum number of students and there are more than ten (10) students applying for the wait list, the Deputy Chief of Training will determine the feasibility of opening a second class. This decision will be made within five (5) business days of the close of the enrollment period of the original class<sup>10</sup>. The Deputy Chief of Training will take one of the two following actions regarding this decision:</p> <ol style="list-style-type: none"> <li>1. The Deputy Chief of Training determines that a second class is not feasible - A maximum of ten (10) applicants will be placed on a waiting list for the original class as per Paragraph L.</li> <li>2. The Deputy Chief of Training determines that a second class will be feasible - Enrollment for this additional class will be open to all members. Enrollment will be conducted as described in Section II with the following exceptions: <ol style="list-style-type: none"> <li>a. Enrolling applicants may need to submit a second TR specific to the new class.</li> <li>b. Applicants will be provided a minimum of ten (10) business days to enroll in the second class.</li> <li>c. Classes will be filled utilizing the method directed in Paragraph I. Reapplying applicants who were not seated in the first class will not</li> </ol> </li> </ol>	<p><i>M. Same as in Section I</i></p> <ol style="list-style-type: none"> <li><i>1. Same as in Section I</i></li> <li><i>2. Same as in Section I</i> <ol style="list-style-type: none"> <li><i>a. Same as in Section I</i></li> <li><i>b. Same as in Section I</i></li> <li><i>c. Same as in Section I</i></li> </ol> </li> </ol>

<sup>10</sup> The provisions of Paragraph M do not in any way preclude the Deputy Chief of Training or Training Division from taking other, more effective actions to increase class size in order to accommodate demand (i.e. adding additional instructors to a class, module scheduling changes).

<p>receive priority. Each sponsoring organizations Chief Officer or designee will be responsible for prioritizing which of their applicants will attend the class as described in Paragraph J.</p> <p>d. Due to the fact that this is an unplanned class hosted for the purpose of meeting immediate demand, other exceptions may apply. All exceptions to Section II will be defined in the TA.</p>	<p><i>d. Same as in Section I</i></p>
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Approved for compliance with Emergency Medical Services delivery

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

