

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

1. Call to order
2. Roll Call
3. Approve July 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
  - a. Updating Command Officer FRG and Conversion to SWP
  - b. Volunteer Command Officer List (Provide to FOC Chair ASAP)
10. New Business
  - a. Social Media and Use of Personal Electronic Devices SWP (Action)
  - b. FOC Rules of Order (minor revision)
11. Committee Member Comments
12. System Comments
13. Announcements:
  - a. Next Fire Operations Committee Meeting: September 21, 2016
  - b. Next Executive Committee Meeting: August 30, 2016





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

---

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



## **MEMORANDUM**

**5**

**DATE:** August 12, 2016  
**TO:** Christine Langley-Obaugh, Executive Liaison  
**FROM:** Michael Nally, Deputy Chief of Operations  
**CC:** Keith H. Johnson, Assistant Chief of Operations  
**SUBJECT:** LCFR Operations Report to Loudoun County Fire Operations Committee

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

COG Senior Operations Chiefs

- Cancelled – No Meeting

NOVA Senior Operations Chiefs

- Thursday, August 4, 2016 - Teleconference
  - Notes not disseminated prior to this report

### **General**

Communications GO 2016-004 – Mutual Aid Run Order

- Mutual aid units will receive a verbal cue from dispatch of their run order assignment on multi-unit calls in Loudoun County.

### **Apparatus**

Current Projects:

- Hazmat Support 619
  - PO cut
  - Pre-Construction meeting complete
  - Waiting for start date.
  - Hope for a late summer delivery date
- 2 Tankers (Middleburg & Kirkpatrick)
  - Delivery around September
- New Ambulance (A623)

Teamwork \* Integrity \* Professionalism \* Service

- 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**

June 2016 - 27 of 30 nights were covered by VBC's (90.00%)

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

July 2016 - 24 of 31 nights were covered by VBC's (77.42%)

Graham- 4  
Short- 3  
Davis- 2  
Firmin- 1  
Cook - 4

Shultz- 4  
Starling- 3  
Buchanan- 0  
Stephens- 3  
LCFR- 7

**Significant Incident Reports**

- 05-30-16 21104 Walkley Hill Place - Ashburn. (Inc.# 201612315)
  - Water/Technical Rescue – BC Menzenwerth
- 07-05-16 19876 Riders Success Lane - Leesburg (Inc.# 201615358)
  - House Fire – BC Neal





## SIGNIFICANT INCIDENT REPORT



Incident Commander Tim Menzenwerth

Officer completing SIR (if different from above) [Click here to enter text.](#)

Incident date 5/30/2016	Incident number 201612315
Dispatch time 1758	Box area 2361
Incident location 21104 Walkley Hill Place	

Type of incident as dispatched Cardiac Arrest

Actual type of incident (if different from above) Water and High Angle Rescue

Number of Alarms:  Initial Alarm Only  Second Alarm or Greater  Level I RIT  
 Level II RIT  Level III RIT  Tanker Task Force  
 Other Technical Rescue

Dispatched/Additional Units (Level I RIT, 2<sup>nd</sup> Alarm, Tanker Task Force, etc): Technical Rescue

### 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	\$N/A	\$N/A	\$N/A
Damages	\$N/A	\$N/A	\$N/A

### Incident Times

First unit on scene	1803
Additional alarms/resources requested	1814
Fire/Incident Under Control	1855
Last unit cleared scene	1947

### Understaffed/Unavailable/Add-on Units

N/A

## **Initial Evaluation**

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

Company 23 was dispatched for a cardiac arrest off of Walkley Hill Pl. E623, M623 and A623B responded to the call. Arrival on scene found a 19YOM who had fallen approximately 25-30ft onto rocks on the water's edge. Patient had visible head trauma, dark red bleeding from the ears, was combative and unable to follow commands. The patient was being supported in the water with the help of two bystanders and EMS601

## **Narrative of Operations**

LT Gregg established command and requested additional resources. The location was approximately 0.25 miles from the apparatus. He established a primary equipment staging area behind the action area and a forward staging point for equipment in immediate need to be transferred down to the water's edge. PFDs were acquired from various apparatus and transferred down to persons in the water. Aircare was requested and the crew was shuttled from the LZ to the incident site. Secondary plans, such as using boats for a water based extraction, were discussed and discarded. At water level, EMS601 and the ALS provider from M623 assessed the victim. The victim was demonstrating injuries consistent with head injury, was combative and uncooperative to command. For that reason, EMS601 consented to allow the victim's companions to remain with them as they were more successful at calming the victim. Victim would be packaged onto a miller board and into a Stokes basket for movement. EMS601 did consider pharmacological sedation; however, the specific medications authorized by medical control may have resulted in respiratory depression during the unaccompanied lifting phase. Above, there were two operations in progress. One group was assigned to assist getting equipment to the EMS crew in the water. This required two persons situated at intervals going down the slope as well as runners to move items up from primary staging. The extrication group was led by R620, who established a haul system via an overhead tree bough. Using the basic change of direction to a four-man haul team, the victim was lifted up the face and transferred immediately to the waiting flight team.

## **Safety Officer Comments**

Very Low Frequency High Risk call. Call was completed without injury, but several learning points can be identified.

1. Personnel should be mindful to utilize provided PPE. Several person were observed in the water without donning PFDs.

2. Cliff faces are notoriously unstable and capable of giving way from under footing. Personnel operating within proximity of the edge should be tethered to an anchor point.
3. Personnel operating at the base of a cliff face should be mindful of falling debris, rocks and dropped equipment. Appropriate head protection should be worn by personnel operating below.
4. While 2 in:2out does not apply, ICs need to consider assigning personnel to RIT-like tasks, including downstream safeties and division specific aides to Safety
5. While the risk benefit analysis favored the use of civilian personnel in this case, personnel should exercise additional caution when utilizing them inside the operation's area. As civilian capability to respond to rapidly deteriorating conditions is unknown, additional safety measures should be taken to protect them.

It should be noted that this call was two calls in one and filling all the roles identified would have created a significant delay in the successful conclusion of the incident. ICs remain responsible for balancing risk against safety/benefit.

### **Additional Comments**

The most important take away is this complex rescue was successfully completed with zero injuries. The incident involved all the risks and challenges of a high angle/below grade rescue with the risks and challenges of a water rescue. This required a dynamic approach during the resource-starved early phases. Thus, multiple firefighters were operating without the benefit of normal safety procedures for extended periods. Review of the Safety Officer comments notes the numerous roles left unfilled. In order to properly fulfill all the missing roles, I estimate between two and three additional suppression companies were needed. The IC faced difficult risk/benefit decisions, which left room for discussion/improvement. It should also be noted that some decisions compounded other problems, such as what equipment was brought down from the apparatus to the cliff side. Thus requiring runners to gather the needed supplies that were not brought down. There was only so much that could be brought down by these runners per trip. And it should also be noted that the initial information being fed to ECC and thus to first arriving personnel was very different. A solid situation report was not available until after several companies had made their best guess and started down.

Early decisions by the initial IC were very mission focused in that he deployed his few resources to stabilizing the incident, which mostly involved getting ALS care to the patient. EMS601 had made his down to the patient already. The victim's condition was combative and would have been a handful on the carpet in a wide open living room. The team was trying to stabilize this situation in water at the base of a cliff. The IC reinforced the lower area with another medic and established a means of relaying equipment down to them. Recognizing the water needs, the IC had relayed down PFDs to those in the water. Not all the personnel who were engaged down there donned the PFDs. This is not acceptable and those officers need to set the right example. Only one of the two civilians complied. One of the providers also donned his water helmet. It is the Department's expectation that providers utilize all provided safety gear and PPE.

Similarly, the relay team was deployed down and along the bluff face. While they were technically sufficient distance away from the water, the distance was vertical. Meaning a fall would have landed the employee in the water, potentially landing atop one of the providers below. Therefore they should have also donned PFD. At the same time, these were the providers that needed to be anchored. While cumbersome, implementing both safety concepts is not an insurmountable task.

There were also several areas where the safety needs of the event directly contradicted each other. One example is everyone working below the rigging operation should wear head protection capable of withstanding a direct impact to the head from dropped equipment or rocks. Yet operating in the water with structural PPE helmets is contraindicated due to the weight. Providers stunned or rendered unconscious while wearing such head protection are at risk of having the weight of the helmet drag their head/airway under water. Yet the standard swift water helmet is not designed to withstand the impact of a moderate sized object dropped from 20' above. Using the technical rescue helmets may have been a viable option.

In the email requesting input to this SIR, the officers were asked if a gator would have been beneficial. All said yes. Two considered it but discarded the idea because they felt the gator would not arrive in time. During business hours, OEM is incredibly prompt. But after hours 'from home' response by OEM has a more significant reaction time, resulting in a 90+ minute response time to an incident on RT 601. A gator on scene would have allowed for ease of equipment movement, speed in readying 'Plan B' options and greatly assisted in moving the victim back up to the street.

EMS did consider sedating the patient, which was discussed with medical control. Of note, the manner of sedation considered was an advanced skill set for only the EMS Supervisors. It was beneficial to have the EMS Supervisor at the patient side to assess the risk/benefits of this procedure. The unstable nature of the patient condition prevented 100% confidence in the lashing used to secure the victim in the basket. This impacted the lift team's tactics, moving from a vertical basket lift to a horizontal position lift.

The lift was performed safely, but the terrain hampered the operation and made the lift bumpy. Had the vertical position been a possibility, the basket would have slid up the slope more easily. The horizontal position allowed the basket to snag on brush and ground as it ascended. Tag lines were used, but the underwater drop off prevented the tag line crews from moving back far enough to prevent those snares. Having a person tied onto the Stokes 'walking the basket up' would have avoided this, but would have exceeded the safe capacity of the haul system. The simple change of direction haul was selected based on the room available. Creating a 2:1 or better may have required another change of direction/anchor for the haul team and would have required additional time spent on the overhead branch being used to base the system. Even moving the system further out on the branch was considered and discarded for safety reasons. This system was a good call on this event.

Boats were considered and discarded. None of the personnel were familiar enough with this area to identify a usable put-in for the boats. As it turned out, all personnel were working of the

assumption this was a tributary of the large reservoir. In actuality, we were below the dam of the first lake and well away from the any viable put in.

#### Kudos

1. Incident was completed with no additional injury to patient or to providers
2. The initial IC was actively developing additional options in the event the current plans failed
3. The presence of the EMS Supervisor opened treatment options not normally available. Officers should discuss these capabilities with the Supervisor and their crews. This will assist the IC in determining where the Supervisor should be deployed.
4. The decision to bring the air crew to the scene improved patient care transfer.
5. It was daylight throughout the call. Had the personnel not been as efficient and darkness fallen, the challenges would have multiplied.

#### Primary Recommendations

1. PPE needs to be used when available.
2. As resources arrive, attention needs to be given to increasing the safety envelop. Much in the same vein as the RIT team throwing additional ladders around a structure, a crew can move from position to position tying off this person or delivering another a PFD/helmet, etc.
3. Additional safety officers/aides would have assisted in achieving #2.
4. As it happened, resources on scene handled the call well. However, there was little reserve. Had the victim's condition crashed or a responder fallen/been injured, there was little help on the top left to deploy. Even with the extended response times, additional crews on site would be good, much like a Level 1 RIT.
5. Gator response should have been started. Recent gator response varies based time of day, which is likely the basis of the conclusions by the officers. Had the gator been dispatched, it may have made it to the scene in time to shuttle the patient up and then shuttle equipment/personnel. If we exercise this resource more, Staff may be able of determine if we need to adjust the deployment model for the gators.

#### **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 7/5/2016	Incident number 201615358
Dispatch time 12:09 hours	Box area 13-16K
Incident location 19876 Riders Success Lane - Leesburg	

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): E609B, M617C, TL619 (RIT Level 1), E606C, K608, K604, K603, and BC603 (Tanker Task Force), Ambulance Bus 623, Support 609.

## 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	\$250,000

## Incident Times

First unit on scene	12:15 hours
Additional alarms/resources requested	12:15 hours
Fire/Incident Under Control	12:50 hours
Last unit cleared scene	16:28 hours

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

These units were not on the original dispatch: R620, E622, T620, and E620. Other chief officers responded including Battalion 613, Operations 600, and Training 600.

## **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**

Next to Riders Success, Lane, a neighbor noticed heavy smoke from the chimney and roof and dialed 911. Another house fire incident was de-escalating at 1430 Hague Drive in Leesburg. This incident was 2.2 miles from Riders Success Lane. E605, E607, E602, E609, E623, TL602, T606, R439, K605, K602, K623, M680, BC602, BC601, EMS601, and SAF600 were dispatched for the house fire at 19876 Riders Success Lane. ECC provided information of a “house fire with heavy smoke from the vents and roof on the second floor”. Operations were placed on 6-Hotel as other talk groups were still active from the previous incident. E605 was in position to arrive as the first engine. Prior to arriving at the scene and visually noting a large column of smoke, E605 requested a RIT Level 1 response from Battalion 602. Battalion 602 acknowledged the RIT Level 1 request and added a Tanker Task Force. The RIT Level 1 response consisted of E609B, M617C, TL619 and the Tanker Task Force response consisted of E606C, K608, K604, K603, and BC603.

E605 laid out from the end of cul-de-sac (intersection of Wulf Crest Place and Don Juan Lane) and designated this location for dump tanks. E602 arrived as the second engine and announced an assignment change with E607. E605 arrived on-scene with a one and a half story, single family, Type 3 construction with heavy black turbulent smoke from Side Charlie. The officer announced a 360 was underway and identified passport drop-off. E605 established Wulf Crest Place Command with heavy fire on Side Charlie. (Note: The actual address of the incident was 19848 Lucarno Lane.) The crew began attacking the fire with a 200 foot 2-inch line. TL602 X-ray was identified as the “Two-Out”. E605 also announced the intent to conduct a transitional attack based on the outcome of the initial exterior attack.

Battalion 613 and Battalion 601 arrived on scene. Command provided an update to Battalion 601 including that the crew of T602 and E605 were operating on Side Charlie with positive results, fire extension to second floor, and E607 was stretching a back-up line. Battalion 601 assumed Riding Success Command behind E605. Command assigned Battalion 613 to Division Delta and authorized interior fire attack under his direction. Command directed E620 to assume the role of

“Two-Out” on side Bravo. R620 began a primary search on the first floor. E622 took the third-due engine assignment. Delta Division directed interior crews to back-out of the structure since the first engine’s tank water was exhausted. E607 radioed Command that a partial collapse occurred on the second and that the second floor was “uninhabitable”.

With the loss of water supply and information about a collapse, Command ordered an evacuation of the structure and directed ECC to sound the evacuation alarm. Units evacuated the structure. Command conducted a PAR check of units who operated inside the structure. Division Delta began an exterior attack of the second floor via ladders. Command obtained a command channel (6-Golf, Command 20) and directed all additional units to stage on Wulf Crest Place. Training 600 assisted Command with capturing the location of all units on the fireground. A RIT Group was established for continuous operations.

Battalion 602 assumed Water Supply and obtained a water supply channel (6-India, TAC 22). K605 and K602 provided water until dump tanks could be deployed. Still located near the Hague Drive incident, E620 relocated to Woodlea Drive and established a fill site. With water supply secured, Division Delta began a controlled reentry into the structure. The fire was extinguished and overhaul operations were initiated. Extensive overhaul operations were required on the second floor. Overhaul operations were coordinated with investigations by the FMO.

REHAB was established by M680 and supported by M617C. All personnel were processed without any transports. Support 609 also responded and provided hydration to all personnel on the fireground. No injuries resulted from the incident despite high heat and humidity.

### **Safety Officer Comments**

- Initially, one firefighter did not don their protective hood. This was quickly resolved by directing the individual to retrieve it.
- Throughout the incident, all personnel operating in the IDLH remained ‘on air’ while conducting interior operations.
- All personnel rotated appropriately through REHAB. The REHAB Group utilized insect repellent and suntan lotion from the safety officer’s vehicle to protect personnel. The REHAB Group also utilized the decontamination wipes to remove contaminants from the face, neck, arms and hands of personnel on the fireground.
- All personnel and officers consumed fluids to remain hydrated throughout the incident.
- The hole on the 2<sup>nd</sup> floor was quickly identified and communicated to all personnel. Personnel avoided this area throughout the incident.
- Some personnel were required to enter the second floor through a window. They appropriately sounded the floor before entering.
- Ladders were deployed to three sides of the building early into the incident
- Fire Marshal’s Office delayed investigation until the building was metered by the safety officer.

## Additional Comments

Several lessons learned were identified from this incident. These lessons are described in three categories: positive attributes, points of improvement, and recommendations for future incidents.

Several positive attributes of this incident were identified.

1. The first engine performed a detailed size-up. This included a description of the smoke (i.e. "black turbulent smoke") and use of the thermal imaging camera.
2. The first engine's selection of a transitional attack was appropriate. The first engine's crew initiated an exterior attack on Side Delta with positive results followed by the second engine's crew's advance through Side Bravo for extinguishment.
3. TL602 appropriately straddled the supply line as it positioned close to the scene.
4. Command received critical information (i.e. "partial second floor collapse" and "loss of water supply") concurrently. This information drove the decision to evacuate the structure. The evacuation "reset" the incident and allowed Command to recapture the location of units on the fireground.
5. Arriving with the first units, EMS601 began to record units that deployed into the IDLH. Following the evacuation order, EMS601's record allowed those units to be quickly PAR checked without delay.
6. After the evacuation, Training 600 was able to capture all of the units on the fireground on the command board. This allowed complete incident accountability and controlled deployment to resume.
7. The REHAB Group was operated well. The REHAB Group Supervisor donned a vest, operated on the Command Channel, and announced the arrival and release of units.
8. The Canteen and Support unit from Station 609 provided restroom facilities, refreshments, and snacks. It was an extremely hot and humid day. The crew from these units patrolled the fireground, provided hydration, and encouraged all personnel to drink fluids. They also picked up discarded empty water bottles and food wrappers from their work. T

Several points of improvement were identified.

1. Unit officers must exercise discipline when adding on and deploying on incident scenes. Several units added on to the incident without following SOP 05.00.17 Discretionary Response of Apparatus and Staff. Some units also deployed hastily on the incident scene without tracking by the incident commander.
2. The occupants of the structure evacuated prior to the arrival of the first units. This information was not obtained until several minutes into the incident. Without an obvious life threat, deployment to the interior could have been more controlled.
3. Tanker 605 did not position as the nurse tanker (i.e. directly next to the first engine). This was the result of the engine and tanker not responding together since the engine responded from an earlier incident. When Tanker 605 arrived on scene, additional units were already blocking its access to the first engine.
4. The first-arriving command officer did not position in an advantageous location to see the structure. Information about fire conditions and unit locations had to be largely be obtained via the radio. Poor positioning coupled with the assignment of a "Fire Attack Group" essentially gave control of the fireground to a forward-deployed command officer.

5. The first-arriving command officer was prompted to don a command vest and activate the emergency incident rehabilitation function.
6. After the evacuation was declared, some units continued to provide progress reports (i.e. completion of searches, water supply conversations between tankers, etc.) instead of maintaining radio silence and evacuating.
7. When cleared from REHAB, one unit self-deployed back to Side Alpha. Command directed the unit back to REHAB until it was directed to an assignment.

Several recommendations for future incidents were identified.

1. When units arrive on the scene of a working incident, they should announce their intended assignment to the incident commander.
2. A command channel should be automatically established when RIT Level 1 or a Tanker Task Force is requested. The response traffic of these additional units on the operations channel negatively impacted communication on the fireground.
3. The assignment of a talkgroup (and chief officer) to each aspect of the incident helped manage the large amount of radio traffic. This included operations (BC601), water supply (BC600), and command (DC600).

### **Attachments**

Pictures

Diagrams

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

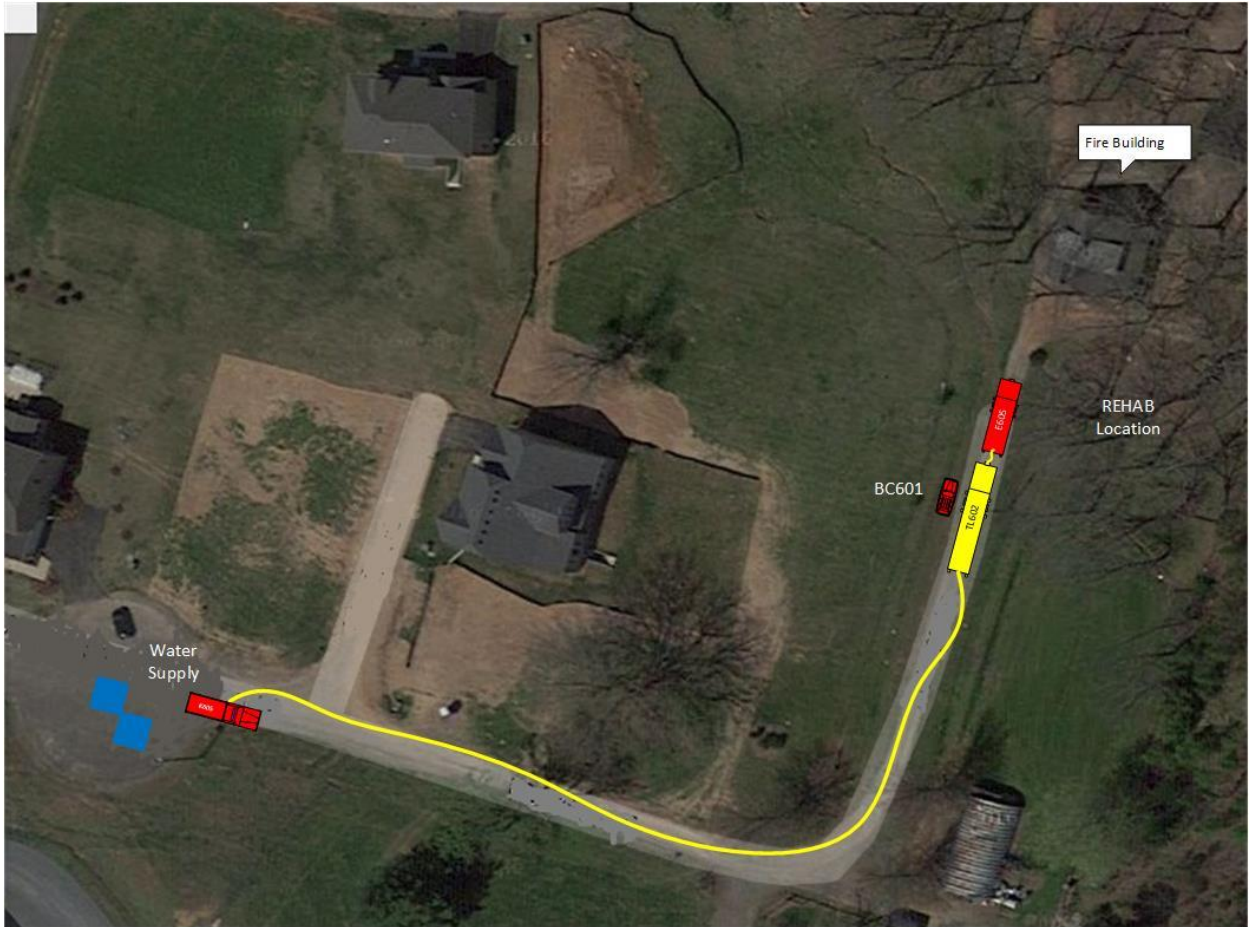


Figure 1: Basic Layout of Initial Unit Positioning



Figure 2: Water Supply looking towards Route 15



Figure 3: Water Supply looking towards the scene (house in picture is not affected dwelling).

FIRE AND RESCUE DEPARTMENTS OF NORTHERN VIRGINIA CONSOLIDATED INCIDENT COMMAND BOARD											
ADDRESS/COMMAND		8776 ROUTE 600, SUITE 100, FARMERS MARKET									
TACTICAL CHANNEL		15 SFB									
COMMAND CHANNEL		15 SFB									
FLOOR, DIVISION, GROUP, BRANCH		FIRE ATTACK		WATER		ATTACK STAIRWELL		EVAC STAIRWELL		LIFELINE	
OFFICER, SUPERVISOR, DIRECTOR		KEVIN		GARNER						M117	
OFFICER, SUPERVISOR, DIRECTOR		E609 T620		E120 T600		E605 T602		E602		E601	
OFFICER, SUPERVISOR, DIRECTOR		E623		E602		K113				M680	
OFFICER, SUPERVISOR, DIRECTOR		E602								M680	
PRIMARY SEARCH		PRIMARY SEARCH		PRIMARY SEARCH		PRIMARY SEARCH		PRIMARY SEARCH		PRIMARY SEARCH	
SECONDARY SEARCH		SECONDARY SEARCH		SECONDARY SEARCH		SECONDARY SEARCH		SECONDARY SEARCH		SECONDARY SEARCH	
SITUATION STABLE		SITUATION STABLE		SITUATION STABLE		SITUATION STABLE		SITUATION STABLE		SITUATION STABLE	
REQUEST		REQUEST		TASK		TASK		TASK		TASK	
GAS CO		BLDG INSP		LIGHT/AR		RED CROSS		WATER		UTILITIES	
POWER CO		HEALTH INSP		CANTEN		BLDG ENG		LADDERS		VENT	
FIRE INVEST		POLICE		VDOT		WATER DEPT		SALVAGE		EMS/REHAB	
										SAFETY CO	
										B	
										C	
										A	
										D	
CHECK ALL OPERATING UNITS AIR SUPPLY. CHECK EXPLOSIVES ⇒ B3 B2 B1 FIRE UNIT D1 D2 D3											

Figure 4: Command Board as incident began to de-escalate for extensive overhaul operations.



Figure 5: View from water supply up driveway towards structure.





# 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

July 16, thru August 11, 2016

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

- Class started on March 5, 2015 with 28 Students. Currently 25 Students are in class.
- State written and practical testing was held on July 30, 2016. All students passed their practical testing. One student failed the written but has since passed his retest on the second attempt!
- Mayday! Firefighter Down-All students passed this course.
- Class 16-1 will conclude on August 13, 2016, with the Family Day burns!
- Graduation will be held on August 31, 2016 at Heritage High School beginning at 1900 hours with 25 fire graduates!
- 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.
- Registration Update: 19 students have now signed up for FF I & II class with 16 completed applications so far (pending 1582 physical confirmation from Lauren Hartman).

#### **Monroe Tech.**

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

-Nothing to report.

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

-Nothing to report.

## - Program Information:

-Ms. Sokol reports that there are 11 students enrolled in Firefighter I & II (of which three are still working on affiliation) and 21 students are enrolled in the EMT program (of which 12 still need to complete their affiliation). These total student numbers may change depending on how many students actually complete the process. In order for students to meet the requirements of our MOU, they must complete the affiliation process before the beginning of the first day of school. LCFR and LCPS are working to help these students complete their affiliation as soon as possible.

-Due to the number of proposed students for the 2016/2017 school year, we will move forward in working toward making MTC an independent class and to not depend on the volunteer fire school or the EMS programs at the academy for support. Hopefully interest and attendance in these classes will continue to grow in the coming years to support such an independent move!

-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 Heavy Technical Rescue-Introduction to Technical Rescue-Module II (**Weekday Class**)-Completed

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

-NFPA 1002-Driver/Operator-Pumper-Completed

-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>
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 (Class16-2)	Sept 17, 2016 -March 4, 2017 Regis. closes August 26, 2016
NFA Leadership III	September 24-25, 2016 Regis. closes Sept. 16, 2016
LCFR Ignitor/1403 Awareness	September 24, 2016 Regis. closes Sept. 16, 2016
VDFP HTR-Rope Rescue-Level I	Sept. 24, 25, Oct. 1, 2, 2016 Regis. closes September 9, 2016
LCFR NOVA Manual Review Held at PVFC FS602	September 28, 2016 Regis. closes Sept. 19, 2016
NFA Health and Safety Officer	Oct 15-16, 2016 Regis. closes October 7, 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.

**\*\*VDFP FIRE OFFICER III\*\***- Anticipated for August 2016. Having expressed to VDFP the great need for this class in Loudoun County in order to meet our FRG's, VDFP has refused our application requesting a funded class. Their reply has been that we have had too many Fire Officer III classes in Loudoun County already this year (two thru LCFR and one in Purcellville). Internally, we have not been able to secure instructors in order to run an unfunded class at the academy. **Efforts to secure this class have failed and this class will be a NO-GO!!**

---

**\*\*\*Check the VDFP Website (www.vafire.com) for current information and a listing of classes being offered in other jurisdictions such as: No classes to report! Specific to our jurisdiction, there are no Fire Officer III classes advertised around the State at this time!**

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

-NFA Training Weekend Tennessee-Virginia      US-NFA-Emmitsburg, MD      September 23-25, 2016

-Structural Collapse Technician Course      Virginia Beach      October 15-22 2016

-The Virginia Fire Officer's Academy-A Modular Delivery Program!  
4 Modules will be offered at 4 different locations throughout the State and will run from September 24, 2016 thru August 26, 2017.

Visit [www.vfca.us](http://www.vfca.us) for further details.

Registration period is from August 1-26, 2016

### EDUCATIONAL SEMINAR: ADDRESSING BEHAVIORAL HEALTH IN VIRGINIA'S FIRE SERVICE

September 11 - 12  
Richmond Marriot Short Pump



Registration at:  
[vpff.org](http://vpff.org)



---

Questions! Please contact:

Scott Brazier, Captain  
Office-703-737-8872  
[scott.brazier@loudoun.gov](mailto:scott.brazier@loudoun.gov)

**LC-CFRS Training Committee**  
Meeting Minutes-August 2016

Meeting convened August 2, 2016, at 1900 Hours.

**Attendees**

<b>Committee Chair</b>		<b>LCFREM – Field Reps</b>	
Bernard Gottholm	Present	Troy Gittings	Absent
		Steve Pawliw	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	None	
Tony Mino – Co 13	Excused		

**Meeting Called to Order at 1900 Hours.**

**Meeting minutes approved for July 2016.**

**Old Business**

- **Enrollment SWP-** Was submitted and unanimously accepted up through the EXCOM.  
-Not sure how, or who sends the approved SWP's out to the system. Although being approved, the Enrollment SWP has not been distributed to the field. **Question:** Will the SWP become effective immediately upon distribution to the field or will there be a "start date" associated with it? This will be important as there are some classes (FF I & II, and EMT) that are currently open for enrollment.....
- **Introduction-** Introduction of the newest member of the Training Committee, FF Steve Pawliw.
- **Training Center General Orders-** Have been worked on by staff and some have been submitted to Senior Staff for review:
  - Inclimate Weather
  - Respiratory Protection
  - Training Maze
  - and No Parking Areas at the Training Center**-Question:** Should these TC GO's be distributed within a TC Code of Conduct document (which is currently being created), through the Active directory to "All Users", or through another dispersion method?


- **NFPA 1582 Physicals- Question (Aycock):** Although approved and mandated for all new members entering the system, should the Training Committee send an “endorsement” of this policy to the Executive Committee?  
Discussion.....  
**Vote:** 6 Yes, 1 Opposed (Passed)  
-BC Gottholm will draft this document and send this draft to Training Committee members for review.

### **New Business**

- **Welcome Packet (Draft)-** A document designed to familiarize students and guests with the layout of the academy, the services provided, future plans for improvement, and local amenities within the surrounding community. Draft is almost complete but this is a “first look” by the Training Committee. This document is intended to be sent out to students upon their registration in a class but can also be placed on the Loudoun County Fire and Rescue website, and the “Training Corner”, for public access. This document will accompany the Training Division Annual Course Calendar and the Course Catalog on the website.
- **Upcoming September 2016 Training Committee Meeting-** Originally scheduled for September 6, 2016, the committee voted to skip this meeting in order to utilize this time working on the Training Center Code of Conduct document (see below). Next meeting will be held on October 4, 2016.
- **Code of Conduct-** A document being drafted to provide students and system members guidelines for attending classes at the Oliver Robert Dubé Fire & Rescue Training Academy.  
-The goal is to develop a consolidated document so that all system members across the board will be informed of Training Center policies.  
-Sections of this draft document will be distributed to each committee member for development and then review and discussion will take place during regular monthly committee meetings. This method of review will expedite the production and development of the final document.  
-BC Gottholm will distribute the documents to the committee members for review. With no committee meeting during the month of September 2016, this will allow members the extra time needed to review, and be prepared to discuss these policies at the October 2016 meeting.

**Meeting adjourned at 2000 hours.**

**Next meeting is scheduled for October 4, 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~~ comments. Engaging in social media and social networking activities is a form of speech and ~~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 or violating applicable privacy laws including HIPAA and HiTech; ;
- 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 or System Safety Officers 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~~ authorizationsuch 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 written Company level policies and procedures governing the use and administration thereof which shall not be inconsistent with the intent of this SWP.

# 10a

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. Presidents, Chiefs and PIOs of member organizations may speak on behalf of their respective Company and have an affirmative obligation to indicate that comments they provide are intended only to reflect their views in their role representing their respective organization. System-wide ~~and Operational~~ requests for information shall be directed to the System PIO. Examples of ~~the types of public or media~~ inquiries to be ~~handled directed to~~ by the System PIO are those relating to all ~~emergency and non-emergency~~ calls dispatched by Loudoun County; subjects covered by System Wide Procedures (SWP) labeled “Not for public dissemination”; 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 that are addressed to LCFR~~ 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 while functioning as a member of the System in controlled areas of incident operations are outlined below. Company photographers who arrive on an incident prior to the establishment of Command shall immediately report to Command for safety and accountability purposes once Command has been established.
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~~ are 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 or maintain official and/or personal social media platforms shall be in accordance with all SWP’s and the System

Wide Code of Conduct and 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. Northern Virginia Regional Commission~~OVA~~-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.~~

~~11.10.~~ 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).

~~12.11.~~ 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).

~~13.12.~~ 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.
- ~~14.13.~~ The LCFR name and associated logos (including the title of the LC-CFRS) are not to be used or sold without permission of the System Chief, or designee.
- ~~15.14.~~ 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 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~~ while functioning as an instrumentality of the County 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 operating inside an area not accessible to the general public) 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.

---

<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.

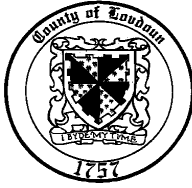
The email address is [DEPT-FRSERV-FREMPIO@loudoun.gov](mailto:DEPT-FRSERV-FREMPIO@loudoun.gov) and the mailing address is:

Loudoun County Fire and Rescue  
Attn: Public Information Officer  
PO Box 7100  
Leesburg, VA 20177-7100

- 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 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, LC-CFRS system members capturing images in the furtherance of patient care, Company photographers after reporting to Command, 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, video, and/or audio containing Protected Health Information (PHI) under HIPAA may be captured, 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 patient care must be attached to the patient's permanent medical record (ePCR report) and must then be immediately deleted/destroyed from the device used to capture such images.
7. ~~The use of personal electronic devices for provider convenience to capture~~ No images may be captured that contain images or information that is considered to be Protected Health Information (PHI) under HIPAA is prohibited. 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 is prohibited~~ prohibited, except as provided in #7. 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~~ inside a controlled area of incident operations by System members may be sold or used for private or commercial purposes outside of the System under any circumstances without written permission of the System Chief.
  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. Organization-owned devices may be permissible, however each organization must have policies and procedures in place to ensure secure data storage and retention of records.
- 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 of the Codified Ordinances of Loudoun County.





Loudoun County Combined Fire and Rescue System

---

Fire Operations Committee

PO Box 7100

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

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

www.loudoun.gov

## **FIRE OPERATIONS COMMITTEE RULES OF ORDER**

- I. Business & System Hearing Meetings
  - A. Business Meetings shall be held on the third Wednesday of each month at 7:00 p.m.
  - B. An option for advanced sign-up for System input is available on the agenda. Interested parties must contact the Department of Fire, Rescue and Emergency Management (“DFREM”) at (703) 777-0333 and request the Executive Liaison, or Chair of the Fire Operations Committee (“the Chair”) in the absence of the Liaison. Sign-up is open until the Business Meeting begins and may be completed in person prior to the start of the meeting.
  - C. Each party signed-up in advance to speak shall have no more than five minutes allotted.
  - D. The Fire Operations Committee may provide for additional meetings as deemed appropriate by the Chair. Said meetings shall be referred to as “special meetings” and must be scheduled no less than 72 hours in advance of proposed meeting times. Special meetings will be announced to System members by electronic communication.
  - E. Meetings shall be held at the 801 Sycolin Rd, Leesburg VA. Meeting location, date, and times are subject to change due to holidays, inclement weather, and lack of availability of space. Changes to meetings shall be communicated no later than noon the day of the scheduled meeting.
  - F. No meetings shall be convened during the month of December, except in cases of emergency or when timely action is needed.
  - G. All cell phones, pagers, and other electronic devices shall be set on silent mode while in the meeting room.

- H. Smoking is only permitted in the designated areas.
- I. If a reasonable accommodation for any type of disability is required to participate in the meeting, please contact DFREM at (703) 777-0333 and request the Executive Liaison, or Chair in the absence of the Liaison. It is requested that three business days advance notice be given.

## **II. Order of Business at Regular Meetings**

- A. The Chair, or designee, shall establish the order of business for all meetings in the form of an Agenda, and copies shall be available in a printed format. The Chair, or designee, may change the order of business as necessary based on the agenda. The order of business shall include, but not be limited to, the following items:
  - 1. Call to Order
  - 2. Roll Call
  - 3. Approve Minutes from Previous Meetings
  - 4. Chairperson's Comments
  - 5. Public Comments
  - 6. Information Items
  - 7. LCFR Department Report
  - 8. LCFR Training Report
  - 9. Standing & Ad-Hoc Committee Reports
  - 10. IAFF Report
  - 11. Old Business
  - 12. New Business
  - 13. Fire Operations Committee Member Comments
  - 14. Announcements
  - 15. Adjourn

## **III. Duties of the Chair**

- A. The Chair shall preside at Business Meetings and Special Meetings, call the same to order, enforce these rules of order, and enforce time limits imposed by the rules of order.
- B. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair. In the absence of both the Chair and Vice-Chair, the Chair shall designate another member of the Fire Operations Committee to serve as the Chair for the purpose of conducting and presiding over the Meeting.

- C. The Chair shall decide all questions of order, subject to an appeal from any Fire Operations Committee Member.
- D. The Chair, or designee, shall be responsible for preparation of the Committee agenda for each meeting or hearing of the Committee, in consultation with the members of the Committee and the System Chief.
- E. The Chair shall nominate standing and ad-hoc sub-committees, with endorsement by a majority of Fire Operations Committee members (present and voting) and approval of the System Chief. The Chair shall nominate system appointments subject to the Fire Operations Committee endorsement and approval by the System Chief.

#### IV. General Rules Governing Placing Items on the Committee Agenda

- A. Committee Members shall receive sufficient advance notice of agenda items to enable them to study the item, request and receive additional information, and consult stakeholders as considered appropriate by Committee Members.
- B. The Chair shall set the tentative agenda for Committee meetings approximately one week prior to the regularly scheduled meeting.
- C. A copy of the tentative agenda and packet of supporting materials shall be electronically mailed to each Committee Member by 5:00 p.m. on the **Friday** before the Wednesday meeting.
- D. The Executive Liaison shall be responsible for notifying individual Committee Members of new agenda items, both Action and Informational, which pertain to that Committee Member's Area of Responsibility.
- E. Agenda items may be added by Committee members, with the approval of the Chair, in accordance with deadlines established herein.
- F. Agendas shall be posted by 5:00 p.m. on the **Friday** before the scheduled monthly meeting. Special meeting agendas shall be published when notification is sent to System members of the scheduling of such meetings. The subsequent minutes of Business and Special meeting is usually available by close of business five days following the Committee Meeting. If assistance is required accessing this information, contact the Executive Liaison or the Chair in their absence, through the Department of Fire, Rescue and Emergency Management at (703) 777-0333.

## V. Debate

- A. Committee members shall, at all times, conduct themselves with professionalism and respect, adhering to the LC-CFRS Code of Conduct.
- B. When any Committee or System Member desires to speak, or deliver documents, on any matter to the Committee, the Member shall respectfully address the Chair, and on being recognized by the Chair, may address the Committee, and shall confine his/her comments to those questions under debate.
- C. All comments, criticisms, etc., will be addressed to the Chair. Cross debate between Members will be conducted through the Chair.
- D. When two or more Members seek recognition at the same time, the Chair shall name the Member who is to speak first.
- E. During Fire Operations Committee meetings, Committee deliberations will be held among Committee Members unless the Committee consents to invite other participants as outlined in section F below.
- F. Committee members may request the Chair to recognize a System member present to be permitted to speak. Upon recognition by the Chair, and without objection from any Fire Operations Committee member, the System member may speak on the matter before the Committee.
- G. Following all debate and when the motion is brought to a vote, the Chair will proceed with a roll call vote if requested by a Committee Member and seconded by another.

## VI. Motions and Their Precedence

- A. Every motion made to the Committee and entertained by the Chair shall be reduced to writing on the demand of any Member, and shall be entered in the Minutes with the name of the Member making it.
- B. When a motion has been made, the Chair shall state it, or (if it be in writing) cause it to be read aloud before being debated. The motion may be withdrawn at any time before a decision or amendment.
- C. A motion to object to consideration of a question must be made prior to the Committee's entering into discussion on the question.

- D. When a question is under debate, no motion shall be received by the Chair but:
  - 1. To adjourn.
  - 2. To adjourn to a day certain or when the Committee adjourns, it shall be to a day certain.
  - 3. To take a recess.
  - 4. To proceed to the consideration of other business.
  - 5. To lay on the table.
  - 6. To postpone indefinitely.
  - 7. To postpone to a day certain.
  - 8. To commit to a sub-committee of the Committee.
  - 9. To amend.
- E. If in the judgment of the Chair a motion to amend or to substitute is essentially the opposite of the motion on the floor, then it shall be out of order.

**VII.** Reconsideration

- A. When a question has been decided by the Committee, it shall be in order for any Committee Member voting with the prevailing side or who has not voted on the question, to offer a motion for reconsideration. Such motion shall be made during the same meeting or the next succeeding business meeting and such motion shall take precedence of all other questions except a motion to adjourn.

**VIII.** Amendments and Motions

- A. Any motions or amendments shall be reduced to writing at the request of any Committee Member, and shall be read aloud before it shall be debated.
- B. In the event a Committee Member, including the maker, believes that an item warrants further discussion than allowed under paragraph B, the Chair may move for further discussion.
- C. Any motion, amendment, or resolution may be withdrawn or modified by the mover at any time before a decision, amendment or vote has been taken on the motion, amendment, or resolution.
- D. When a motion or proposition is under consideration, a motion to amend and a motion to amend that amendment shall be in order.

- E. Votes will be taken on amendments as they are brought up.
- F. It shall not be in order to consider any proposed committee amendment, which contains any significant matter not within the jurisdiction of the committee proposing such amendment, unless determined proper by the Chair of the Committee.
- G. On the demand of any Committee Member, before the Chair puts the question, a question shall be divided, if it includes propositions so distinct in substance that, one being taken away, a substantive proposition remains.
- H. The Chair of the Committee, while a motion is under consideration, shall entertain no motion or proposition on a subject different from that under consideration.
- I. The votes to carry a motion shall be as follows:

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

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

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

Note 3- A Committee Member who abstains is counted for a quorum meeting purposes but is not counted as a Member present and voting.

Note 4- Failure of a motion framed in the negative does not authorize positive action.

- J. All motions to forward an item to a business meeting, standing committee, or ad-hoc committee meeting are in order and do not require suspension of these rules.

**IX. Record Keeping**

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

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

- A. In order to assist the Fire Operations Committee in its analysis, appraisal and evaluation of the Loudoun County Combined Fire & Rescue System, the sub-committees shall have oversight responsibilities for specific areas of concern. Upon approval by the Fire Operations Committee, each shall review and study, on a continuing basis, the application, administration, execution and effectiveness of System policies, procedures and programs within the jurisdiction of that committee.
- B. Sub-committee shall follow the Rules of Order of the Committee to guide meetings. Each sub-committee shall appoint a Chairperson to lead the sub-committee and serve as representative to the Fire Operations Committee.
- C. Sub-committees shall review and/or work on only those items or topics that are under their jurisdictions or referred to them by the Fire Operations Committee. Any item not sanctioned by the Fire Operations Committee, or System Chief, that will require substantial time and/or cause a change in the agenda, shall first receive approval of the System Chief.
- D. All Sub-committees shall establish regular meeting dates. If this schedule would cause a regular meeting to fall on an official County Holiday, then the meeting shall be held the next day at the same time and place, or as otherwise scheduled. All sub-committee meetings and hearings shall be open to System Members.
- E. Sub-committee Chairpersons shall be recognized to present reports and will yield to Fire Operations Committee Members wishing to ask questions. All questions from the Fire Operations Committee Members shall be addressed to the sub-committee Chair who is presenting the report.

**XI. Attendance at Business and Special Meetings of the Fire Operations Committee**

- A. Fire Operations Committee members may, on rare occasions, participate in Business and Special meetings via electronic communication device with the approval of a simple majority of Fire Operations Committee members present. The Fire Operations member shall count for the purposes of establishing a Quorum and may participate in voting, but must be recognized by the Chair in order to speak.
- B. Fire Operations Committee members who are absent from a Business or Special Meeting may be represented by another member of their company (Proxy) as a

substitute. The proxy must be designated in writing to the Fire Operations Committee Chair prior to each meeting. The correspondence must identify the scope of authority of the proxy (attendance without voting authority; attendance with full voting authority on all matters before the FOC; attendance with limited voting authority on specific issues scheduled to come before the Committee for consideration) and the duration of the proxy (not to exceed 3 regularly scheduled business meetings).

**XII. Amendments to Rules**

- A. These rules may be altered, amended or repealed and new rules may be adopted by a 2/3 majority of the Fire Operations Committee Members.
- B. Rule that are added, altered, amended, or repealed will not take effect until the next regularly scheduled business meeting.

**XIII. Fire Operations Committee Appointment and Removal**

- A. Voting members of The Fire Operations Committee shall be comprised of the following:
  - 1. The elected Chief from each Volunteer Fire Department (or Proxy as outlined in Section XI).
  - 2. One representative from IAFF Local 3756.
  - 3. Deputy Chief of Operations, DFREMs (as designated by the Assistant Chief of Operations).
- B. The Fire Operations Committee Chairperson and Vice Chairperson shall be elected by simple majority at the January Fire Operations Committee meeting.
- C. The System Chief may, at his/her sole discretion, remove any member of the Fire Operations Committee. In such an instance, highest ranking Chief Officer from that Department will assume the voting authority for that Department

**XIV. Robert's Rules of Order**

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