ALBEMARLE COUNTY FIRE RESCUE ADVISORY BOARD
AGENDA
Wednesday, 22 March 2006
1900 Hours
County Office Building-5th Street, Fire Rescue Training Room

I. Call to Order

II. Consent Agenda

III. Board of Supervisors Report
Honorable D. Wyant

IV. Unfinished Business (Five Minutes Each)
A. Apparatus Specifications
   1. Tanker Specifications & Bids
   2. Brush Truck Specifications & Bids
   3. Ambulance Specifications
   4. Engine Specifications

B. Volunteer Personnel Reporting: Third Reading (Action)
   Executive Summary & Draft SAP_DEP_029 Provided
   J. Nauman

C. Vehicle & Traffic Safety: Second Reading (Action)
   Executive Summary & Draft SAP_OPS_017 Provided
   B. Brown

D. Turnout Time: Second Reading (Action)
   Executive Summary & Draft SAP_OPS_018 Provided
   B. Brown

V. New Business (Ten Minutes Each)
A. Minimum Training Standards - Basic: First Reading (Information)
   Executive Summary & Draft SAP_TRN_004 Provided
   S. Lambert

VI. Other Business (Ten Minutes)
A. Fiscal Impact of Policies
   D. Haugh

VII. Next Meeting
Wednesday, 26 April 2006 at 1930 Hours – COB-5th Street, Fire Rescue Training Room
Jefferson Country Fire & Rescue Association meets 1900-1930 Hours in January, April, July, October.

VIII. Adjournment
ALBEMARLE COUNTY FIRE RESCUE ADVISORY BOARD
CONSENT AGENDA
Wednesday, 22 March 2006
1900 Hours
County Office Building-5th Street – Fire Rescue Training Room

II.A. FOR APPROVAL:

1. Action Letter and Minutes of 1 March 2006 Meeting
2. SAP_DEP_009 Revisions

II.B. FOR INFORMATION:

Standing Committee Reports
3. Volunteer Recruitment & Retention Written Report
4. Training Written Report
5. Finance/Budget No Consent Agenda Report
7. Strategic Planning No Consent Agenda Report

Special Committee Reports
Apparatus No Consent Agenda Report

Updates
8. City-County Contract Management Board No Update
9. Thomas Jefferson E.M.S. Council Update No Update
10. Emergency Communications Center Update No Update
11. 800MHz System Update No Update
12. Department of Fire Rescue Update No Update
13. Volunteer Recruitment & Retention Programs Task Force No Update

Other
14. Incident Reporting Compliance Written Report
# ALBEMARLE COUNTY FIRE RESCUE ADVISORY BOARD
## ACTION LETTER
Wednesday, 1 March 2006
1900 Hours
County Office Building-5th Street – Meeting Room B

<table>
<thead>
<tr>
<th>AGENDA TITLE/ISSUE</th>
<th>ACTION</th>
<th>ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to Order</td>
<td>Chairman Stephens called the meeting to order at 1901 Hours.</td>
<td></td>
</tr>
<tr>
<td>Other Business Items</td>
<td>• 800MHz Communications System Update [Hanson]</td>
<td></td>
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<tr>
<td></td>
<td>• Finance/Budget Committee Appointment [Stephens]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• FY 2004-05 Annual Report [Eggleston]</td>
<td></td>
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<tr>
<td></td>
<td>• 2006 AFG Grant [Eggleston]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Fleet Size [Hood]</td>
<td></td>
</tr>
<tr>
<td>Consent Agenda</td>
<td>A Consent Agenda is provided.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• RECEIVED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chief Smythers moved to approve and accept the Consent Agenda as prepared and presented. Chief McCue seconded the motion.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• APPROVED</td>
<td></td>
</tr>
<tr>
<td>Board of Supervisors Report</td>
<td>No report.</td>
<td></td>
</tr>
<tr>
<td>Apparatus Specifications</td>
<td>1. Tanker Specifications</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mr. Moore reported that Pierce has returned the build sheet and specifications for the tanker to include the changes discussed at the last meeting. Staff is working to secure the purchase orders to begin the order process.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• DISCUSSION</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chief Huckstep expressed concern that the tanker purchase process has been dysfunctional; he requested that Pete Sweeney be appointed to the Tanker Workgroup temporarily.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• APPOINTED, NO OBJECTION</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chief Huckstep stated that the research voted on last May to study the cost difference between commercial and custom chassis has never been completed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• DISCUSSION</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chief Huckstep moved to endorse the Mack MR as an optional chassis for tankers. Chief Haugh seconded the motion.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• FAILED</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
- Stephens: Appointed Pete Sweeney to Tanker Workgroup.
- Moore: Forward brush truck specifications to Nauman.
- Moore: Develop timeline for future apparatus specifications including the engine specifications and submit to the Advisory Board.
2. Brush Truck Specifications
   The Brush Truck Workgroup is meeting soon to review specifications again.
3. Ambulance Specifications
   No report.
4. Engine Specifications
   The Engine Workgroup has a copy of the last three (3) engine specifications ordered. The
   workgroup will begin work on those specifications soon. Chief Smythers inquired if the
   Advisory Board should pass a resolution requiring the engine specifications to be completed
   by a certain date.
   - **DISCUSSION**
   Chief Smythers recommended having engine specifications complete by 1 July 2006.
   - **AGREED**

### Volunteer Personnel Reporting

An executive summary and draft SAP are provided as a second reading for action.
- **RECEIVED**
  Captain Nauman reviewed the proposed SAP.
- **DISCUSSION**
  Chief Armentrout moved to approve the policy as written if staff provides in-station clerical
  support for data entry and extend the deadline to 30 April 2006. Chief Huckstep seconded the
  motion. Chief Smythers moved to strike Volunteer Manhours as a required element; the
  amendment was accepted as friendly.
  - **DISCUSSION**
  Chief Armentrout withdrew his motion.
  - **WITHDRAWN**
  - **DISCUSSION**

### Vehicle & Traffic Safety

An executive summary and draft SOG are provided as a first reading for information.
- **RECEIVED**
  Assistant Chief Brown reviewed the proposed guideline.
  - **DISCUSSION**

### Turnout Time

An executive summary and draft SOG are provided as a first reading for information.
- **RECEIVED**
  Assistant Chief Brown reviewed the proposed guideline.
  - **DISCUSSION**

### 800MHz Communications System Update

Mr. Hanson gave a brief update on the 800MHz Communications System. Mr. Stack provided a
presentation on the options for low coverage areas.
- **RECEIVED**
  Chief Huckstep inquired when the portable radio reprogramming will be completed and portable
  radios returned to the stations for training prior to cutover.
  - **DISCUSSION**
| **Finance/Budget Committee Appointment** | Chairman Stephens appointed Mr. John Shifflett to succeed Chief Huckstep on the Finance/Budget Committee.  
- **APPOINTED, NO OBJECTION**  
Chief Eggleston and the Chairman expressed gratitude to Chief Huckstep for his service on the Finance/Budget Committee. | **Gentry:** Include Mr. Shifflett as a member of the Finance/Budget Committee. |
| **FY 2004-05 Annual Report** | A copy of the FY 2004-05 Annual Report is provided.  
- **RECEIVED**  
Chief Eggleston highlighted the FY 2004-05 Annual Report and the advantages of the report. | |
| **2006 AFG Grant** | Chief Eggleston reported that staff recommends requesting personal protective equipment again as part of the 2006 Assistance to Firefighters Grant program.  
- **CONSENSUS** | |
| **Fleet Size** | Chief Hood explained that based on future growth and development in the Rivanna Village, East Rivanna realizes that daytime career personnel will be needed as well as an aerial. Chief Hood reported that East Rivanna is seriously considering the purchase of aerial apparatus. Chief Hood requested the support of the Advisory Board to amend the fleet size to include an aerial at East Rivanna.  
- **DISCUSSION** | **Chief Officers:** Provide feedback to Chief Hood. |
| **Adjournment** | Chairman Stephens adjourned the meeting at 2150 Hours. | |
ALBEMARLE COUNTY FIRE RESCUE ADVISORY BOARD
MINUTES
Wednesday, 1 March 2006
1900 Hours
County Office Building-5th Street – Meeting Room B

I. Chairman Stephens called the meeting to order at 1901 Hours.

The following members were in attendance:
- Dan Eggleston, Fire Rescue
- Robert Baber, Crozet
- John Hood, East Rivanna
- Michael Grandstaff, Scottsville Fire
- Ted Armentrout, Stony Point
- Dayton Haugh, CARS
- Fred Huckstep, Earlysville
- George Stephens, North Garden
- Doug Smythers, Seminole Trail
- Purcell McCue, III

Others in Attendance:
- Tom Hanson, ECC
- James Williams, Sr., Scottsville Fire
- Wayne Stack, RCC
- Lanny L. Moore, Sr., East Rivanna
- Paul Stoneburner, VDOF
- Jason C. Nauman, ACFR
- Matt Robb, Crozet
- Wayne Campagna, ECC
- Bob Brown, ACFR
- John Oprandy, ACFR

II. Consent Agenda
A Consent Agenda is provided. Chief Smythers moved to approve and accept the Consent Agenda as prepared and presented. Chief McCue seconded the motion, and the motion passed.

III. Board of Supervisors Report
No report.

IV. Unfinished Business
A. Apparatus Specifications
   1. Tanker Specifications
      a. Mr. Moore reported that Pierce has returned the build sheet and specifications for the tanker to include the changes discussed at the last meeting.
      b. Staff is working to secure the purchase orders to begin the order process.
      c. Discussion followed.
      d. Chief Huckstep expressed concern that the tanker purchase process has been dysfunctional; he requested that Pete Sweeney be appointed to the Tanker Workgroup temporarily.
      e. Chairman Stephens appointed Mr. Sweeney without objection.
      f. Chief Huckstep stated that the research voted on last May to study the cost difference between commercial and custom chassis has never been completed.
      g. Discussion followed.
      h. Chief Huckstep moved to endorse the Mack MR as an optional chassis for tankers. Chief Haugh seconded the motion, and the motion failed.
2. Brush Truck Specifications  
   a. The Brush Truck Workgroup is meeting soon to review specifications again.
3. Ambulance Specifications  
   a. No report.
4. Engine Specifications  
   a. The Engine Workgroup has a copy of the last three (3) engine specifications ordered.
   b. The workgroup will begin work on those specifications soon.
   c. Chief Smythers inquired if the Advisory Board should pass a resolution requiring the engine specifications to be completed by a certain date.
   d. Discussion followed.
   e. Chief Smythers recommended having engine specifications complete by 1 July 2006, and it was agreed by all.

B. Volunteer Personnel Reporting (SAP_DEP_029)  
   1. An executive summary and draft SAP are provided as a second reading for action.
   2. Captain Nauman reviewed the proposed SAP.
   3. Chief Armentrout moved to approve the policy as written if staff provides in-station clerical support for data entry and extend the deadline to 30 April 2006. Chief Huckstep seconded the motion. Chief Smythers moved to strike Volunteer Manhours as a required element; the amendment was accepted as friendly.
   4. Discussion followed.
   5. Chief Armentrout withdrew his motion.
   6. Discussion followed.

V. New Business  
A. Vehicle & Traffic Safety  
   1. An executive summary and draft SOG are provided as a first reading for information.
   2. Assistant Chief Brown reviewed the proposed guideline.
   3. Discussion followed.

B. Turnout Time  
   1. An executive summary and draft SOG are provided as a first reading for information.
   2. Assistant Chief Brown reviewed the proposed guideline.
   3. Discussion followed.

VI. Other Business  
A. 800MHz Communications System Update  
   1. Mr. Hanson gave a brief update on the 800MHz Communications System.
   2. Mr. Stack provided a presentation on the options for low coverage areas.
   3. Chief Huckstep inquired when the portable radio reprogramming will be completed and portable radios returned to the stations for training prior to cutover.
   4. Discussion followed.

B. Finance/Budget Committee Appointment  
   1. Chairman Stephens appointed Mr. John Shifflett to succeed Chief Huckstep on the Finance/Budget Committee without objection.
   2. Chief Eggleston and the Chairman expressed gratitude to Chief Huckstep for his service on the Finance/Budget Committee.

C. FY 2004-05 Annual Report  
   1. A copy of the FY 2004-05 Annual Report is provided.
   2. Chief Eggleston highlighted the FY 2004-05 Annual Report and the advantages of the report.
D. 2006 Assistance to Firefighters Grant
   1. Chief Eggleston reported that staff recommends requesting personal protective
      equipment (PPE) again as part of the 2006 Assistance to Firefighters Grant program.
   2. It was agreed by consensus to apply for PPE.

E. Fleet Size
   1. Chief Hood explained that based on future growth and development in the Rivanna
      Village, East Rivanna realizes that daytime career personnel will be needed as well as
      an aerial.
   2. Chief Hood reported that East Rivanna is seriously considering the purchase of aerial
      apparatus. Chief Hood requested the support of the Advisory Board to amend the
      fleet size to include an aerial at East Rivanna.
   3. Discussion followed.

VII. Next Meeting(s)
    Wednesday, 22 March 2006 at 1900 Hours – COB-5th Street, Fire Rescue Training Room

VIII. Chairman Stephens adjourned the meeting at 2150 Hours.

Respectfully submitted:

Jason C. Nauman  
Clerk
STANDARD ADMINISTRATIVE POLICY

Subject: Volunteer Personal Property Tax Exemption
Reference Number: SAP-DEP-009
Effective Date: 1 June 1998
Last Revision Date: 22 March 2006
Signature of Approval: J. Dan Eggleston, Chief

Purpose:
The purpose of this policy is to outline the personal property tax exemption for volunteer personnel.

Background:
The initial policy was adopted by the Jefferson County Fire & Rescue Association (JCFRA) at the June 1998 meeting. The personal property tax exemption is a benefit to active volunteer personnel as granted by the Albemarle County Board of Supervisors and the Code of Virginia § 58.1-3506.

Scope:
This policy applies to all active volunteer personnel.

Definitions:
Active Volunteer: those persons who regularly respond to emergency calls or regularly perform other duties for a fire, rescue, or emergency medical services station.

Policy:
1. Eligibility
   - Volunteers must have completed minimum training requirements and must have contributed a minimum of one-hundred (100) hours of volunteer activities for the organization during the preceding twelve (12) month period.
   - Eligible hours are accumulated for attending meetings, responding to calls, on-duty time, training, and support/administrative functions.
   - Life volunteers, board members, and/or auxiliary workers do not qualify for the exemption unless they meet the above definition of an active volunteer and service requirements.

2. Volunteer List Submission & Voucher Issuance
   - Staff will prepare a report of eligible volunteers from FireRMS by 1 December of each calendar year. Each station must provide a list of all eligible volunteers to the Department by 1 December of each calendar year. The list must contain the member’s full legal name, address, and Social Security Number.
   - Based on the listing, the Director of Finance will issue tax vouchers after 1 January to the station for each eligible volunteer.
   - Each station is responsible for the distribution of the vouchers to eligible volunteers. Lost, misplaced, or stolen vouchers will not be replaced.
   - Three (3) vouchers will be issued per volunteer as follows:
     - Vehicle Decal Tax: $30.00 Maximum Value
     - Personal Property Tax Voucher: $125.00 Maximum Value
     - Personal Property Tax Voucher: $125.00 Maximum Value

3. Voucher Use
   - All vouchers are valid for the calendar year of issuance only (1 January – 31 December).
   - Vouchers are valid only for a decal or personal property tax where the member is owner or partial owner of the vehicle(s) or other personal property or the property is leased by the volunteer who is obligated under the terms of the lease to pay the personal property tax.

Comment [JCN1]: ADD ON-DUTY TIME
Comment [JCN2]: ADD SUPPORT/ADMINISTRATIVE FUNCTIONS
Comment [JCN3]: BOARD MEMBERS/ASSOCIATE VOLUNTEERS/SUPPORT & ADMINISTRATIVE VOLUNTEERS ARE ELIGIBLE IF THEY HAVE CONTRIBUTED 100 HOURS IN THE PRECEDING 12-MONTH PERIOD.
Comment [JCN4]: REPORT NOW GENERATED FROM FIRERMS.
Comment [JCN5]: CHANGE "FEE" TO "TAX" PURSUANT TO CHANGES IN COUNTY CODE.
Comment [JCN6]: CHANGE VALUE TO $30 FROM $25 TO REFLECT CHANGES IN TAX.
- The voucher(s) may be used for either the first, second, or third cycle billings. Both vouchers may be used at the same time if desired.
- A voucher, when used, must be used in full. No credit is given for any unused portion of a voucher.
### VOLUNTEER REFERRALS

<table>
<thead>
<tr>
<th>Inquiry Date by Month</th>
<th>Station</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2006</td>
<td>Hollymead Station 12</td>
<td>Richmond, Erik</td>
</tr>
<tr>
<td></td>
<td>Hollymead Station 12</td>
<td>Jackson, Angela</td>
</tr>
</tbody>
</table>

"Our vision is to be home of the model combination volunteer-career fire and emergency medical services system."
I. The meeting was called to order at 1836 hours.

The following members were in attendance:
Mark Moore, East Rivanna
Chuck Pugh, North Garden
Joe Orsolini, Earlysville
Shawn Davis, Scottsville Fire
Scott Lambert, ACFR

The following members were absent:
Crozet Vol. Fire Department
Sew line Trail Vol. Fire Department
City of Charlottesville
WARS
SVRS
Stony Point Vol. Fire Company
Monticello Fire Rescue
City of Charlottesville Vol.
CARS

Others in Attendance:
Christina Davis, ACFR

II. Updates
   A. Regional School registration is coming along. The following is how many people have signed up for classes:
      i. ACLS - 5
      ii. Instructor II - 21
      iii. NFA Arson Detection - 9
      iv. NIMS - 11
      v. School Bus Extrication – 24 (Full Class)
      vi. Rural Water Supply - 13
      vii. NFA Incident Safety Officer - 16
      viii. Incident Response to Terrorist Bombings (IRTB) - 10
      ix. Prevention and Response to Suicide Bombing Incidents – 10

If you know of anyone who wants to attend a class at Regional School, please get their names in.
III. New Business
A. The Fire Academy has been in process for about a month and everything is going well. At this point there are no major concerns. The grades look good. Homework is looking good, but there are some people who are missing homework.

B. Scott was contacted by Chief Michael Johnson and Chief Tim Cerlsey to see if vehicle extrication classes could be added to the training schedule. Scott has talked to the Virginia Department of Fire Programs Chief and he recommends to hold our own class and do up our own certificate. Scott would like to have the vehicle extrication class a start certified class either by Virginia Department of Fire Programs or by Virginia Association of Volunteer Rescue Squad (VAVRS) agency. Discuss was held.

C. The 800 Mhz radio system problem was found and is in the process of being fixed. The radios should be back to the stations sometime next week. It looks like the system will change over on April 2 around 7 AM. Just remember that this date may change depending on if something else comes up. Scott recommends everyone to look over the PowerPoint presentation about the 800 Mhz as a refresher. If there is a big need for a training session to be held at your station, please contact Scott because there is a limited availability to schedule these sessions.

D. The CAFS Training class is being scheduled through Michael Walton. At this time it looks like the CAFS Train-The-Trainer class will be held on March 10 and the open session which will teach the basic operations of CAFS will be on March 11. He has a house on Garth Road that they will be burning on after 4 PM on March 11. These dates are tentative. The classroom portion of this will be held at North Garden Volunteer Fire Company. Discussion was held. Scott said that if anything changes and e-mail will be send out with updates.

E. Scott handed out a draft copy of the Minimum Training Standards SAP. The only changes that Scott made where the changes that where discussed at the last Training Officer Meeting. This SAP is to go before ACFRAB in March. Discussion was held. Scott has some minor changes that will be made before the SAP goes before the ACFRAB meeting. Scott will e-mail out an updated copy of the draft for Minimum Training Standards SAP.

IV. Other Business
A. Certifications are still being entered into FireRMS. All new certifications that are received by the office are being logged into FireRMS before they are given to the Training Officer. Scott has software the he will be using to customize some reports for certifications. Discussion was held.

B. There is no new initiative for the Training budget this year. The professional services budget has been increased to $2,000. Other purchase services have been increased. There is a $1,000 more in the books line item. It was asked what happened to stock pilling books at the stations. Discussion was held.

V. Next Meeting
A. The next meeting is scheduled for Wednesday, 5 April at 1830 Hours.

VI. Adjournment
A. The Training Officers meeting was adjourned at 1930 Hours.

Respectfully submitted,
Christina Davis
Incomplete Incident Reports
01/01/2006-02/28/2006

A listing of incomplete FireRMS incident reports is distributed during each ACFRAB meeting; all reports listed for a station should be completed by the next ACFRAB meeting. Progress is reported below.

**Goal is 100% of reports are complete**

<table>
<thead>
<tr>
<th>Station</th>
<th># incomplete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crozet</td>
<td></td>
</tr>
<tr>
<td>Stony Point</td>
<td>13</td>
</tr>
<tr>
<td>City</td>
<td>9</td>
</tr>
<tr>
<td>Monticello</td>
<td>9</td>
</tr>
<tr>
<td>Scottsville</td>
<td>At least 1</td>
</tr>
<tr>
<td>Earlysville</td>
<td>5</td>
</tr>
<tr>
<td>Seminole Trail</td>
<td>5</td>
</tr>
<tr>
<td>East Rivanna</td>
<td>5</td>
</tr>
<tr>
<td>North Garden</td>
<td>1</td>
</tr>
</tbody>
</table>
### Albemarle County Fire Rescue Service
#### Incidents Not Completed
**Report Period:** From 1/1/2006 To 2/28/2006

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Event Number</th>
<th>Address</th>
<th>Station</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/9/06 9:39</td>
<td>160904</td>
<td>I64 MM120 EB</td>
<td>CHQ</td>
<td>False</td>
</tr>
<tr>
<td>1/2/06 19:35</td>
<td>160042</td>
<td>875 DORCHESTER PI</td>
<td>F01</td>
<td>False</td>
</tr>
<tr>
<td>1/27/06 8:12</td>
<td>160595</td>
<td>On BYPASS at BARRACKS Rd</td>
<td>F01</td>
<td>False</td>
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<tr>
<td>1/5/06 16:06</td>
<td>160098</td>
<td>2600 BARRACKS Rd</td>
<td>F01</td>
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<tr>
<td>2/24/06 0:42</td>
<td>1601235</td>
<td>160 RIVERBEND Dr</td>
<td>F01</td>
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</tr>
<tr>
<td>2/18/06 20:24</td>
<td>1601118</td>
<td>AFF01</td>
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<td>2/18/06 20:41</td>
<td>1601122</td>
<td>CFF01</td>
<td>F02</td>
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</tr>
<tr>
<td>2/25/06 3:47</td>
<td>1601260</td>
<td>1220 KNIGHTSBRIDGE Ct</td>
<td>F02</td>
<td>False</td>
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<tr>
<td>2/17/06 15:37</td>
<td>1601087</td>
<td>1652 STATE FARM Blvd</td>
<td>F02</td>
<td>False</td>
</tr>
<tr>
<td>2/18/06 8:58</td>
<td>1601097</td>
<td>1192 ASHTON Rd</td>
<td>F02</td>
<td>False</td>
</tr>
<tr>
<td>2/27/06 18:56</td>
<td>1601321</td>
<td>On MONACAN TRAIL Rd at RED HILL Rd</td>
<td>F03</td>
<td>False</td>
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<tr>
<td>2/18/06 18:47</td>
<td>1601115</td>
<td>On FOX MOUNTAIN Rd at 3035 PEAVINE HOLLOW</td>
<td>F04</td>
<td>False</td>
</tr>
<tr>
<td>1/15/06 9:04</td>
<td>1600344</td>
<td>163 COMMUNITY St</td>
<td>F04</td>
<td>False</td>
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<tr>
<td>1/23/06 15:08</td>
<td>1600510</td>
<td>On SEMINOLE Trl at TOWNCENTER Dr</td>
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<td>False</td>
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<tr>
<td>2/15/06 9:03</td>
<td>1601045</td>
<td>2080 PROFFIT STATION Rd</td>
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<tr>
<td>2/28/06 15:05</td>
<td>1601340</td>
<td>6000 ADVANCE MILLS Rd</td>
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<tr>
<td>1/2/06 0:19</td>
<td>1600024</td>
<td>2617 PROFFIT Rd</td>
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</tr>
<tr>
<td>1/5/06 23:47</td>
<td>1600107</td>
<td>2321 PROFFIT Rd</td>
<td>F06</td>
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</tr>
<tr>
<td>1/15/06 8:22</td>
<td>1600343</td>
<td>2858 WATTS PASSAGE</td>
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<tr>
<td>1/21/06 5:54</td>
<td>1600454</td>
<td>1086 WOLF TRAP Rd</td>
<td>F06</td>
<td>False</td>
</tr>
<tr>
<td>2/19/06 14:35</td>
<td>1601133</td>
<td>4828 TURKEY SAG Rd</td>
<td>F06</td>
<td>False</td>
</tr>
<tr>
<td>2/20/06 21:51</td>
<td>1601167</td>
<td>379 ROCKY HOLLOW Rd</td>
<td>F06</td>
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AGENDA TITLE: Volunteer Personnel Reporting [SAP_DEP_029]

SUBJECT/PROPOSAL/REQUEST:
To develop and maintain a centralized database of volunteer personnel.

SCHEDULE:
- Draft December 2005
- First Reading January 2006
- Second Reading March 2006

BACKGROUND:
One of the key items that the Recruitment & Retention Task Force (ACFRAB) identified during its work sessions was the development and maintenance of centralized personnel records. Managing a centralized database of personnel records will ensure we always have an accurate accounting of volunteer personnel.

The county and each station individually are responsible for managing its operations and resources, including our most valuable resource – our personnel. The maintenance and availability of accurate personnel information is vital in operating the most effective and efficient fire rescue system. Personnel management depends on effective, accurate record keeping to enable the organization to recruit, train, and develop staff to their full potential, and to be as effective as possible within the organization.

Personnel data, and its analysis, are used at all levels of administration and are helpful in identifying patterns that emerge. This data and data analysis can help the department focus on current issues and trends, predict future trends, and measure program performance.

Personnel records management is most effective when it commands commitment from volunteer managers and all staff regards it as a professional activity requiring good practice. Records are a valuable resource because of the information they contain. Information is essential to the effective management of volunteer personnel and identification of trends and/or issues.

Additionally, the Board of Supervisors is interested in keeping apprised of the number, status, and information of active volunteers in the county.
STRATEGIC DIRECTION:

☐ 1. Develop a unified combination emergency service system at the operations level.
☒ 2. Deliver services that are consistent with our customer’s expectations.
☒ 4. Recruit and retain quality volunteer and career personnel.
☐ 3. Further develop and support our volunteer and career personnel.

COUNTY STRATEGIC PLAN:

3.1 Make the County a safe and healthy community in which citizens feel secure to live, work and play.

DISCUSSION:

The advantages to regular reporting of personnel are many:

1. Data is consistent, up-to-date, and reliable.
2. Training records can be updated and maintained easier.
3. The application of data is centralized for use pertaining to
   a. volunteer recruitment & retention trends,
   b. monthly, quarterly, annual, or other reports as needed,
   c. surveys,
   d. training,
   e. personal property tax vouchers & vehicle decals,
   f. parks & recreation passes,
   g. identification cards,
   h. court records,
   i. communications, and
   j. accountability.

Staff proposes that all stations would submit a current volunteer roster with the identified key elements by 24 April 2006 for entry into FireRMS. After such date, chief officers will employ one (1) of the two (2) options listed within the SAP for “Reporting.”

Benchmark: The following localities also require and expect regular submission of volunteer data into a central location:

- Prince William County - Monthly
- Hanover County - Quarterly
- Henrico County - Monthly
- Caroline County - Annual
- Roanoke County - Monthly
- Chesterfield County - Monthly

The proposed SAP was reviewed and commented on by several chief officers and volunteer recruitment/membership representatives and brought about the following discussion points:

- “I think it should be station-based information. The agency would then be responsible for submitting whatever report was needed.”
  
  > To accommodate everyone’s level of participation, there are two options – station-based entry into FireRMS or submission of data to ACFR for entry into FireRMS. A centralized record of all personnel is necessary and long overdue. By having the information in one place, we can generate the reports needed rather than have to send a request to stations each & every time.

- “This will certainly come down to a spreadsheet, pre-printed, with copies that allows the membership or so designated individual from each County station to complete. If an excel spreadsheet could be provided to each station to maintain in addition to the spreadsheet in hard copy form, you should be able to cover each of the needs to each station.”
We want to avoid this at all cost. Spreadsheets are just too labor-intensive. That’s why we want entry into a centralized database. It’s going to be a lot less difficult if updates are submitted to the office or entered directly into FireRMS.

- “Once again we have the term volunteer (and now active) that might be different between stations.”
  > We are attempting to revise the FireRMS fields to allow a drop-down box for different ‘levels’ of volunteers. Additionally, ‘active volunteers’ are defined by Albemarle County Code.

- “Regarding frequency for updating, I would suggest semi-annual or quarterly at best for the first year.”
  > We do not believe monthly updates are too much to expect. We will make sure all records are entered into FireRMS to begin with. Then, we estimate that it should take one (1) hour at most each month to enter or submit the updates.

- “Will the Training Division be entering and updating personnel training information at the conclusion of classes once the initial data is entered?”
  > In short, yes. Some in-station training & CE can be entered at the station level.

- “Vehicle information is not needed (too many and to difficult to maintain with little to no benefit).”
  > Good point. This item has been removed from the key elements.

- “Station vehicle information entered into a common database would be worthwhile. I hate to keep providing the same information over and over.”
  > We are definitely going to explore this. It’s a great idea!

- “The optional element will need to be required if you produce accountably tags and emergency contact lists. If we go to this level of effort lets enter all the data.”
  > Good thought. Although, accountability tags will only require name & personnel number, we can use the optional information if provided.

- “Can FireRMS provide sample reports for examples? I really believe it is very important to show how the stations can retrieve data and that it will not be a long and difficult process.”
  > We will not be able to provide the sample reports until after fields are defined the way we need them to be and data is entered. Our intention is to build a report (or reports) in Crystal Reports that can be produced at the station-level with a key stroke (or two). We don’t want a long & difficult process either; that defeats the purpose.

- “I support this. I like the idea of not being required to produce multiple lists during the year. I also support the County producing Accountability tags. (When will you start?)”
  > Operations is working on the accountability side of things now. Our intent is to use the data in FireRMS, transfer the data (simply) to the ID database and make ID cards & accountability tags with little effort.

- “I reviewed this carefully, and I think this is an essential part of personnel operations for any organization.”
  > Agreed.

- “I wouldn’t make the optional element so optional – I would include the emergency contact info, SSN, birth date, gender, blood type, drug allergies, and certifications as mandatory – if there is going to be a database – I would include anything that would be necessary incase of a major disaster and assume that the central database is the only access to personnel information.”
  > We don’t have any issue making the ‘optional’ data as ‘required.’ We just need buy-in
from everyone that it’s important data to have. Our intent on having two (2) tiers of data (optional and required) was to make the initial data-capturing efforts as painless as possible.

- “The only problem I know we periodically have is accessing Fire RMS – It is down often enough at the station to be a nuisance.”
  > We realize that access to the system is sometimes a problem. Because of that, we are also offering the option of submitting personnel updates to the office. Of course, long-term, we need to fix the FireRMS access issues.

- “Parks & Recreation issue park passes to each fire/rescue member and each member of their family. I am not so sure you will get all the information required.”
  > We are exploring alternatives to individual passes to family members (possibly numerous passes that say “The John Doe Family”).

At the 1 March 2006 ACFRAB meeting, there were concerns about the varying security levels in FireRMS. Staff has resolved this issue:

- FireRMS is setup to limit any individual’s view of personnel data by their station assignment. For example, personnel assigned to Earlysville station can only view Earlysville personnel. Additionally, the “default” user group can not see ANY data on personnel. Chief officers can view and change personnel data, but only for their station. Personnel assigned to the “department” level will be able to see all personnel (based on their security setting).

There were also concerns about what qualifies for the 100 hour requirement for personal property tax discounts and free vehicle decals.

- This issue will have been resolved after approval of the Consent Agenda.

**RECOMMENDATION:**

Staff recommends adoption of SAP_DEP_029 for Personnel Reporting.

**ATTACHMENTS:**

SAP_DEP_029
Purpose:
The purpose of this policy is to establish procedures for regularly reporting volunteer personnel data.

Background:
The county and each station individually are responsible for managing its operations and resources, including our most valuable resource – our personnel. The maintenance and availability of accurate personnel information is vital in operating the most effective and efficient fire rescue system. Personnel management depends on effective, accurate record keeping to enable the organization to recruit, train, and develop staff to their full potential, and to be as effective as possible within the organization.

Personnel data, and its analysis, are used at all levels of administration and are helpful in identifying patterns that emerge. This data and data analysis can help the department focus on current issues and trends, predict future trends, and measure program performance. Personnel records management is most effective when it commands commitment from volunteer managers and all staff regards it as a professional activity requiring good practice. Records are a valuable resource because of the information they contain. Information is essential to the effective management of volunteer personnel and identification of trends and/or issues.

Scope:
This policy applies to all department personnel.

Policy:
Reporting
1. To ensure up-to-date, reliable, and accurate personnel records, stations will utilize one (1) of the following options to report on the monthly status of volunteer personnel:
   A. Maintain current personnel records in FireRMS at the station-level (station-based entry in records management system) or
   B. Submission of monthly report of personnel changes to ACFR staff for entry in FireRMS.
2. In either case, personnel records will be updated or submitted by the close of business (1700 Hours) on the fourth Monday of each month.
3. Personnel records will be maintained or submitted based on the key reporting elements identified below.

Miscellaneous
1. Only legal names will be used. Nicknames or abbreviated names will not be entered.
2. Alternate ID numbers (station-issued, etc.) will not be entered as the “Employee Number.” Alternate ID numbers will be entered in “Personal/Alternate ID Numbers.”
3. If desired, shift assignments will be noted as follows. Station identifier (Number)-Dash-Shift Assignment.
   Ex., 11-C 8-D
### Key Reporting Elements

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### Application Key

- **R** (Reporting, Management, Marketing, Training)
- **V** (Personal Property Tax & Vehicle Decal Vouchers)
- **ID** (Identification Cards)
- **CC** (Circuit Court Records)
- **PR** (Parks & Recreation Season Passes)
- **C** (Communications)
- **A** (Accountability System)
Application

Staff will apply the personnel records as follows:

1. Reporting – Staff will utilize data to provide reports, manage administration of volunteer programs and services, utilize marketing techniques, and plan training as needed.

2. Personal Property Tax & Vehicle Decal Vouchers – Staff will generate a report of eligible personnel from FireRMS in November of each year for Albemarle County residents and in January of each year for Charlottesville residents for applicable personal property tax and vehicle decal vouchers.

3. Identification Cards – Staff will utilize data to produce identification cards as needed.

4. Circuit Court Records – Staff will file a monthly report of volunteer personnel with the Clerk of the Circuit Court as required pursuant to the Code of Virginia §27-42.

5. Parks & Recreation Season Passes – Staff will generate a report of eligible personnel from FireRMS in March of each calendar year for season passes to Albemarle County parks & recreation facilities.

6. Communications – Staff will use records to disseminate needed information, materials, etc. to personnel.

7. Accountability System – Staff will generate data from FireRMS to produce Accountability System tags/identification as needed.

8. Other needs as identified.
## ALBEMARLE COUNTY FIRE RESCUE ADVISORY BOARD
### EXECUTIVE SUMMARY

<table>
<thead>
<tr>
<th>AGENDA TITLE:</th>
<th>AGENDA DATE:</th>
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<tr>
<th>SUBJECT/PROPOSAL/REQUEST:</th>
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<td>To develop and adopt a policy regarding vehicle &amp; traffic safety.</td>
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<td>1. Nauman</td>
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<tr>
<td>2. Oprandy</td>
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<td>3. Brown</td>
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### BACKGROUND:
Staff recommends the establishment of standard safety practices for emergency vehicle operation and personnel operating at emergency incidents on public roadways.

### STRATEGIC DIRECTION:
- ☑ 1. Develop a unified combination emergency service system at the operations level.
- ☑ 2. Deliver services that are consistent with our customer's expectations.
- ☑ 3. Further develop and support our volunteer and career personnel.
- ☑ 4. Recruit and retain quality volunteer and career personnel.

### COUNTY STRATEGIC PLAN:
3.1 Make the County a safe and healthy community in which citizens feel secure to live, work and play.

### DISCUSSION:
Among the leading causes of injury and death among public safety responders is trauma resulting from emergency vehicle crashes and being struck by traffic. To reduce the risk of injury to our fire and rescue members, a policy outlining basic safety measures should be implemented.

### RECOMMENDATION:
Staff recommends adoption of the attached SOG to adopt and implement a system-wide traffic and vehicle safety guideline.
ATTACHMENTS:

1. SOG_OPS_017: Vehicle & Traffic Safety
Purpose: To provide appropriate safety guidelines for fire and rescue personnel when operating emergency vehicles or deployed at the scene of roadway incidents.

Background: This standard operating guidelines was adopted by the Albemarle County Fire Rescue Advisory Board at the ____ meeting.

Guideline:
1. Emergency vehicles shall always be operated with due regard for life and property.
2. Seatbelts should be utilized by all occupants whenever the vehicle is in operation. An exception to this policy is situations where patient care in an ambulance limits the effective use of seatbelts.
3. During emergency responses, vehicles should come to a complete stop prior to proceeding through any controlled intersection against the signal, or, at a minimum, should reduce speed to that required to make a complete stop in order to avoid an accident should conditions require it.
4. Whenever possible, apparatus should be positioned at the scene of a roadway incident in such a manner as to create an effective safety barrier between the scene and moving traffic.
5. When parking an emergency vehicle at a scene, the front wheels should be turned away from where personnel or patients will be located. In the event the vehicle is struck from behind, this reduces the risk of having the unit pushed into the working area.
6. The driver/operator of any emergency vehicle shall ensure that their vehicle’s parking brake is applied before exiting the cab at the scene of any incident.
7. Personnel operating in or near a roadway should wear turnout gear or a reflective vest for increased visibility. Helmet use is also highly recommended.
8. Orange traffic cones should be utilized whenever possible to provide a visible safety perimeter around apparatus parked in the roadway. This procedure should include emergency incidents, training activities, and public service events.
   a. Depending upon traffic speed, cones should be placed at a sufficient distance and intervals from the vehicle(s) to provide approaching drivers with adequate warning and reaction time. On high-speed roads (45 mph or greater) cones should be placed at least 250 feet from the first apparatus.
   b. Traffic cones should be placed an appropriate distance beside parked apparatus to provide a safety zone for personnel to pass through.
   c. Traffic cones shall be utilized to protect other vehicles or locations where personnel are working or safety hazard exists.
   d. The vehicle operator is responsible for timely and appropriate deployment of traffic cones.
9. The use of high-beam headlights at night and/or the placement of scene lighting should be considered with regard to any potential to cause temporary blindness of passing motorists.
ALBEMARLE COUNTY FIRE RESCUE ADVISORY BOARD
EXECUTIVE SUMMARY

AGENDA TITLE: Turnout Times [SOG_OPS_018]  
AGENDA DATE: Wednesday, 22 March 2006

SUBJECT/PROPOSAL/REQUEST: 
To develop and adopt a policy regarding turn-out times.

FIRST READING  ✗ SECOND READING
INFORMATION  ✓ ACTION

SCHEDULE:
- Draft March 2006
- First Reading 1 March 2006
- Second Reading 22 March 2006

CONSENT AGENDA:
INFORMATION  ✓ ACTION

ATTACHMENTS:
- YES  ✓ NO

CONTACTS:
1. Eggleston
2. Oprandy
3. Brown

REVIEWED BY:
1. Nauman

BACKGROUND:
Staff recommends the establishment of a standardized policy for dispatching fire and rescue agencies with regard to delayed or failed responses.

STRATEGIC DIRECTION:
- 1. Develop a unified combination emergency service system at the operations level.
- 2. Deliver services that are consistent with our customer’s expectations.
- 3. Further develop and support our volunteer and career personnel.
- 4. Recruit and retain quality volunteer and career personnel.

COUNTY STRATEGIC PLAN:
3.1 Make the County a safe and healthy community in which citizens feel secure to live, work and play.

DISCUSSION:
The Emergency Communications Center has no formal guidelines for fire department alerting of next due station(s) when a delayed or failed response occurs. While rescue squad dispatching guidelines do exist, it may be desirable to utilize common standards for both fire and rescue squads. This policy would clarify response expectations, potentially improve incident response times, and would be helpful if/when combined fire & EMS dispatching occurs.
**RECOMMENDATION:**

Staff recommends adoption of the attached SOG to adopt and implement a system-wide turn-out time policy.

**ATTACHMENTS:**

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<tr>
<td>1.</td>
<td><a href="#">SOG_OPS_018</a>: Turnout Times</td>
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</table>
Purpose: To establish standardized alerting procedures for Albemarle County fire departments and rescue squads. These guidelines are also intended to promote effective response times to all emergency incidents.

Background: This standard operating guidelines was adopted by the Albemarle County Fire Rescue Advisory Board at the ___ meeting.

Definitions:
1. Alarm: Radio notification (dispatch) of an emergency incident by the Emergency Communications Center.
2. Turnout Time: The time elapsed between the alarm time (dispatch) and the time staffed apparatus responds; also referred to as response time.
3. Call Rollover: Notification of a next-due station after five (5) minutes has elapsed without response.

Guideline:
1. Fire and rescue apparatus are expected to respond within five (5) minutes of an alarm for emergency incidents. Stations that are adequately staffed should maintain considerably shorter response (turnout) times.
2. After two (2) minutes has elapsed without response, the first-due station shall be re-toned.
3. After five (5) minutes has elapsed without response, the first-due station shall be re-toned and the next due station alerted.
   a. The "all-call" paging tone shall be utilized when re-toning rescue squad stations.
4. Call rollover to the next due station shall continue every five (5) minutes until the resource need is met or no further resources are available.
5. Call rollover will not automatically occur for:
   a. Multi-station fire responses (such as structure fires), but shall be left to the discretion of a chief/duty officer or other responding personnel
   b. Fire department response to typical EMS calls
   c. For fire department response to possible cardiac arrest calls ("man-down", unresponsive, etc.) which are likely to require additional manpower, automatic call rollover to the next station will occur.
6. Apparatus already on an incident may acknowledge a pending call and respond as soon as possible, or defer the call to the next due station as deemed most appropriate for the situation.

7. If a delayed response occurs after another station has been alerted (or responded), the other station’s apparatus may be cancelled as deemed appropriate for the situation.

8. Chief/Duty officers who have marked responding to an incident when their other station resources have not may determine whether or not ECC should alert the next due station.

9. Chief/duty officers generally make response modifications as deemed appropriate; however, any personnel may request additional resources as needed.

10. Apparatus staffing levels are particularly important in the determination of adequate response to both fire and EMS calls. Apparatus should advise their staffing level upon initiation of response. This information can be utilized by other personnel to determine if additional resources are still needed.
### AGENDA TITLE:
Minimum Training Standards-Basic

### AGENDA DATE:
Wednesday, 22 March

### SUBJECT/PROPOSAL/REQUEST:
To establish minimum training standards for non-officer positions

### SCHEDULE:
- **First Reading:** March 2006
- **Second Reading:** April 2006

### BACKGROUND:
The Training Committee offers core certification classes throughout the year. The offering of these classes is to ensure that personnel are given the opportunity to obtain certification for the functions in which they operate at their stations.

At the direction of the Advisory Board, the Training Committee has worked for the last year to create a policy that covers certification levels for personnel that is realistic and meets the needs of our system. The attached policy is a collaboration of Training Officers throughout the county that meets the aforementioned.

### STRATEGIC DIRECTION:
1. Develop a unified combination emergency service system at the operations level.
2. Deliver services that are consistent with our customer’s expectations.
3. Further develop and support our volunteer and career personnel.
4. Recruit and retain quality volunteer and career personnel.

### COUNTY STRATEGIC PLAN:
3.1 Make the County a safe and healthy community in which citizens feel secure to live, work and play.
DISCUSSION:
The attached SAP is intended to establish a baseline amongst training levels for non-officer positions within our emergency services system. The Training Committee has worked throughout the last year creating standards that develop our personnel while ensuring that the demands for time are kept realistic. The resulting SAP is a document in which all agencies have had opportunities for input.

This policy only deals with the certification levels of personnel. Currently, individual agencies are responsible for releasal programs designed to test the retention and application of knowledge gained in a training environment. Stations wishing to adopt standards more stringent than those listed are welcome to do so; the policy only deals with minimum requirements.

RECOMMENDATION:
Staff and the Training Committee recommend adoption of SAP_TRN_004 for Minimum Training Standards

ATTACHMENTS:
1. SAP_TRN_004
Purpose:
The purpose of this policy is to establish minimum training standards for non-officer positions within the County of Albemarle who join the organization after the effective date of this policy.

Background:
The Training Committee has met regularly and discussed the concept of county-wide training associated with the different positions throughout the County. Over the course of the last year, training officers have obtained feedback from individual stations and used that as a basis for the recommendations below. It is the intent of the Training Committee to establish minimum training standards for non-officer positions.

Scope:
This policy applies to all Department of Fire Rescue personnel.

Definitions:
1. Certified: Personnel who have received certification in state / national standards through an agency of authority.
2. Qualified: Personnel who have received training through a combination of courses, in-house delivery, and experience.
3. Non-Structural Member: Personnel who have joined an organization and do not possess the required minimum training for structural activities. These personnel are capable of participating in a ride-along capacity on an emergency incident.
4. Rookie Firefighter: Personnel who possess National Fire Protection Association (NFPA) 1403 certifications. These personnel are capable of participating in firefighting activities, including entry into an immediately dangerous to life and health (IDLH) atmosphere. The Rookie Firefighter must be under the direct supervision of a Senior Firefighter or higher in order to participate, and should not count towards minimum staffing.
5. Released Firefighter: Personnel who possess NFPA 1001 qualifications at the Firefighter I level. These personnel are capable of participating in all firefighting activities, including entry into an IDLH atmosphere. The Released Firefighter is capable of operating without direct supervision.
6. Senior Firefighter: Personnel who possess NFPA 1001 qualifications at the Firefighter II level. These personnel are capable of acting as a group or division supervisor, and overseeing tactical objectives. The Senior Firefighter is capable of commanding an emergency incident.
7. BLS-AIC: Personnel who possess Basic Life Support (BLS) certification in accordance with Virginia Office of Emergency Medical Services (OEMS) regulations. The BLS Attendant in charge (AIC) shall be released in accordance with Thomas Jefferson Emergency (TJEMS) protocols.
8. ALS-AIC: Personnel who possess ALS certification in accordance with Virginia OEMS regulations. The ALS AIC shall be released in accordance with TJEMS protocols.
9. **Extricator:** Personnel who possess qualifications in extrication. This designation can be utilized as a stand alone designation, or in conjunction with any rank position beyond probationary status.

10. **Driver-Emergency Operator:** Personnel who have certifications in EVOC, and possess a valid Virginia driver’s license. The Driver – Emergency Operator shall be able to operate emergency vehicles within their EVOC classification during an emergency response. This status can include zone cars, quick response vehicles, and wildland apparatus functioning in similar capacity.

11. **Driver-Ambulance Operator:** Personnel who have certifications in EVOC, and possess a valid Virginia driver’s license. The Driver – Ambulance Operator shall be able to operate an ambulance during emergent response.

12. **Driver-Squad Operator:** Personnel who have certifications in EVOC, Vehicle Extrication, and HMA, and a valid Virginia Driver’s license. The Driver – Squad Operator shall be able to operate the Squad during emergent responses, and have working knowledge of all specialty equipment carried on the apparatus.

13. **Driver-Pump Operator:** Personnel who possess certifications in EVOC, Basic Pump Operations, Rural Water Supply, and a valid Virginia Driver’s license. The Driver – Pump Operator shall be able to operate the pumping apparatus during emergent responses, and demonstrate proficiency on pumping the apparatus.

14. **Driver-Aerial Operator:** Personnel who are released as a Pump Operator, and possess certification in Driver – Aerial Operator. The Driver – Aerial Operator shall be able to operate the aerial apparatus during emergent responses, and demonstrate proficiency on the operation of the aerial device. These personnel shall also have a working knowledge of specialty equipment carried on the apparatus.

**Policy:**

1. **Training**
   
   To ensure personnel are provided the necessary education for emergency incident mitigation, the following training levels are required (**bold**) and recommended (**italics**):

<table>
<thead>
<tr>
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<th><strong>Driver-Pump Operator</strong></th>
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   *Class definitions are attached to the end of this policy*

   All new personnel must be certified at the required level in order to participate within a classification. Existing personnel can be identified as qualified through the Training Officer and local record keeping.

2. **Record-Keeping**
   
   Certification records shall be maintained in the FireRMS database, in accordance with SAP-DEP-029.
3. **Class Glossary**
   a. System Orientation: Administrative requirements necessary for membership
   b. CPR: Cardio-pulmonary resuscitation
   c. HMA: Hazardous Materials Awareness
   d. FFI: Firefighter I
   e. IS-700: Introduction to the National Incident Management System (NIMS)
   f. FFII: Firefighter II
   g. STICO: National Fire Academy Strategy and Tactics for Company Officers
   h. BLS: Basic Life Support, including Emergency Medical Technician-Basic (EMT-B) and Emergency Medical Technician-J (EMT-J)
   i. BTLS: Basic Trauma Life Support
   j. ALS: Advanced Life Support, including EMT-Enhanced, EMT-Cardiac Technician, EMT-Intermediate, or EMT-Paramedic
   k. ACLS: Advanced Cardiac Life Support
   l. PALS: Pediatric Advanced Life Support
   m. EVOC: Emergency Vehicle Operator Course
   n. BPO: Basic Pump Operator
   o. RWS: Rural Water Supply
   p. DAO: Driver Aerial Operator