

FIRE RESCUE

ALBEMARLE COUNTY

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www.ACFireRescue.org

Albemarle County Fire and Emergency Medical Services Executive Committee Agenda

Monday, March 7, 2022 | 1630 Hours | Virtual Meeting

Agenda Item	Name
I. Call to Order A. From the Board: Matters Not Listed on the Agenda	D. Eggleston
II. Approval of Consent Agenda A. February 7, 2022 Minutes	D. Eggleston
III. Executive Session	
IV. Unfinished Business A. Lexipol i. Policy Manual ii. Organizational Structure	H. Childress
V. New Business A.	
VI. Next Meeting A. April 4, 2022 at 1630 hours – Virtual Meeting	

ALBEMARLE COUNTY FIRE/EMS BOARD
FEMS BOARD EXECUTIVE COMMITTEE
VIRTUAL MEETING
MONDAY, FEBRUARY 7, 2022– 1630 HOURS

A virtual meeting of the Albemarle County Fire/EMS Board Executive Committee was held on Monday, February 7, 2022, at 1630 hours.

The following members were in attendance:

David Puckett, Albemarle County Fire Rescue
Virginia Leavell, Charlottesville/Albemarle Rescue Squad
Todd Richardson, Earlysville Volunteer Fire Department
Michael Grandstaff, Scottsville Volunteer Fire Department
Kostas Alibertis, Western Albemarle Rescue Squad

Others in attendance:

Phillip Burkett, Albemarle County Fire Rescue
Heather Childress, Albemarle County Fire Rescue
Christina Davis, Albemarle County Fire Rescue
Nicole Jones, Albemarle County IT Department
Duncan Miller, Stony Point Volunteer Fire Company
David Puckett, Albemarle County Fire Rescue
Jason Wilson, Albemarle County Fire Rescue

I. Call to Order

Chief Childress called the meeting to order at 1630 hrs.

Meeting Statement

Chief Childress read the following statement: “This meeting is being held pursuant to and in compliance with Ordinance No. 20-A(14), ‘An Ordinance to Ensure the Continuity of Government During the COVID-19 Disaster.’ The opportunities for the public to access and participate in the electronic meeting are posted on the Albemarle County website at www.acfirerescue.org under the Fire Rescue and EMS Board section.”

A. From the Board: Matters Not Listed on the Agenda

There were none presented.

II. Consent Agenda

A. January 10, 2021 Minutes.

MOTION: Chief Grandstaff motioned, seconded by Chief Richardson, to approve the Consent Agenda as presented. The motion passed 5-0.

III. Executive Session

There was none held.

IV. Unfinished Business

A. Lexipol

- i. Policy Manual
- ii. Organizational Structure

Chief Childress stated that three members had gone into the group that she had created in Lexipol, and she wondered if they had any input. She asked if they wanted to move it forward to the full FEMS Board, and she and Chief Puckett could continue to make reasonable edits to the two policies but open the forum up for discussion there. She noted that there had been no comments made within Lexipol yet, adding that it may be helpful to get those two policies down before moving onto others.

Chief Richardson said that because they were in PDF format, he was not able to add any comments; and in Section 200.3, they need to add the section that John Oprandy had been promoted to.

Chief Childress said that in PDF format, you can add comments below and it stays within that one thread or section. She added that she could probably also upload them as Word documents.

Chief Grandstaff noted that she was going to add some information such as the FEMS Board, and he wasn't sure if they would make those edits first.

Chief Childress responded that they have not wanted to make assumptions and had hoped that the group would contribute, but if they would rather have her and Chief Puckett go in and make edits, they could do that. She said that she could make all the changes she has on her notes and send that back out, then see if they want to present that to the full FEMS Board at the next meeting to start the discussion.

Chief Alibertis said that he was unable to access it and would provide Ms. Davis with an alternate email address, as his UVA email did not allow access and Gmail did not let him open it. He added that it may be best for her to make edits, so they're not making comments on new edits.

Chief Childress responded that it did make sense, and there were some things like terminology that they'd like to have feedback on first—such as definitions of “Firefighter” and “Supervisor.”

Chief Alibertis said that “District Chief” has been used in the system, and Chief Eggleston is delineated as the Fire Rescue Chief; there is no other Fire/Rescue Chief. He said that District Chief could be assigned to the career stations that have volunteers, if they choose to use that, as they have in the past.

Chief Childress noted that they wouldn't have those at the career stations any longer, and they just wanted to be clear moving forward on what it refers to in the policy and

find a unique name. She said that they could work out some of the technical aspects and have it ready before the next FEMS Board meeting.

V. New Business

A. Stony Point Accountability Framework

Chief Eggleston said that he had forwarded the Executive Committee the Stony Point Accountability Framework he had sent to Chief Metcalf, which outlines some of the things the system would be working with Stony Point on, based on an operational assessment. He said that he received an email from her the previous Sunday, which outlined some concerns and details, and he had spoken with her earlier in the day of this meeting—and she is hoping to carve out some time to meet so they can continue with their discussion and follow-up, at least to get started on the roster aspect.

B. Command Manual

Chief Puckett said that Philip Burkett was present and had a few slides to walk through, then would see if there were questions.

Battalion Chief Philip Burkett stated that the Command Manual is a lengthy document, but they would be focusing on the beginning of it, which covers the command operations for incidents. He noted that the last section focuses on NIMS policies, etc.

Chief Burkett said that the idea is to have a field operations manual, and within that manual, they would have multiple different guides: the Command Guide, the Fire Operations Guide, a RIT Guide, and a Special Operations Guide. He said that the Fire Operations Guide would cover different occupancy types: single family, apartment, townhouse, strip malls, and high-rises.

He explained that section one of the Command Guide focuses on instant command and the initial activation of ICS—what to do as the initial company officer or whomever is establishing command for the incident. He said that it addressed how to identify buildings or areas to help paint the picture of what the incident is for everyone else coming in. He stated that section two explores tactical command operations, which speaks more to the division chiefs, such as someone assigned to the third floor to manage operations or somebody being assigned to side Charlie, or safety officer, etc. He said that section three gets into command post operations and what is being set up for longer-term incidents; section four is the lengthiest portion, covering ICS and NIMS.

Chief Burkett said that section one talks about establishing command, different command options in terms of strategic modes of operation, and working incident policy. He mentioned that the working incident policy in and of itself would go away, and ECC owns their own copy of the policy, but it would add a working fire alarm. He explained that anytime they had a structure fire assignment that's declared a working incident, they would get a working fire alarm dispatched that would bring two additional engines and one additional ALS transport unit. He said that if any command officer is on scene and wants to declare it a working incident but does not need the fire alarm, it can be

held. He stated that if multiple fire alarms are requested, the working fire alarm already dispatched would not be in addition to the multiple alarms but would be a portion of them.

Chief Burkett said that the document gets them away from passing command—so they should not have any units arriving at the scene, marking in command, or immediately saying they're passing command. He stated that the idea is that the first person establishing command is building out the incident action plan in their head and making the initial assignments; the transfer of command should be a fairly formal process that involves a definite conditions, actions, needs (CAN) report; an understanding of what the IAP is; and an announcement made so that everyone in ECC and on scanners knows who is assuming command and what the role is of the first officer. He stated that the actual guideline for RIT and mayday operations will be a separate document. He said that the personnel accountability system is referenced in the Command Manual, but there is no change planned for it.

Chief Burkett stated that section two, tactical command operations, covers division chiefs. He said if an incident is fairly complex, someone will need to oversee operations in a geographical area—an MCI or multiple accidents in close proximity on an interstate, or a mid-rise or high-rise structure fire, or even an “everyday” structure fire where a side Charlie needs to be assigned to manager operations on that side.

Chief Burkett said that section three would get into the initial incident commander and company, and it talks about command aides and how they can be utilized, as well as the use of senior chief officers as they arrive on scene for larger incidents—how best to use them, what roles, and how they can assist in making the incident run more smoothly.

He explained that section four covers ICS and NIMS, and they had a lot of discussion about whether to even include it; those working on it agreed that it was important to have it included—not to pull out for every fire, entrapment, or multi-company operation they run, but for those times and circumstances when it would be helpful to have a readily available document to refer to.

Chief Burkett stated that the working incident policy would remain the same but is rolled into this guideline, and now there is a working fire alarm for the structure fires. He said this adds two additional engines, one additional ALS transport unit; the IC can still declare a working incident and have the working fire alarm held; if multiple alarms are declared, the working fire alarm makes up part of that.

Chief Alibertis asked him to define a “working incident alarm” and a “second alarm” in terms of apparatus, as it can get confusing when they add apparatus with similar terminology, without delineating it the way they have in the past.

Chief Burkett responded that a second alarm will bring four engines, an ambulance, and a squad truck. He said if the second alarm is declared after the working fire alarm has

been sent, two engines and a transport unit would not be dispatched in that second alarm.

Chief Alibertis commented that it blurs it somewhat because they are declaring a working incident but are not having a working incident alarm—and they're using a lot of the same terminology that's easily confused and misunderstood.

Chief Burkett explained that if an incident commander declares a working incident, there is no reason to say “working fire alarm,” and that is handled behind the scenes and would just be something ECC is dispatching. He said if it makes it easier, it would be acceptable to call it a “working fire dispatch” to get away from using the term “alarm.”

Chief Alibertis suggested that others weigh in, since he wasn't doing fire. He also said that if you're calling for a second alarm, it's being done—but if they have a working incident and don't want an alarm or dispatch, they're sort of tearing out the same thing two ways.

Chief Burkett stated that if they have a structure fire in a 1,000-square-foot rancher home, they most likely won't need any extra units and would have plenty of help on the scene. However, he said, when they run single-family home fires in Rosemont or Old Trail, they would quickly run out of staff and need extra people to be able to rotate through and be able to set up an effective RIT. He commented that the idea is to have the working fire dispatch, but if the incident commander gets on the scene and assesses the situation, they may need to make the working fire announcement so they can get relief crews coming in to help staff different stations, the duty officer can make station transfers, etc.—but they don't need the two extra engines and ambulance for that small structure. He added that a second alarm is still a second alarm and would generate a lot more help than what they got on the first alarm.

Chief Alibertis said he would defer to fire but was just being cautious about using the same terminology.

Chief Burkett asked if “working fire dispatch” worked better than “working fire alarm.”

Chief Grandstaff responded that it would probably work, and he recalled when they first did the first working incident plan, they would mark it as a “working fire” but they didn't need it to be a “working incident,” and ECC would often confuse it. He said the better terminology may be to say there is a working incident, but to hold the working dispatch.

Chief Burkett agreed that that would work, and some of their approach is thinking toward the future, when there is potential for needing larger-scale RIT groups, based on certain structure types. He said the working fire dispatch can be utilized in the larger RIT group if they are not used right away to relieve crews, etc.

Chief Grandstaff commented that if he's calling a working incident, it's because he needs ECC to make notifications and all the other steps in the policy—not necessarily

because he needs extra people. He agreed with changing “alarm” to “dispatch” if the group feels that way.

Chief Richardson commented that “dispatch” was more appropriate.

Chief Burkett explained that with transferring command, they were getting away from passing command, and regardless of what type of incident it is—someone unspoken in command on a single-apparatus EMS call, or more formal from the first-arriving unit on a structure fire that marks “in command.” He said that ultimately, the transfer of command is a bit more formal, and whoever is arriving on scene to assume command needs to make an assessment of the situation, get the CAN report, have an overview, understand what the IAP is, resource assignments and needs, then formally announce their command of the incident. He added that hopefully transfers would take place face to face, and if the initial company officer, firefighter, squad operator, etc. is in command and they are off working in the incident area, it may not be face to face.

Chief Burkett reported that one other change was trying to get away from using names and who was marking in command, and rather use the unit identifier, such as “Engine 73 Bravo” marking in command, instead of “Firefighter Pugh.”

Chief Grandstaff said that if there is a chief officer riding that seat, they should mark in command of that incident.

Chief Burkett said if the person riding 73 Bravo is “Chief 70,” they should mark in command as “Chief 70.” He emphasized that this allows for someone arriving and hearing what engine is in command, it provides information such as 22 Bravo being in command means that they are more than likely down range and engaged in the action on the scene. He stated that they would be getting a CAN report from them and have a pretty good idea of what’s happening on the scene. He said that if 22 Alpha is involved and in command, they are likely engaged in pumping the apparatus—so they might be available for face-to-face command handoff, but they may not have a full picture of what’s going on inside.

Chief Burkett noted that this would also help clean things up with ECC, as they often are challenged with pronouncing names, but engine numbers are easier. He added that this would also put the County in line with the City, and with both localities running more mutuals together, it would be nice to keep these things similar.

Chief Burkett stated that the three reports include arrival, or on-scene report; follow-up report; and progress report. He said the initial arrival report is a combination of a CAN report and a nine-line report, with the idea of providing a list of things you can or should say; if it does not apply, you should not say it at all. He stated that the scene reports were specific and hopefully would get everyone on the same page and establish a game plan. He said the idea of the initial on-scene report is that if it’s a structure fire, they want the initial company to announce their water-supply plan. He said as they look into the other guides being developed, they are looking at the first-in engine company

on hydrant areas to start laying hose in. He said that announcing the water supply plan will key up to the second engine to let them know they either need to hit the hydrant and make the connection, or they would have to do something else. He said that the primary attribute is that it sets up the water-supply plan prior to arrival.

Chief Burkett stated that the initial on-scene report should discuss the location or building description; it did not have to drill down into type, but just an area and estimate. He said they would talk about what they have, any life hazards, and considering making it a working incident—then establishing command. He said that after getting the 360-view is when they come up with the follow-up report. He stated that important aspects were basement identification and confirming floors and fire locations, which is extremely helpful in the case of split-level structures.

Chief Burkett said that if they need to, they can bring up the flow path, and they need to announce mode of operation, deviations from the FOG, and any safety messages such as power lines being down.

Chief Burkett stated that the progress report is given at the 10-minute mark into the incident; this could be 10 minutes after the crews go into the interior, 10 minutes after the incident started, etc. He said this was a fairly lengthy report and was done for multiple reasons: it captures the incident on the CAD screen for reporting purposes; ECC should be tracking all this so that any subsequent units can look through it while in route and know what was going on. He stated that this also helps the chief officers listening and wondering whether they would need to call people to get crews to come in the building, work on station transfers, and sets the status of the incident up for others. He said they would be marking out the units operating, the reason they were there, description of the area (building, field, airport, etc.), confirming the mode that you're still in or transitioning to, priority tasking/progress, situation outlook, exposures, and estimated time they would remain on scene.

Chief Eggleston asked if they also anticipated developing a field guide.

Chief Burkett responded that there would be multiple different guides rolled into the Command Manual, but each guide would have a "flip card" that outlines the tasks associated with it.

Chief Richardson said that from an ECC perspective, he appreciated not using names anymore. He also asked if Chief Burkett could provide the PowerPoint so it could be shared with members.

Chief Alibertis said that it's helpful to have a cheat sheet because if they get there first, they can at least give someone a report that means something, and everyone knows what to anticipate when they arrive.

Chief Burkett agreed, stating that he envisions command cheat sheets that provide on-

scene follow-up and progress reports, as well as definitions of modes of operation; there would also be cheat sheets for occupancy types.

Chief Grandstaff asked if this still needed to go before the full FEMS Board.

MOTION: Chief Grandstaff moved to advance the Command Manual to the FEMS Board for discussion and consideration. Chief Richardson seconded the motion, which passed unanimously (5-0).

VI. Next Meeting

A. Monday, March 7, 2022 at 1630 hours – Location TBD

Adjournment

At 17:15 hrs., the FEMS Executive Committee adjourned its meeting.



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ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD

EXECUTIVE COMMITTEE

ATTENDANCE LOG

Date: February 7, 2022

VOTING MEMBERS (OR DESIGNATES)

Chief Virginia Leavell (CARS): Virginia Leavell

Chief Todd Richardson (Earlysville): Todd Richardson

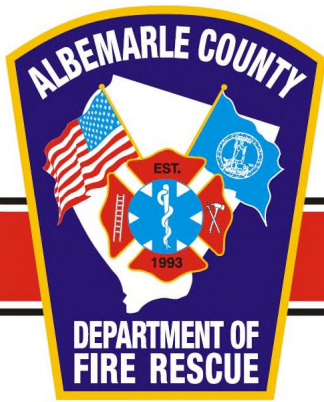
Chief Michael Grandstaff (Scottsville Fire): Michael Grandstaff

Chief Kostas Alibertis (WARS): Kostas Alibertis

Chief Dan Eggleston (ACFR): Dan Eggleston

GUESTS & OTHERS

<i>Guest/Other</i>	<i>Organization/Agency/Affiliation</i>
<u>Heather Childress</u>	<u>ACFR</u>
<u>David Puckett</u>	<u>ACFR</u>
<u>Nicole Jones</u>	<u>A/V Specialist, Dept. of Information Technology</u>
<u>Christina Davis</u>	<u>ACFR</u>
<u>Jason Wilson</u>	<u>ACFR</u>
<u>Philip Burkett</u>	<u>ACFR</u>
<u>Duncan Miller</u>	<u>Stony Point Vol. Fire</u>
<u>Dustin Lang</u>	<u>Stony Point Vol. Fire</u>



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ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD EXECUTIVE COMMITTEE ACTION RECORD

AGENDA TITLE/ISSUE:	AGENDA DATE:
Approval of Consent Agenda	February 7, 2022
MOTION:	MOTION MADE BY: SECONDED BY:
Approve December Minutes	Chief Michael Grandstaff Chief Todd Richardson
SUBSEQUENT MOTIONS/AMENDMENTS:	
1.	

CALL OF THE QUESTION:	Yes	No	Abstain
Deputy Chief Heather Childress (ACFR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Virginia Leavell (CARS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Todd Richardson (Earlysville)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Michael Grandstaff (Scottsville Fire)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Kostas Alibertis (Western Albemarle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I hereby attest that the foregoing is true and complete to the best of my knowledge.

 Christina Davis
 Clerk

 February 7, 2022
 Date



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ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD EXECUTIVE COMMITTEE ACTION RECORD

AGENDA TITLE/ISSUE:	AGENDA DATE:
Command Manual	February 7, 2022
MOTION:	MOTION MADE BY: SECONDED BY:
To Command Manual forward to FEMS Board	Chief Michael Grandstaff Chief Todd Richardson
SUBSEQUENT MOTIONS/AMENDMENTS:	
1.	

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Dan Eggleston (ACFR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Virginia Leavell (CARS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Todd Richardson (Earlsville)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Michael Grandstaff (Scottsville Fire)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Kostas Alibertis (Western Albemarle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I hereby attest that the foregoing is true and complete to the best of my knowledge.

 Christina Davis
 Clerk

 February 7, 2022
 Date