

FIRE RESCUE

ALBEMARLE COUNTY

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ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD AGENDA

Wednesday, March 22, 2023 | 1800 Hours | COB-McIntire, Room 235

Agenda Item	Name
I. Call to Order A. Moment of Silence B. From the Board: Matters Not Listed on the Agenda C. From the Public: Matters Not Listed on the Agenda	K. Alibertis
II. Approval of Consent Agenda A. January 2023 Minutes	K. Alibertis
III. Committee updates - A. Executive Committee B. Training Committee C. Operations Committee D. Recruitment & Retention E. Quartermaster F. Apparatus Committee	See Attachment See Attachment No Meeting See Attachment No Meeting No Meeting
IV. Unfinished Business – A. Policy Manual – Policy 102	D. Puckett
V. New Business – A. Interim Directives – Policy 202 B. Engine Spec C. SAFER Grant D. Open Burning Procedure	D. Puckett D. Puckett D. Eggleston H. Lagomarsino

ALBEMARLE COUNTY FIRE/EMS BOARD
FEMS BOARD MEETING
WEDNESDAY, JANUARY 25, 2023 – 1800 HOURS

A regular meeting of the Albemarle County Fire/EMS Board was held on Wednesday, January 25, 2023 at the County Office Building–McIntire Road in Room 235, Charlottesville, Virginia.

The following members were in attendance:

Dan Eggleston, Albemarle County Fire Rescue
Virginia Leavell, Charlottesville-Albemarle Rescue Squad
Gary Dillon, Crozet Volunteer Fire Department
Todd Richardson, Earlysville Volunteer Fire Company
Dwayne Williams, East Rivanna Volunteer Fire Company
George Stephens, North Garden Volunteer Fire Company
Michael Grandstaff, Scottsville Volunteer Fire Department
Dennis Hahn, Seminole Trail Volunteer Fire Department
Dustin Lang, Stony Point Volunteer Fire Company
Kostas Alibertis, Western Albemarle Rescue Squad

Others in attendance:

Christina Davis, Albemarle County Fire Rescue
Alyssa Mezzoni, Albemarle County Fire Rescue
Emily Pelliccia, Albemarle County Fire Rescue
David Puckett, Albemarle County Fire Rescue
Meade Whitaker, Albemarle County Fire Rescue

I. Call to Order

Chief Alibertis called the meeting to order at 1800 hrs.

A. Moment of Silence

Attendees observed a moment of silence.

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

Chief Childress noted that Chief Whitaker had scheduled a short presentation on an accident investigation that was done regarding injury, and they were going to share several slides about it.

Chief Eggleston noted that there were some other items under unfinished business.

C. From the Public: Matters Not listed on the Agenda

There were none presented.

II. Consent Agenda

A. December 2022 Minutes.

Chief Grandstaff moved to approve the Consent Agenda with the minutes as presented. Chief Hahn seconded the motion, which passed unanimously (10-0).

III. Committee Updates

- A. Executive Committee – attached.**
- B. Training Committee – attached.**
- C. Operations Committee**
- D. Recruitment & Retention Committee**
- E. Quartermaster Committee**
- F. Apparatus Committee**

IV. Unfinished Business

A. Field Operations Guide Status Update

Chief Puckett stated that he had emailed this information the previous day, and the effective date of the procedures had been scheduled for April 1, with training to come out soon. He asked that they acknowledge the procedures.

B. Radio Replacement Update

Chief Puckett stated that they were making progress between Harris and Motorola, although there were some issues with unexpected behavior in terms of missing traffic and not catching scans. He said they have worked through some code plug changes on the Motorola side that would help that and would also do some things in the radio structure that may help, and some of this relates to the system just behaving differently. He noted that they have station radios and battalion chief radios with the new code plug, and they were letting it go another 30 days and then determine whether it's okay to implement throughout the entire system.

C. Dispatch Protocol (Pro QA) Update

Chief Puckett reported that he had discussed this in December in terms of moving new call types to January 1, but that did not happen because it was too much work to get that done over the holidays on such a short timeline. He said they had made progress on the new EMS call types, and ACFR has discussed getting those implemented first; most of the mismatches were from old to new call types, and this accounts for 70% of calls. He stated that they were hoping for early March, and they are still finalizing the fire call types, which are several months behind the EMS items.

Chief Puckett stated that he would send out a sheet with all the new call types, and he had done his best to summarize the thousands of lines of emergency medical dispatch into something simpler. He said it was very basic with just the call type and basic parameters in terms of what makes it go to ALS or BLS, and there are Priority 2 calls listed as non-emergent, such as a sick person. He added that he has a call for response, which does not get into the detail of station-level items.

V. New Business

New Business Special Item – Training Accident Review

Chief Walker reported that there had been a significant training accident on August 8, 2022, wherein there were vent-enter-isolate search evolutions on the training grounds with an ACFR personnel member. He stated that this person had multiple injuries and surgeries, and he was still out of work but would hopefully be able to come back.

Chief Walker stated that he was asked to take a look at that in his role as Health and Safety Battalion Chief, and this was the first injury investigation of this degree that they had done. He said that they started with the goal of how to prevent future accidents from occurring, with the process revolving around the initial cause and other related causal factors. He stated that they came up with some recommendations they are working to implement to help prevent future accidents from taking place. He added their approach accommodates the caveat that this is a dangerous business, and if they are going to do training at live fire pace, there is an inherent risk to that—but that doesn't mean they can't be safer.

Chief Walker said they were all familiar with what a vent-enter-isolate search scenario is: going on a ladder, entering and getting the victim, and coming back out. He noted that this was a high-speed, high-risk evolution. He stated that the first recommendation was that any time they were climbing a ladder, the foot needs to be secured—whether that is through a mechanical means, a ratchet strap, something in the ground to keep the feet from kicking out, or the traditional way of having someone secure it from the front or the back. He emphasized that this needed to be done whether it was on an incident, the training grounds, or at the station, and he hoped that the chiefs would take this out to their stations for recommendations to filter down.

Chief Walker said that the next recommendation was that all safety officers need to be in place to monitor personnel during training exercises. He stated that they do a great job with live burns, with radio checks while the interior safety officers make sure everyone is in place before they say “go” with evolution. He noted that this was a best practice they want to make sure to extend outside the burn building and training grounds. He added that the chiefs need to make sure that the safety officer is ready to assume their role before evolution.

Chief Walker stated that the people serving in the safety officer position need to understand to serve in that position, and ideally would have ISO or HSO training or certification; in a realistic sense, they need to be experienced enough to know what the risks are associated with doing that training. He said that it's easy to take a new person and put them in place as a safety officer, but they do not fully understand the risks. He added that these personnel also need to be confident enough to step in when something isn't going well or going as planned.

Chief Walker said that their next recommendation is that they incorporate closed-loop scenarios into the safety briefings prior to training, and that they are thorough in explaining the risks, mitigating them, and assuming the proper protocol if someone gets hurt or something goes wrong.

Chief Walker stated that the next recommendation is that any safety issues need to be immediately corrected, which goes back to the safety officer knowing the risks and how to correct issues. He said that while there are valuable conversations about addressing problems, safety personnel must be empowered to step in and intervene swiftly and severely when there are problems.

Chief Walker said that the next recommendation is related to basic training, as it's really easy to spend time on DPO, Rescue Task Force, DRT, Hazmat, EMS skills, etc. and forget the basic fire stuff. He emphasized that they need to focus on station drills, department drills, and company drills with basic skills—and they shouldn't go a year without pulling lines, throwing ladders, and pumping trucks.

Chief Walker stated that the next recommendation is that the Health and Safety position have an extra eye on IEPs and provide feedback and suggestions, and he is working on that now to look at things from a safety perspective. He noted that they have done this with the Rescue Task Force training at the new JCP location and provided some feedback for them, and this evaluation of training evolutions is part of what safety positions do across the country. He said that additionally, they would be looking at things like close calls, best practices, and SODs—particularly where there are lessons learned. He added that he is happy to work with them on station-level trainings and provide feedback.

Chief Walker stated that refresher training is a best practice, and prior to that, the personnel and crews should be brushing up on those skills. He said that when they have upcoming training coming up, they can maximize opportunities to do live fire updates and refresh their basic skills, which also serves as a reminder of what the basic skills are. He noted that specific skills inform vent-isolate-search, so trained personnel show up more prepared.

Chief Walker concluded that a lot of this information is fairly standard, but he is happy to serve as a resource.

Chief Richardson suggested sending it out to the chiefs so it can be sent out to training officers for internal training.

Chief Hahn stated that with their trainings, underneath every window is an anchor point for the ratchet strap to go to the ladder.

Chief Walker said they don't have those at the burn building, but they can always rig something, noting that part of the skill is carrying the ladder and deploying it. He stated

that they had a lot of discussion about whether to anchor the ladder to the building, lowering a haul system with harnesses, and whether that would be safer—and they've concluded that it would be safer but perhaps would not be live fire pace.

Chief Hahn stated that they need the anchor for it to stay there, because it's in the ground and back out.

Chief Walker said that's why they need the person there.

Chief Childress commented that the next step is how they institutionalize these, because it doesn't do any good to list things they need to do and then not do them. She emphasized that they are really trying to make this part of the process for the RTF training and other opportunities, and they are hoping to help stations with trainings.

Chief Hahn asked if it was a fall or a drop with the incident that prompted this.

Chief Walker responded that the main cause was that the ladder kicked away from the building while someone was at the top, and then they fell and landed in a way that caused significant injuries. He commented that a lot of this involves the Training Division because they do the training—and this was not to fault them but just to clarify that they are responsible for training.

Chief Childress said that everyone involved was looped into this before it was shared with anyone else.

Chief Walker stated that there are opportunities for improvement with training, improvement at the battalion level, and improvement at the individual level.

Chief Childress commented that Chief [?] did a great job with this, and they would learn some lessons from this that hopefully would benefit all the stations.

Chief Alibertis said that they should probably try to find a way to apply this to something beyond training for everyday practice, because there are some points in here that do not embrace the actual fire ground that could be valuable. He stated that the designated safety officer and their required training would be one item, as that was an identified item—so it would be good to clarify if there are training officers on real fires who are trained to be safety officers.

Chief Walker commented that it usually ends up being a chief officer of some kind.

Chief Alibertis noted that this action would happen before they might arrive on the scene.

Chief Grandstaff agreed that the safety officer may not be established at that point.

Chief Alibertis said that another issue is the challenge of stopping someone who has adrenaline pumping and is already taking action.

Chief Hahn stated that there is an opportunity for training to make the information available, and they probably need to have a class.

Chief Grandstaff noted that they do this at the regional school.

Chief Walker said the regional school class is the VDFDI, and he did a self-study through the Fire Department Safety Officers Association, which concluded with a proctored exam. He noted that the cost was \$200-300.

Chief Childress pointed out that all the training you can get was no substitute for taking authority on the scene. She stated that in October there had been another fire, and the safety officers were markedly more vocal and loud—and were quick to intervene. She added that the department is aware that this will probably wear off and needs to be reinforced.

Chief Hahn commented that the safety officer has the ability to stop anything, but they need to reassert that to everyone.

Chief Alibertis stated that they need to bring “stops” into training just so people get in the habit of doing it.

Chief Childress said they could capture that in future trainings.

A. Fire Rescue Service Authority – Policy 100

Chief Puckett reported that the Executive Committee approved these to advance of the FEMS Board without a lot of changes, and he would go through all of them at once, beginning with Policy 102 (Policy Manual).

Chief Puckett reported that Policy 102 sets the groundwork for all policies and creates some definition in terms of how to issue and acknowledge them. He said that because they have a relatively complex structure as a hybrid system, they need to articulate and make it clear in their policies who they are describing or what organization they are describing. He stated that “system” refers to the entire system, “ACFR” is the career department, and “agency,” which could be ACFR or a specific department—and it simply refers to the individual organization for the procedure or responsibility.

He said that from a people standpoint, there’s the Fire and Rescue Chief for the system, Volunteer Chief, On-Duty Battalion Chief or Duty Officer, District Chief (serving in the role of battalion chief or duty officer), and Supervisor or Company Officer, which is a generic term across all agencies.

Chief Puckett said that he would point out two proposed edits to the policy that came

up since the Executive Committee meeting. He explained that one was under the definition of “Firefighter/EMS Provider,” which is “members regardless of rank who perform or are in training to perform fire suppression or EMS duties.” He stated that the language change was to accommodate not only those who are qualified to do the work but also those who are working toward it.

He stated that 102.7, Acknowledgement of the Policy Manual, the third paragraph should state: “Volunteer chiefs or their designee shall acknowledge system policy,” to allow for stations to acknowledge and not be in violation.

Regarding the Oath of Office, Policy 101, Chief Puckett stated that it’s required for fire marshals but everyone else is optional. He noted that in 101.5, Firefighter/EMS Provider’s powers, it states “sworn members of the system,” but there was an incident in Prince William in which a volunteer firefighter recruit died in training through the Firefighter 1 academy. He explained that the locality had difficulty getting LODA to accept the death benefits because they were not “sworn in” until graduation. He stated that Prince William shifted to require swearing in at the academy.

Chief Puckett explained that Policy 100 defines Firefighter/EMS members as “sworn members,” but the oath itself is optional. He said by changing the definition, the providers—whether providing or in training to provide—are all captured from a policy standpoint. He stated that the day you join, you are a sworn member, and hopefully the benefits will align accordingly.

Chief Dillon stated that he would like to do an oath but would probably swap out some language, and perhaps it could state “Albemarle County or the local volunteer stations” instead of just Albemarle County.

Chief Alibertis said you could always do a parenthesis for “stated agency.”

[?] stated that it says it doesn’t preclude any other oath or affirmation.

Chief Dillon said that he’d like to have something a bit more formal for his station.

Chief Alibertis stated that they should just approach this policy by policy.

Chief Puckett said there were no actual changes in Policy 100.

MOTION: Chief Leavell moved to approve Policy 100 as presented. Chief Dillon seconded the motion, which passed unanimously (10-0).

B. Oath of Office – Policy 101

Chief Alibertis mentioned that the language would be updated to say “stated agency” in place of Albemarle County.

Chief Hahn said that within the system, they are all listed as agents of Albemarle County, so they're covered.

Chief Alibertis responded that Chief Dillon wanted something specific to the station.

Chief Grandstaff reiterated that the stations are covered as agents.

MOTION: Chief Grandstaff moved to approve Policy 101 as amended to reflect "stated agency." Chief Dillon seconded the motion, which passed unanimously (10-0).

C. Policy Manual – Policy 102

Chief Puckett stated that under the definition of Firefighter/EMS Provider, the language was amended to read, "Those members, regardless of rank, who perform or are in training to perform fire suppression or EMS duties." He said that Section 102.7 under the acknowledgement of the policy manual, the language would be amended to say, "Volunteer Chief or their designee."

Chief Dillon stated that he had a question on 102.4, the authority, which states, "The Fire Rescue Chief or the authorized designee is authorized to issue departmental directives, which have modified those provisions of the manual to which they pertain. The departmental directive shall remain in effect into such time as they can be permanently incorporated into the manual or the directive is rescinded."

Chief Eggleston said that was also spelled out in the ordinance.

Chief Grandstaff asked if should say "directive" or "policy," because it's listed in the ordinance as a policy.

Chief Dillon stated that his interpretation is that you can issue a directive on anything, regardless of how minute it is.

Chief Puckett responded that he could not recall the specific ordinance wording, but under day-to-day operations, it allows the chiefs to implement something immediately if needed and consult the Executive Committee afterward.

Chief Lang pointed out that the qualifier is that has to be an exigent circumstance, and you can't just arbitrarily issue directives. He said the systemwide policy had to come through FEMS.

Chief Eggleston agreed but said it can be an operational decision.

Chief Alibertis said it can be applied and implemented but then would have to be approved, so it was essentially a retrospective review.

Chief Lang emphasized that it had to be an exigent circumstance with rationale why it couldn't normally route through the FEMS process.

Chief Eggleston stated that it can be discussed, but it can't be challenged or appealed. He said they could pull the ordinance out and table this so that the language aligns with the ordinance and is clear.

MOTION: Chief Williams moved that approval of Policy 102 be tabled.

Chief Dillon asked if they could move forward if they had the authority to just mirror the ordinance, and just delay it until the next month—because if the policy doesn't mirror the ordinance, this will run into problems.

Chief Eggleston mentioned that it references it, and Chief Grandstaff noted that it references it in Policy 100.

Chief Hahn suggested clarifying the verbiage in the policy itself.

Chief Puckett suggested changing the language to state, "issue directives or—"

Chief Grandstaff said that he didn't recall the word "directive" in the ordinance, as it says "policy." He stated that the problem is that if a chief brings a policy forward that they didn't vote on, he/she could wait 30 days to implement it, and it would have to be challenged through the Executive Committee and then to the Board of Supervisors.

Chief Dillon stated that the language reads "the chief or his designee" as being able to issue directives.

Chief Puckett said he was okay with tabling it, but he wanted to point out that even though the ordinance doesn't say "directive," they don't necessarily want to call everything a "policy" either. He cited an example of a one-time event that required specific parameters and couldn't wait on a specific process.

Chief Alibertis stated that it may be temporary, and he mentioned a COVID policy as an example.

Chief Dillon said that it would be for an exigent purpose with an end date, and they're not supposed to be permanent; if it turns into something that has to be permanent, it's rolled into a policy. He noted that if they ended up having to change one word, it would become a real headache.

Chief Alibertis noted that there was a motion on the floor that had not been seconded.

Chief Hahn suggested that Chief Williams could amend his motion.

MOTION: Chief Williams moved to table the vote on Policy 102 until the FEMS Board's March meeting. Chief Lang seconded the motion, which passed 6-4, with chiefs Leavell, Dillon, Richardson, and Hahn dissenting.

Chief Grandstaff stated that he voted yes so they would all be on the same page and not have to go back and revise this.

Chief Hahn asked that they send the change out before the next meeting so they can read the verbiage ahead of time.

Chief Alibertis said they could also bring it to the Executive Committee.

Chief Puckett stated that he would distribute the language in the actual ordinance as well as the updated draft policy.

D. Volunteer Physicals

Chief Childress reported that they had some changes to volunteer physicals this year, and last year they had a "beta test" wherein they gave five slots per department. She said that several departments got more than five because others didn't use theirs, but this year they didn't have the money to pay for all the physicals—and there has been discussion about how to approach provision of physicals as a policy.

Chief Childress stated that Chief McFadden has asked about physicals for everyone, and the question is around the disparity between providing them for paid members versus volunteer members. She commented that it feels odd to her to "pick and choose" who gets them, and ACFR is hoping to understand the will of this board.

Chief Dillon asked if this related to who would pay for it.

Chief Childress responded that there are a lot of parts, including whether it would be mandatory, whether stations would do it on their own, etc.

Chief Grandstaff said they had this conversation a lot at the Operations Committee level several years ago, and they left it that it would be up to the department after the initial physical, but they would not make it mandatory.

Chief Childress stated that they've heard that from a lot of people, but then others have had differing views.

Chief Stephens said that was the LODA physical, and Chief Childress is referring to the LifeScan physical—so there's a huge difference with that.

Chief Leavell noted that they are not discussing the onboarding physicals.

Chief Grandstaff stated that they could issue a "not fit for duty" if they don't pass their LifeScan physicals.

Chief Childress said that some have expressed concern that they don't like that approach, and it feels weird to her to be piecemeal.

Chief Grandstaff pointed out that this was actually in the LODA policy.

Chief Childress stated that LifeScan physicals are \$550, and ACFR did not have the extra funds this year to offer those so they were passed down to the departments.

Chief Dillon noted that he was scheduled to get his physical the following week and has never had one before, and he joined before the LODA physical was required. He said this opportunity came up so he took it—but now he is wondering whether they will tell him if he's fit for duty or not and whether it carries weight with the County.

Chief Childress confirmed that it could happen, and ACFR would get a list of "fit for duty" or "not fit for duty."

Chief Eggleston said the majority of those flagged "not fit for duty" have something that's easily corrected, such as hypertension. He added that the bar is fairly low, and he can't recall the last time they had someone who failed the physical. He stated that there seems to be varying interest in getting physicals, so if there isn't a majority in the system, he's not sure they should move forward with pursuing funding for it.

Chief Grandstaff stated that he had 1 out of 65 who was interested.

Chief Dillon said that he had 3 or 4, and he wondered if there was fear of not passing and not being fit for duty—and he could see how this was hard to budget.

Chief Childress responded that they have about 350 members, so having the funding for that many slots was significant, and last year they did 24 physicals total for all the volunteer departments. She emphasized that there were impacts in terms of money, logistics, and time. She added that LifeScan is a business and is trying to make the best use of their time, and the system needs to plan a few years in advance.

Chief Dillon commented that they would have to get commitment from departments a few years in advance.

Chief Stephens asked why this couldn't be a budgeted line item for individual stations, just like they do for other items. He said that this would provide a "look ahead" and the visibility for both the station and system to plan ahead for it.

Chief Williams stated that attaching the word "mandatory" to it could be a deterrent.

Chief Childress mentioned a member (Sean Ryan) who was now 100% cancer free, and his condition was originally detected through LifeScan.

Chief Dillon said that he had heard a lot about LifeScan, and perhaps if more people heard about it as a testimonial, they might have more people sign up.

Chief Childress replied that they could market it better, and they didn't discuss it this year as much as last.

Chief Stephens said that participating in this multiple years could give stations some leverage to ask that these be provided to volunteers as well as career.

Chief Richardson stated that his station had to pay for this out of pocket but didn't blink an eye at paying for this, as it can be a life-saving measure.

Chief Hahn suggested that they put something out that shows the success and benefits of the physicals, such as what happened with Sean Ryan.

Chief Alibertis said that there will still be some personnel who participate and others who don't.

Chief Stephens stated that some members with health conditions may already be under a doctor's care, and that's a choice between them and their doctor.

Chief Grandstaff said that what Chief Alibertis mentioned was already the policy.

Chief Alibertis responded that it's not funded, and it sounds like what they need to do is figure out how to fund it.

Chief Childress said that's where it gets tricky, and right now there are 20 physicals scheduled.

Chief Eggleston stated that they need hard numbers.

Chief Stephens commented that they should put it in their annual budget, as that would be no different from anything else they put in their budget.

Chief Williams said they could do it as a reimbursement, but no one really likes that.

Chief Dillon suggested a partial set number from stations.

Chief Hahn said you could almost do it as a percentage of membership—10%, 20%, or whatever is appropriate.

Chief Childress proposed that she go back and look at total membership numbers and bring back a proposal for direction.

Chief Eggleston mentioned that the FY24 budget season is over, so it would be for future years.

Chief Dillon noted that you have to consider where to draw the line in terms of who gets it and who doesn't, and he mentioned members that are lifetime members but haven't run a call in 10 years.

Chief Hahn said the members in good standing should be a factor for eligibility.

Chief Eggleston stated that they are responsible for all members.

Chief Childress said she had no objections to stations putting in a set amount individually, but if a station has almost no interest and another has more people than they have funding for, there's no way for the County to reallocate that funding—whereas a centrally managed pot might enable everyone to get a physical who wants one.

Chief Hahn concurred that they should estimate a percentage and put that in a centralized fund to cover those who want a physical.

Chief Alibertis pointed out that if they schedule 50 slots physicals and only 40 show up, they are still on the hook for the full 50, as he understands it.

Chief Childress clarified that no-shows are different than unfilled slots.

Chief Stephens stated that he would like to start with a percentage, as it would be more positive in terms of station perception.

Chief Childress suggested starting with a lower figure and then working up, rather than starting with a big pot of money. She said that Ms. Mezzoni makes a good point in terms of a LifeScan line that is managed and billed anyway.

Chief Hahn said they were actually doing ACFR a favor, because there may be a pot of money available at the end of the year.

Chief Dillon stated that he would rather do it incrementally so there wasn't a large balance left that implied it wasn't being used.

Ms. Mezzoni commented that 350 people at \$550 each was not a small budget request.

Chief Puckett said that when they did the LODA physicals, they effectively grandfathered existing members.

Chief Childress noted the mandatory nature of those.

Chief Alibertis asked if it was the best way to spend money when members may be there for only six months or a year.

Chief Hahn said that his station had a bunch of members who were 20 and would be gone, adding that they were going to get a physical anyway.

Chief Dillon stated that he felt they somewhat owed it to members for \$550, especially when considering things like taking in a lungful of bad smoke.

Chief Richardson asked if that was what it actually cost or what they were being charged.

Chief Childress noted that they pay a lot more for Work Med physicals.

Chief Alibertis suggested that they consider get away from the Work Med physicals.

Chief Childress said they have tried.

E. Vetting Process for Personnel Moving Between Stations

Chief Childress reported that she, Chief Williams, and Chief Hahn have had a lot of discussions about a way to share eligibility information when members move between station, such as fit for duty.

Chief Alibertis suggested that they ask it straight up as part of a member's onboarding interview, and then the stations can reach out to the respective chiefs.

Chief Stephens said that he would tell them he would be calling the other chief.

Chief Richardson stated that he does the same thing, but sometimes they find out later that the chiefs haven't told them everything.

Chief Dillon noted that one of the issues has been legislation that requires disclosure of that information, as it is for law enforcement, and his department has been noted for accepting members without that.

Chief Childress asked if there was something they could do at the system level.

Chief Hahn commented that they used to be able to put "do not hire" or "do not rehire" on a person's record.

Chief Eggleston said he doesn't think they were very compliant.

Chief Grandstaff also pointed out that each station has its own criteria and bylaws, and that may vary among stations.

Chief Childress said she was interested in whether they might want a process that was more than just a phone call.

Chief Dillon stated that a background packet would be a great option, and they could give potential members more information than just a standard application.

Chief Grandstaff said the County application already asked for all that information.

Chief Williams stated that they do background checks, and he has had at least three people who have left other departments who provided differing reasons about why they left.

Chief Leavell said she could benefit from some guidance because her board feels pretty strongly that in terms of crossing the HR line, all you can say is whether they are eligible for rehire or aren't. She commented that she's not sure what they can build into the system that's the equivalent of release of information.

Chief Stephens said that his concern was having that one member who decides to bring a lawsuit, adding that in his role as a regular employee, all he can say is that a person did or did not work there.

Chief Alibertis responded that he thought you could ask for a letter of recommendation, and this was especially applicable for those coming from other areas outside the system.

Chief Dillon commented that he prefers hearing their voice versus a letter.

Chief Grandstaff said they could have an information release form.

Chief Williams said that there must be some kind of guideline as to the criteria for rehiring someone versus not rehiring them.

Chief Alibertis stated that they could outline what level they were released at, how long they were with the department, and if they left in good standing.

Chief Grandstaff said they could include a simple eligible/not eligible for rehire.

Chief Richardson commented that they have a good enough relationship with one another that would preclude stations from not disclosing information.

E. Miscellaneous

Ms. Pellicia stated that they made several adjustments to responsibilities for fire marshal's Community Risk and Resilience Division. She said that originally, Titus Castens carried part of the load of the geographic areas, but that's been removed from his plate because of the human services and community engagement roles for this coming year.

Ms. Pellicia stated that these were the three captains and assistant fire marshals out in

the field, and they realigned the districts based on what made the most sense for them. She said that this was before she was part of the division, and they did this to try to align the geo-policing divisions at ACPD so they could build relationships with their counterparts there. She stated that this gets those better in alignment, and Ledford would align up with sectors 2, 3, 4 or the Jefferson District for ACPD; Maddox lines up sectors 5 and 6 or the Blue Ridge District; and Coles lines up with 1, 7, 8 that lines up with both of those districts.

Ms. Pellicia said they have primary program and other project responsibilities, so if there is a recurring station issue, they should go to Sean. He said that Titus would still be in the 24-hour coverage, which Gilbert would also join at some point. She noted that they were getting outdoor burn notification issues as the current pressing item, and the chiefs should contact their respective fire marshals as issues arise.

Ms. Pellicia emphasized that any human service concerns such as community members needing assistance should be brought to Gilbert and Titus.

Chief Stephens asked where they would get the information regarding upcoming building inspections and developments, which used to come from Howard Lagomarsino.

Ms. Pellicia stated that her understanding is that there is a whole new development dashboard being established at the County level that would be much more easily accessible, with current and future projects visible, and that would be an open-source system. She said that currently, Howard would still be the best source. She added that there was a lot of this and how it was handled in the past that she was learning on the fly, and this may have just fallen off the radar.

Chief Stephens said that there was value in that information-sharing.

Executive Committee Elections

Chief Eggleston said that last month, there had been elections for the Executive Committee officers.

Chief Grandstaff clarified that they voted in himself and Chief Alibertis but held off on the other two positions because not everyone was there.

Chief Alibertis said that he had received a nomination for Chief Hahn.

Chief Eggleston said that anyone could make a nomination and explained that the structure of that committee is the chair, vice-chair, and a representative from both the fire and EMS sides. He said that when this was first started, they had Scottsville, CARS, and Western; now they have CARS, Earlysville, East Rivanna, and Western. He stated that there was nothing glamorous about serving on the EC, but everything was vetted there before coming to the FEMS Board.

Chief Alibertis noted that Chief Richardson served on the Executive Committee.

Chief Leavell agreed to continue serving.

Ms. Davis clarified that there would one fire, one EMS representative.

FEMS Board members submitted paper ballots.

Ms. Davis announced that Chief Hahn and Chief Leavell had the most votes.

VI. Next Meeting

Chief Grandstaff asked if others would be attending the fire conference in February.

Chief Hahn stated that he would be attending the conference.

Chief Grandstaff said this would likely mean they won't have a quorum.

MOTION: Chief Grandstaff moved to postpone the next meeting until March. Chief Hahn seconded the motion, which passed unanimously (10-0).

A. Adjournment

At 19:34 hrs., the FEMS Board adjourned its meeting.



FIRE RESCUE

ALBEMARLE COUNTY

460 Stagecoach Road, Suite F Charlottesville, VA 22902-6489
Voice: 434-296-5833 FAX: 434-972-4123

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ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD ATTENDANCE LOG

Date: Wednesday, January 25, 2023

VOTING MEMBERS (OR DESIGNATES)

Chief Dan Eggleston (Albemarle County): [Signature]

Chief Virginia Leavell (CARS): [Signature]

Chief Gary Dillan (Crozet): [Signature]

Chief Todd Richardson (Earlsville): [Signature]

Chief Dwayne Williams (East Rivanna): [Signature]

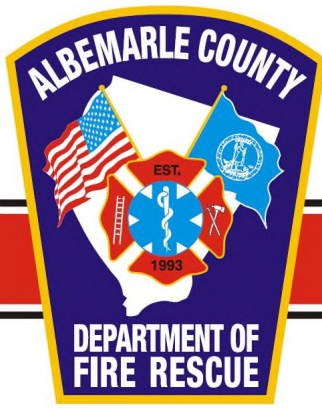
Chief George Stephens (North Garden): [Signature]

Chief Mike Grandstaff (Scottsville Fire): [Signature]

Chief Dennis Hahn (Seminole Trail): [Signature]

Chief Dustin Lang (Stony Point): [Signature]

Chief Kostas Alibertis (Western Albemarle): [Signature]



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ALBEMARLE COUNTY FIRE RESCUE EMERGENCY AND MEDICAL SERVICES BOARD ACTION RECORD

AGENDA TITLE/ISSUE:	AGENDA DATE:	
Consent Agenda	January 25, 2023	
MOTION:	MOTION MADE BY:	SECONDED BY:
To accept consent agenda with changes	Chief Michael Grandstaff	Chief Dennis Hahn
SUBSEQUENT MOTIONS/AMENDMENTS:		

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Dan Eggleston (Albemarle County)	<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 Gary Dillon (Crozet)	<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 Dwayne Williams (East Rivanna)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief George Stephens (North Garden)	<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 Dennis Hahn (Seminole Trail)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Dustin Lang (Stony Point)	<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

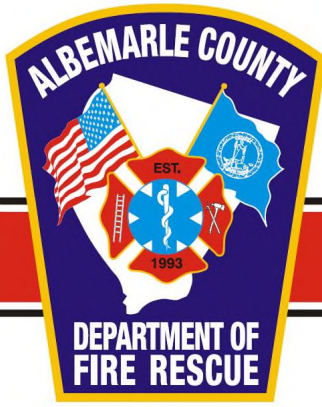
January 25, 2023

Clerk

Date



- Building the Model Volunteer-Career Fire & EMS System -



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ALBEMARLE COUNTY FIRE RESCUE EMERGENCY AND MEDICAL SERVICES BOARD ACTION RECORD

AGENDA TITLE/ISSUE:	AGENDA DATE:	
Fire Rescue Service Authority – Policy 100	January 25, 2023	
MOTION:	MOTION MADE BY:	SECONDED BY:
To accept Policy 100	Chief Virginia Leavell	Chief Gary Dillon
SUBSEQUENT MOTIONS/AMENDMENTS:		

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Dan Eggleston (Albemarle County)	<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 Gary Dillon (Crozet)	<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 Dwayne Williams (East Rivanna)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief George Stephens (North Garden)	<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 Dennis Hahn (Seminole Trail)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Dustin Lang (Stony Point)	<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

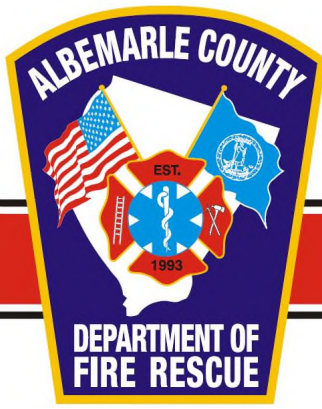
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ALBEMARLE COUNTY FIRE RESCUE EMERGENCY AND MEDICAL SERVICES BOARD ACTION RECORD

AGENDA TITLE/ISSUE:	AGENDA DATE:	
Oath of Office – Policy 101	January 25, 2023	
MOTION:	MOTION MADE BY:	SECONDED BY:
To accept Policy 100	Chief Michael Grandstaff	Chief Gary Dillon
SUBSEQUENT MOTIONS/AMENDMENTS:		

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Dan Eggleston (Albemarle County)	<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 Gary Dillon (Crozet)	<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 Dwayne Williams (East Rivanna)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief George Stephens (North Garden)	<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 Dennis Hahn (Seminole Trail)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Dustin Lang (Stony Point)	<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

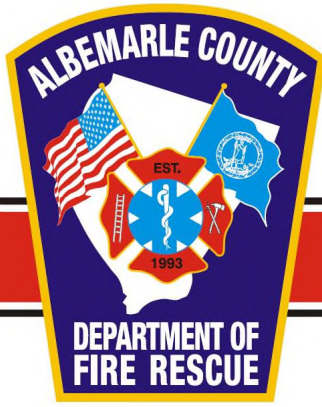
January 25, 2023

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ALBEMARLE COUNTY FIRE RESCUE EMERGENCY AND MEDICAL SERVICES BOARD ACTION RECORD

AGENDA TITLE/ISSUE:	AGENDA DATE:
Oath of Office – Policy 102	January 25, 2023
MOTION:	MOTION MADE BY: SECONDED BY:
To table Policy 102 for a month	Chief Dwayne Williams Chief Dustin Lang
SUBSEQUENT MOTIONS/AMENDMENTS:	

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Dan Eggleston (Albemarle County)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Virginia Leavell (CARS)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chief Gary Dillon (Crozet)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chief Todd Richardson (Earlsville)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chief Dwayne Williams (East Rivanna)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief George Stephens (North Garden)	<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 Dennis Hahn (Seminole Trail)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chief Dustin Lang (Stony Point)	<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

January 25, 2023

Clerk

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ALBEMARLE COUNTY FIRE RESCUE EMERGENCY AND MEDICAL SERVICES BOARD ACTION RECORD

AGENDA TITLE/ISSUE:	AGENDA DATE:
February 2023 FEMS Meeting	January 25, 2023
MOTION:	MOTION MADE BY: SECONDED BY:
To cancel February meeting	Chief Michael Grandstaff Chief Dennis Hahn
SUBSEQUENT MOTIONS/AMENDMENTS:	

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Dan Eggleston (Albemarle County)	<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 Gary Dillon (Crozet)	<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 Dwayne Williams (East Rivanna)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Chief Michael Grandstaff (Scottsville Fire)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Dennis Hahn (Seminole Trail)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Dustin Lang (Stony Point)	<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

January 25, 2023

Clerk

Date



- Building the Model Volunteer-Career Fire & EMS System -

2023 FM Responsibilities:

Capt/AFM Micaiah Ledford (A-shift)

- UAS Program
- **Stations 2, 4, 6, 12, & 16**

Capt/AFM Shawn Maddox (B-shift)

- Investigation Program
- **Stations 3, 7, 11, & 17**

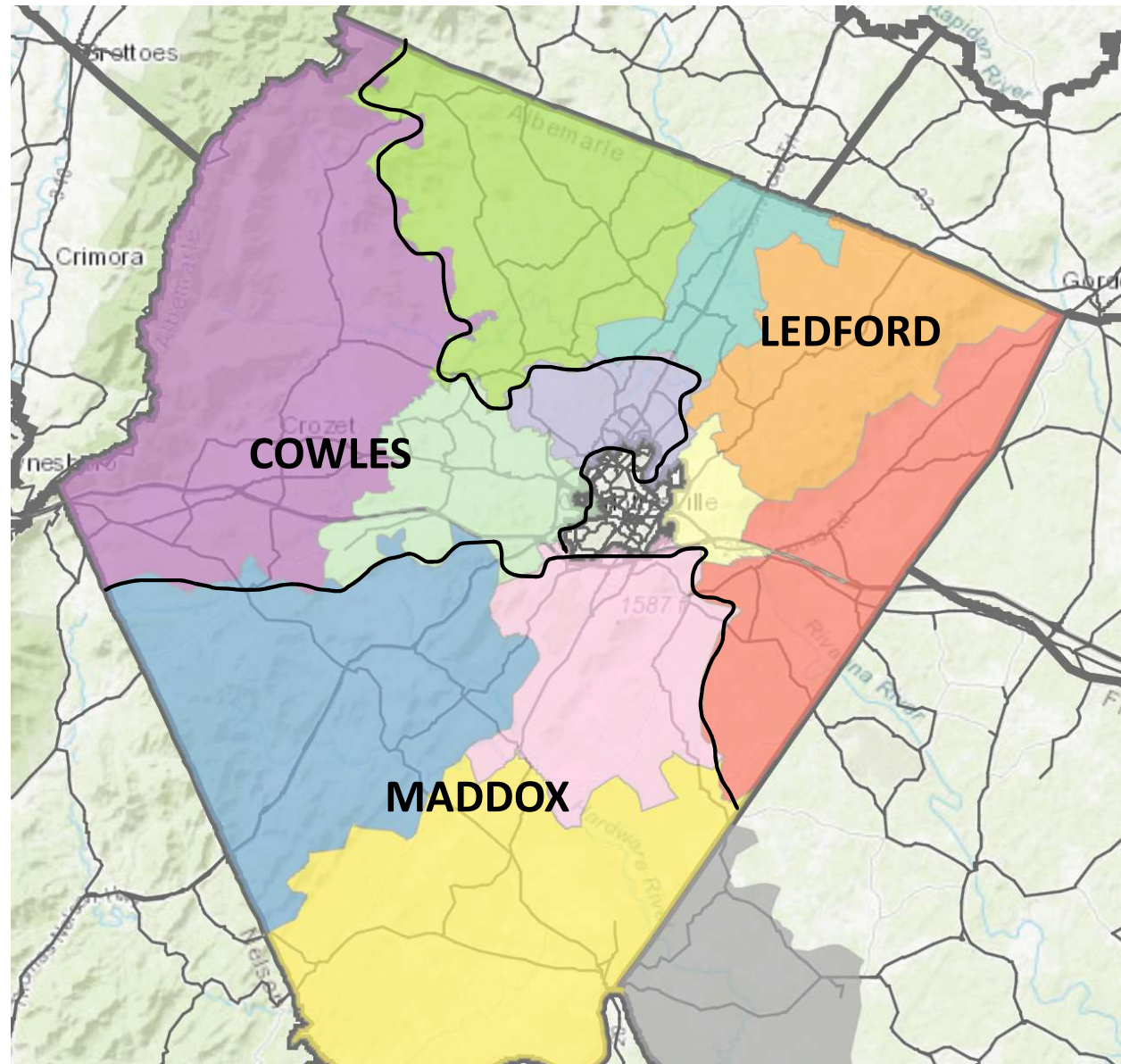
Capt/AFM Reuben Cowles (C-shift)

- Inspection Program
- **Stations 5, 8, 15, & 18**

Capt/AFM Gilbert Monroe &

SFF/AFM Titus Castens

- Community Outreach
- Human Services
 - HUMAINS
 - HART



Training Officers Meeting Minutes

February 1st, 2023 @1830hrs

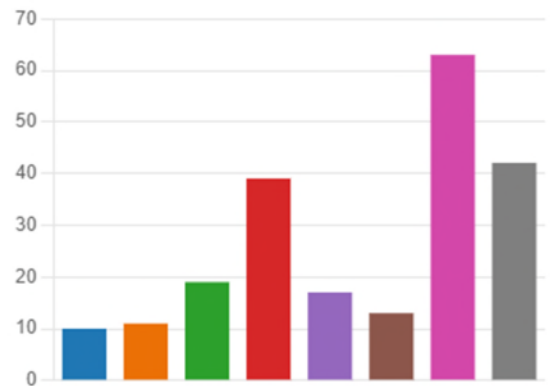
- Current registrations
 - Were sent to TOs yesterday
 - FF1, Instructor 1, HMO, EMT are all in session
- Regional School Update
 - Three classes do not currently have enough to run
 - HMO, RARFF, ISO
 - Spoke with VDFP and they will put us in contact with their PIO to advertise
 - Otherwise, we are on track
- EVOC Follow up
 - VDFP registration process
 - Students must now declare what level they are seeking and register for that session.
 - If a student registers for level I/II/III and fails level III, technically, they are not successful in the course. This was told to me by Chief Berry
 - Per Bob Larsen who spoke with Tom Berry, there is a process with the review board to then certify at level II, but it will not be a quick process.
 - Question asked by Chief Knight if student can register concurrently. Chief Ascoli will follow up
 - Certification document –
 - Is this the right thing, are we going to heavy.
 - Goal is to prepare student for class. Is there another way to do that?
 - Can we arm the student with the information during registration process.
 - Create a task sheet versus certification document?
 - Provide skill sheets to students
 - General discussion
- Admin update
 - Applications are open

- Currently 8 Applications
- Hope to have someone in by beginning of March
- Injury PPT review
- RTF policy
 - General discussion on Active Threat roster management

1. Select your station affiliation

[More Details](#)

● Station 2	10
● Station 3	11
● Station 4	19
● Station 5	39
● Station 6	17
● Station 7	13
● Station 8	63
● Rescue 5	42



-
- FOG Training
 - Jan 21-31 ops committee review/provide feedback
 - Feb 1 – 11 Make revisions as needed
 - Feb 12 – Mar 31 – Personnel review the materials
 - March TBD – Opportunity to register for open Q&A session
 - April 1 – Effective date. CAD changes will need to be made after April 1
 - Modules are broken down into sections with a total run time of less than four hours
 - Modules:
 - Field Operations Manual Overview (10 slides- 12mins)
 - Apparatus Response Guide (10 slides- 12mins)
 - Command Guide Module 1.1 (20 slides- 22mins)
 - Command Guide Module 1.2 (15 Slides- 11mins)
 - Command Guide Module 1.3 (17 Slides- 18mins)
 - Command Guide Module 1.4 (18 Slides- 19mins)
 - Command Guide Module 2 (8 Slides- 9mins)
 - Command Guide Module 3 (14 Slides- 11mins)
 - SFD Guide 1.1 (24 Slides- 25mins)
 - SFD Guide 1.2 (31 Slides- 49mins)
 - TH Guide 1.1 (16 Slides- 15mins)
 - TH Guide 1.2 (31 Slides- 27mins)

Recruitment & Retention Committee
Date: Monday, February 20, 2023
Time: 1800 hours
Location: Zoom – Virtual Meeting

A virtual meeting of the Recruitment and Retention group was held on Monday, February 20, 2023, at 1805 hours.

Those that were in attendees are as follows:

Deputy Chief Heather Childress, Albemarle County Fire Rescue
Tom Echols, Crozet Vol. Fire
Elise Lindquist, Crozet Vol. Fire
Neal Pierce, Scottsville Vol. Fire
Chief Virginia Leavell, Charlottesville-Albemarle Rescue Squad
Olivia Hale, Charlottesville-Albemarle Rescue Squad
Christina Davis, Albemarle County Fire Rescue

I. Sirens

The Sirens Team is working on the next edition. If you or anyone at your station would like to submit an article or have a celebration, please send it to acfrsirens@albemarle.org. The deadline for submittals is Friday, April 7.

Mr. Pierce asked if anyone had been selected for the spotlight as he had someone he would like to ask to see if they would like to be the spotlight for this issue. Ms. Davis will send him information he can send to the person he has in mind for the spotlight.

If anyone would be interested in joining the Sirens Team, please contact Chief Childress or Ms. Davis and you will be added to the Team.

II. Chest X-rays - WorkMed

As most are aware we are seeing more and more people being billed for their chest x-rays when they complete their physical. If you have a member who this is happening to, please forward a copy of the bill to Ms. Davis or Chief Childress and we will get this corrected with WorkMed.

Fire Rescue reached out to WorkMed to work on a solution to have these bills be invoiced correctly. When we spoke with WorkMed we were notified they had a turnover in the position and did not know about a process which will help in these invoices being billed to Fire Rescue instead of the provider. Since WorkMed is now aware of this process, they will start using it to help notify Imaging billing which bills should be sent to WorkMed for them to invoice Fire Rescue and which ones should be billed to the patient. Since this is a new process and one WorkMed just found out about, please know a few invoices may have slipped through to the provider. If this happens, please ask the provider to send a copy of the invoice to Fire Rescue. We will work with WorkMed to get this corrected.

III. Summer Activity

Chief Childress asked for ideas on an activity for the summer to bring together the group. In the past we offered passes for tubing, bowling, and held picnics. A discussion was held and it was decided to see what the interest would be in attending a UVA Baseball game.

Chief Childress and Ms. Davis will work on gathering information and sending out an announcement for registration for the event.

IV. Recruitment Information – Join Website

Mr. Pierce asked if there is was a way to help a recruit decide which station he/she is interested in without contacting multiple stations, as it is hard to know which station has already reached out to the interested person. This way there are not multiple stations trying to recruit the same person.

A suggestion which was discussed was creating a table showing the different commitments are for each station. This way the person who is interested in volunteering could have an idea as to which station would be the best fit for them. A discussion was held about this table. Chief Childress and Chief Leavell will work together to come up with information which could potentially be put in this table and bring those ideas back to the next meeting.

V. Recruiting Goal

Mr. Echols asked if there were any specific recruitment goals. Chief Childress responded there was no set recruitment goals, but we are glad to help with recruitment efforts. If your station would like assistance with recruitment, please reach out to Chief Childress.

The meeting adjourned at 1859 hours. The next scheduled meeting is on Monday, April 10 at 1800 hours at the Department of Fire Rescue Conference Room or join by Teams. An updated calendar invite will be sent out with location and link to join by Teams.

Policy Manual

102.1 PURPOSE

The Policy Manual of the Albemarle County Fire Rescue System is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this system. All members are expected to conform to the provisions of this manual.

All prior and existing policies, manuals, orders and regulations that are in conflict with this manual are revoked, except to the extent that portions of the existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

102.2 SCOPE

This policy applies to all members of the Albemarle County Coordinated Fire and Rescue System as defined in Albemarle County Code Chapter 6, Article I, Division 2, Section 6-102.

102.3 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that fire and rescue work is not always predictable and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this system under the circumstances reasonably available at the time of any incident.

102.3.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Albemarle County Fire Rescue System and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the County, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for system administrative action, training or discipline. The Albemarle County Fire Rescue System reserves the right to revise any policy content, in whole or in part.

102.3.2 SEVERABILITY

In the event that any term or provision of this Policy Manual is declared illegal, invalid or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state or federal law, or County policy, such law or County policy shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of established local rules and regulations, the System will seek to resolve the conflict.

Policy Manual

In the event that any term or provision of a System policy conflicts with a volunteer company's policy, the System policy shall take precedence.

102.4 AUTHORITY

The Fire Rescue Chief shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Fire Rescue Chief or the authorized designee is authorized to issue Interim Directives, which shall modify those provisions of the manual to which they pertain or address matters not specifically addressed by policy. Interim Directives shall remain in effect until such time as they may be permanently incorporated into the manual or the Directive is rescinded.

All policies and directives that apply to the System shall be adopted in accordance with Albemarle County Code Chapter 6, Article I.

102.5 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

ACFR Battalion Chief - The on-duty or on-call ACFR Chief responsible for the management of system resources.

Agency - An individual agency of the coordinated system such as the Albemarle County Department of Fire Rescue or a Volunteer Company.

Albemarle County Department of Fire Rescue/ACFR - the County agency responsible for delivering fire, rescue and emergency medical services in partnership with the volunteer organizations within the coordinated fire and rescue system.

Albemarle County Fire Rescue System/System - Coordinated system comprised of the agencies defined in Albemarle County Code Chapter 6, Article I, Division 2, Section 6-102.

Adult - Any person 18 years of age or older (Va. Code § 1-203).

County - The County of Albemarle.

Civilian - Employees and volunteers who are not engaged in fire suppression or emergency medical services as part of their primary duties.

Company Officer - The on-duty person responsible for the direction and oversight of their assigned unit. Typically the company officer is the person with the highest rank, EMS level of care, or seniority and rides in the front passenger seat of the unit.

District Chief - The on-duty or on-call volunteer chief responsible for the management of station resources.

Employee - Any person employed by the Albemarle County Department of Fire Rescue.

Fire Code (also known as the Statewide Fire Prevention Code) - The International Fire Code® (IFC) published by the International Code Council, Inc., as adopted and amended pursuant to

Policy Manual

the Virginia Statewide Fire Prevention Code Act (Va. Code § 27-94; Va. Code § 27-97; 13 VAC 5-51-31).

Firefighter/EMS Provider - Those members, regardless of rank, who perform or are in training to perform fire suppression or EMS duties as part of their primary duties as sworn, appointed, or elected members of the Albemarle County Fire Rescue System.

Fire Rescue Chief - The director of the Albemarle County Fire Rescue System as defined in the Albemarle County Code. Chapter 6, Article I, Division I, Section 6-101.

Health and Safety Officer - Members designated by the Fire Rescue Chief as responsible for the administration of health and safety-related programs and policies for the Albemarle County Fire Rescue System. The Fire Rescue Chief shall assume responsibility for health and safety-related policy and program administration if there is no designee.

Manual - The Albemarle County Fire Rescue System Policy Manual.

May - Indicates a permissive, discretionary, or conditional action.

Member -

- Full- and part-time employees
- Sworn firefighter/EMS providers
- Civilian employees
- Volunteers

On-duty - Member status during the period when they are actually engaged in the performance of their assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The title of the classification held by a firefighter/EMS provider.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other Agency members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., firefighter/EMS provider-in-charge, lead, or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

Policy Manual

Volunteer Chief - The operational head, selected in accordance with the bylaws of the volunteer company, of a volunteer company in the Albemarle County Fire Rescue System as defined in Albemarle County Code, Chapter 6, Article 1, Division 1, Section 6-101.

Volunteer Company- Volunteer fire department or rescue squad in Albemarle County as defined in Albemarle County Code, Chapter 6, Article 1, Division 1, Section 6-101.

102.6 DISTRIBUTION OF THE POLICY MANUAL

An electronic version of the Policy Manual and revisions will be made available to all members for viewing and printing. No changes shall be made to the manual without authorization from the Fire Rescue Chief or the authorized designee.

All members of the Albemarle County Fire Rescue System will be provided access to, and have had the opportunity to review the Policy Manual and Interim Directives. All members are responsible for complying with duly adopted policies and shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

102.7 ACKNOWLEDGMENT OF THE POLICY MANUAL

Employees and volunteers of the Albemarle County Department of Fire Rescue shall acknowledge each policy and revision.

All members of volunteer companies that operate under the EMS license of Albemarle County Department of Fire Rescue shall acknowledge policies and revisions applicable to EMS service delivery.

Volunteer Chiefs or their designee shall acknowledge system policies and revisions and those which apply solely to volunteer departments on behalf of their members. Volunteer Chiefs may, at their discretion, require members of the volunteer company to acknowledge policies individually

102.8 ENFORCEMENT DATE

Policies and directives shall be enforced 14 days from the date of issue unless otherwise noted.

102.9 PERIODIC REVIEW OF THE POLICY MANUAL

The Fire Rescue Chief will ensure that the Policy Manual is periodically reviewed and updated as necessary.

102.10 ISSUE AND REVIEW

ISSUE	EFFECTIVE	REVIEW	REVIEWER

Policy Manual

Interim Directives

202.1 PURPOSE

The purpose of this policy is to establish a process to make immediate changes to system policy. The Albemarle County Fire Rescue System will, as necessary, issue Interim Directives that will immediately modify or change and supersede the sections of this manual to which they pertain.

202.2 SCOPE

This policy applies to all members of the Albemarle County Coordinated Fire and Rescue System as defined in Albemarle County Code Chapter 6, Article I, Division 2, Section 6-102.

202.3 POLICY

It is the policy of the Albemarle County Fire Rescue System to make any immediate changes to policy and procedure in accordance with the established local rules and regulations. All Interim Directives that apply to the System shall be adopted in accordance with Albemarle County Code Chapter 6, Article I.

202.4 RESPONSIBILITIES

The Fire Rescue Chief or designee shall issue all Interim Directives.

All system officers and/or supervisors shall be responsible for communicating Interim Directives to all members under their command and/or direct supervision.

Interim Directives will be rescinded upon incorporation into this manual.

All Interim Directives shall be reviewed periodically to authenticate or determine if they are currently applicable to the mission of the System.

202.5 ISSUE AND REVIEW

ISSUE	EFFECTIVE	REVIEW	REVIEWER