

# ***FIRE RESCUE***

## **ALBEMARLE COUNTY**

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

***www.ACFireRescue.org***

### **ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD AGENDA**

Wednesday, February 28, 2024 | 1800 Hours | COB-McIntire, Room 246

<b>Agenda Item</b>	<b>Name</b>
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. December 2023 Minutes	K. Alibertis
III. Committee updates - A. Executive Committee B. Training Committee C. Operations Committee D. Recruitment & Retention E. Quartermaster - January Minutes F. Apparatus Committee - January Minutes	See Attachment See Attachment No Meeting See Attachment See Attachment See Attachment
IV. Unfinished Business – A. Plans Review Update	H. Lagomarsino
V. New Business – A. EMS Data Dictionary (NEMIS 3.5) B. Regional Drug Box Exchange Program C. Drafting Flammable Gas Emergencies Policy D. FEMS Board Vice Chair & Executive Committee Representation Vote	D. Puckett D. Puckett G. Dillon K. Alibertis

**ALBEMARLE COUNTY FIRE/EMS BOARD**  
**FEMS BOARD MEETING**  
**THURSDAY, DECEMBER 7, 2023 – 1800 HOURS**

A regular meeting of the Albemarle County Fire/EMS Board was held on Thursday, December 7, 2023 at 1800 hours at the County Office Building–McIntire Road, 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 Department  
 George Stephens, North Garden Volunteer Fire Department  
 Michael Grandstaff, Scottsville Volunteer Fire Department  
 Greg McFadyen, Seminole Trail Volunteer Fire Department  
 Kostas Alibertis, Western Albemarle Rescue Squad

Others in attendance:

Heather Childress, Albemarle County Fire Rescue  
 Christina Davis, Albemarle County Fire Rescue  
 Alyssa Mezzoni, Albemarle County Fire Rescue  
 David Puckett, Albemarle County Fire Rescue

**I. Call to Order**

Chief Alibertis called the meeting to order at 1800 hrs.

**A. Moment of Silence**

Participants observed a moment of silence.

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

Chief Alibertis said that Chief Grandstaff had an item to add to the agenda, and Chief Puckett would add a discussion to his items already on the agenda.

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

There were none presented.

**II. Consent Agenda**

**A. October 2023 Minutes**

**MOTION:** Chief McFadyen motioned, seconded by Chief Stephens, to approve the Consent Agenda as presented. The motion passed 7-0-1, with Chief Grandstaff abstaining from the vote.

**III. Committee Updates**

**A. Executive Committee**

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

For the Executive Committee, Chief Grandstaff reported that they reviewed the Special Operations Policy and discussed the public service matters.

#### **IV. Unfinished Business**

##### **A. AUP & Budget**

Ms. Mezzoni said that the chiefs should have received budget instructions and a due date of December 22, 2023, which is also the AUP due date. She suggested that they reach out to her with any questions, and she would also touch base with them in January.

##### **B. Volunteer Fuel Reimbursement**

Chief Childress reminded the chiefs that the eligibility list for the Volunteer Reimbursement program for July 1–December 31, 2023 would be due on January 20, 2024, as outlined in the guidelines distributed. She stated that the process has been ironed out and went much more smoothly this time around.

##### **C. Albemarle County Volunteer Tax List**

Chief Alibertis asked when the tax credit list was due.

Chief Childress confirmed that it was due December 31, 2023.

#### **V. New Business**

##### **A. Apparatus & Equipment Work Orders**

Chief Puckett reported that in January, they would be switching from [inaudible] to First Due for submitting work orders, and he would be sending out an instructional video and guide. He said there were teams built for each station, and that would trigger notifications as statuses changed and comments were made. He noted that he would start off with the chiefs and asked that stations send names that he could include as the team for notifications.

##### **B. Training Documentation**

Chief Puckett stated that they had previously discussed the need for consistent training logging, which was brought up in the ISO audit as one of the biggest deficiencies. He said they have not had a good mechanism for logging, but they can now put it into First Due. He said that there would be a few bumps with the new process, but they shouldn't be too hard to address and they could ask for enhancements.

Chief Dillon asked if they had to use the First Due to log in, because a lot of their training is already logged into Agency 360 for release information, and their own station's separate training log. He noted that this is what they submitted last time.

Chief Puckett responded that it would be preferable for everyone to use the same thing, but at the end of the day, they had to be able to report out. He said that he did not want to compile information from different systems and wasn't sure if ISO would want to do that, and he noted that ACFR is no longer using Agency 360. He added that this is not due to the release process, which they are currently using [inaudible] for.

### **C. Special Operations Team Training Policy**

Chief Puckett reported that the Executive Committee had moved this forward, and it was based largely on the existing policy that FEMS had already adopted, with some small changes primarily to formatting. He said that it already brought into line some of the technical rescue items that DFD had changed, including class layout. He said they have already updated some of the hazmat and continuing education items.

Chief Alibertis asked if the water rescue and boat operations could be grandfathered in, noting that they must have Virginia State Boat Operators certifications.

Chief Grandstaff pointed out that you had to have that certification to operate on the James or any other river anyway.

Chief Puckett commented that he thought that certification was done online.

**MOTION:** Chief Dillon moved to accept the policy as presented.

Chief Grandstaff asked where the policy differentiates between the agency team lead versus the County team lead, as he wanted to be clear on the language.

Chief Puckett said that "agency" is defined in the policy manual, and in Section 6.20.5, it states, "Alternative courses should be submitted for approval by the team lead or water rescue agency lead prior to attendance."

Chief Grandstaff said that it also appears in 6.20.7, number 3.

Chief Puckett clarified that Chief Grandstaff is referring to the hazmat team and technical rescue team are led by a specific person system-wide and water rescue is more decentralized—with each agency responsible for their own training. He said that those agencies would be Scottsville Rescue and CARS, who would manage that.

Chief Puckett added that "agency" is defined in the policy manual as "any fire/rescue agency in the system."

Chief Grandstaff seconded the motion, which passed unanimously (8-0).

### **E. Logistics Update (NEW)**

Chief Puckett reported that Chief Walker had already emailed this information out, but it would be another week before things are fully functional again. He encouraged chiefs to reach out for anything emergent.

Chief Puckett stated that they have ordered the 2.5-inch national standard hose, but it wouldn't be implemented until 2025. He said they still had to go around and assess all the adapters and swivels, and they have calculated for replacing everything on the trucks with every station having 10 spare sections of hose. He noted that they probably couldn't afford doing more than that. He added that the company was giving them credit for any Mercedes hose that's less than seven years old, as they would recouple and sell it themselves, which would help fund the new adapters.

Chief Puckett reported that they are running low on turnout gear and masks, and he encouraged the chiefs to get any gear back to the quartermaster. He noted that they had a burn recently where there wasn't sufficient gear, but they were able to use what was at the station.

### **D. 2024 FEMS Board Meeting Dates**

Chief Grandstaff noted that this was his last meeting as chief, and he was retiring from Scottsville but would be assisting Chief Tim Cersley as he took over again. He added that this would leave a spot open on the Executive Committee, as Chief Cersley did not wish to serve.

Chief Eggleston thanked Chief Grandstaff for his service, noting his diplomacy and leadership in navigating through some difficult conversations.

Chief Eggleston stated that they would publish the upcoming 2024 FEMS Board meeting dates to provide adequate notice.

Chief Alibertis read a note from Chief Jason Tetterton, stating that Chief Williams had resigned as fire chief and Chief Tetterton was serving as interim until the board could appoint a new chief January 11. He offered to forward the note to anyone interested.

Chief Dillon agreed to serve on the Executive Committee to fill Chief Grandstaff's vacancy.

### **Adjournment**

At 18:21 hrs., the FEMS Board adjourned its meeting.



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### ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD ATTENDANCE LOG

Date: Thursday, December 7, 2023

**VOTING MEMBERS (OR DESIGNATES)**

Chief Dan Eggleston (Albemarle County):

*[Handwritten signature]*

Chief Virginia Leavell (CARS):

*[Handwritten signature]*

Chief Gary Dillon (Crozet):

*[Handwritten signature]*

Chief Todd Richardson (Earlsville):

*[Handwritten signature]*

Chief Dwayne Williams (East Rivanna):

*[Handwritten signature]*

Chief George Stephens (North Garden):

*[Handwritten signature]*

Chief Mike Grandstaff (Scottsville Fire):

*[Handwritten signature]*

Greg McFadyen  
Chief ~~Dennis Hahn~~ (Seminole Trail):

*[Handwritten signature]*

Chief Dustin Lang (Stony Point):

*[Handwritten signature]*

Chief Kostas Alibertis (Western Albemarle):



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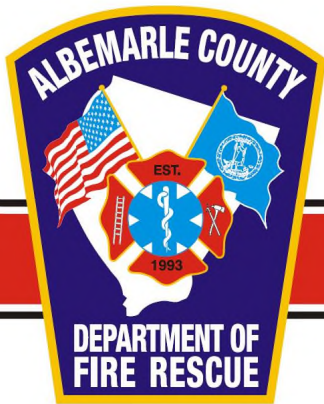
### **ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD ATTENDANCE LOG**

#### **GUESTS & OTHERS**

Date: Thursday, December 7, 2023

<i>Guest/Other</i>	<i>Organization/Agency/Affiliation</i>
Christina Davis	ACFR ✓
David Puckett	ACFR ✓
Alyssa Mezzoni	ACFR ✓
Heather Childress	ACFR ✓





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### ALBEMARLE COUNTY FIRE RESCUE EMERGENCY AND MEDICAL SERVICES BOARD ACTION RECORD

<b>AGENDA TITLE/ISSUE:</b>	<b>AGENDA DATE:</b>	
Consent Agenda	Thursday, December 7, 2023	
<b>MOTION:</b>	<b>MOTION MADE BY:</b>	<b>SECONDED BY:</b>
To accept consent agenda	Chief Greg McFadyen	Chief George Stephens
<b>SUBSEQUENT MOTIONS/AMENDMENTS:</b>		

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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chief Greg McFadyen (Seminole Trail)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Dustin Lang (Stony Point)	<input 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

December 7, 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:
Special Operations Team Training Policy	Thursday, December 7, 2023
MOTION:	MOTION MADE BY:      SECONDED BY:
To accept policy	Chief Gary Dillon              Chief Michael Grandstaff
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 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 Greg McFadyen (Seminole Trail)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Dustin Lang (Stony Point)	<input 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

December 7, 2023

Clerk

Date



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

**ALBEMARLE COUNTY FIRE/EMS BOARD**  
**FEMS BOARD EXECUTIVE COMMITTEE**  
**MONDAY, FEBRUARY 5, 2023 – 1630 HOURS**

A virtual meeting of the Albemarle County Fire/EMS Board Executive Committee was held on Monday, February 5, 2023, at 1631 hours.

The following members were in attendance:

Dan Eggleton, Albemarle County Fire Rescue  
Gary Dillon, Crozet Volunteer Fire Department  
Virginia Leavell, Charlottesville/Albemarle Rescue Squad  
Dennis Hahn, Seminole Trail Volunteer Fire Department  
Kostas Alibertis, Western Albemarle Rescue Squad

Others in attendance:

Heather Childress, Albemarle County Fire Rescue  
Christina Davis, Albemarle County Fire Rescue  
David Puckett, Albemarle County Fire Rescue

**I. Call to Order**

Chief Eggleston called the meeting to order at 1635 hrs.

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

Chief Hahn stated that he wanted to add discussion of the fleet plan to the agenda. Chief Alibertis said he would like to briefly discuss an ER item.

**II. Consent Agenda**

**A. November 6, 2023 Minutes**

**MOTION:** Chief Hahn motioned, seconded by Chief Alibertis, to approve the Consent Agenda as presented. The motion passed unanimously (4-0-1), with Chief Dillon abstaining because he had not been present at the meeting.

**III. Executive Session**

There was none held.

**IV. Unfinished Business**

There was none presented.

**V. New Business**

**A. Drug Box Exchange**

Chief Puckett reported that proposed DEA and FDA regulation changes meant that the drug-box exchange process through the hospitals would terminate in November 2024. He said they had been planning to start this in FY26, but now they are behind the curve and are trying to get information from the hospitals beyond the word-of-mouth information they have been receiving. He added that this would likely accelerate over

the next six months.

Chief Eggleston said that there's nothing official yet from UVA, but they had received an email from Martha Jefferson.

Chief Dillon asked if every station had a Schedule 6 license.

Chief Puckett responded that he didn't think any of the fire departments had them—just the rescue squads and ACFR.

Chief Leavell asked if it would be station specific.

Chief Puckett responded that jurisdictions could have licenses, but stations had to have a CSR and DEA registration. He said he had learned that if you needed to take a box off of a vehicle and put it at a station, that station would need to be licensed. He explained that they are contemplating using the new P-SOC as the procurement receiving location, then doing a hub and spoke and using an automatic dispensing device—placed at P-SOC and stations 15, 16, and 11 so they could be accessed from any location. He stated that any schedule drugs 2–5 must be a kit-for-kit exchange, not one for one, and any of those locations must have a DEA registration. He noted that the CSR license had to be upgraded, and there were still decision points to be made.

Chief Eggleston said if they did something with the City, ACFR would be responsible for the City's actions as the primary agent and vice-versa, which would not be advantageous. He stated that they had met with the Board of Pharmacy the previous week, but there was no real guidebook for this.

Chief Hahn asked if the boxes themselves would be the same, as it wasn't possible to get those anymore.

Chief Puckett replied that it was yet to be determined what would happen with the boxes, and UVA and MJH may require them to be returned—but the plan is to not reuse those boxes.

Chief Alibertis said they didn't need anything as big as those boxes.

Chief Hahn stated that all the setups like IVs were in the drug boxes also, which take up a lot of room.

Chief Alibertis said those and syringes, etc. all had to come out by June.

Chief Hahn commented that they've put in a lot of work to get these boxes to fit on the apparatus.

Chief Puckett emphasized that they would decide on the configuration, but narcotics would need to be in a separate container—and the primary change would be in the

amount of tracking and compliance. He said that they would likely be doing multiple signatures as people were going off and coming on shifts, and he had obtained a number of draft policies and procedures from other departments. He stated that they varied from the medic on shift to having controlled substances carried on the person. Chief Puckett expressed concern about the level of documentation and compliance for both career and volunteer, which would add a layer of accountability to ensure proper reporting to the DEA.

Chief Hahn asked if the drug box would have to stay locked up on the apparatus if there wasn't a medic on duty.

Chief Puckett stated that they can set up a specific dispensing system that was based on fingerprints for access to ALS drugs, but once it came out of the ambulance, there was basically a hanging key that was available. He said that there could be several days' time before the drugs were inventoried, and you'd have to backtrack as to who was on duty, etc.

Chief Alibertis said that perhaps a Knox Box with a card or something would work.

Chief Childress stated that she had bought something in Lynchburg for drug diversion that had a swipe and an audit code, which was expensive.

Chief Hahn agreed that a Knox Box might be a good option, as those were accessible now with fobs that had trackable, transmittable data.

Chief Eggleston said that the goal was to make the user accountable but not make it onerous on them.

Chief Alibertis stated that there was still a piece of paper they had to sign.

Chief Puckett reported that the FDA policy change was effective November 27, but he would like to have some time for implementation and the hospital box to fall back on.

## **B. Patient Care Report Data Update**

Chief Puckett reported that for the EMS agencies, NIMSIS 3.5 was approaching, which is the data dictionary behind the PCR. He stated that the deadline has been moved from March to June, but they are still aiming for the end of March to provide ample time. He said there would be changes to the patient care report in Image Trend; in some cases, it would just be the number of dropdowns or the actual codes. He stated that Chief Lambert and others were working to streamline the process.

## **C. FY25 Budget**

Chief Eggleston reported that they've had several recent budget meetings, and the revenues were fairly low compared to last year—which means budgets were tight and had to be cut to accommodate that. He said that based upon the most recent

conversations, stations may be hearing from [Ryan] about individual cuts. He noted that ACFR had cut about \$700K at this point.

## **D. Additional Items**

### **Fleet Plan**

Chief Hahn stated that the fleet plan had been based on a 10-year timeframe, which was a good model in 2012—but things have changed dramatically, and stations have apparatus that isn't turning at all, whereas others are being run nonstop. He said that he feels they should base fleet plan replacements on hours, miles, and calls and not just sitting in the station. He commented that the previous weekend, they had a DPO class and were staffing two trucks, and both trucks being used for training broke down. He stated that 81 and 112 were the highest-used trucks, but other trucks were sitting in stations that don't turn a wheel. He said the warranty clocks were ticking on those, yet they never left the building. Chief Hahn emphasized that replacement shouldn't be based simply on time, but on usage.

Chief Eggleston replied that there would be some pushback, but it was something they should look into. He added that anything done now would be for the following year.

Chief Puckett stated that there are proposed timeframes and annual assessments, and the perception is that apparatus would be replaced at certain times.

Chief Alibertis noted that maintenance costs also needed to be factored in.

Chief Hahn said that there are 23 engines in the County, and 7 of them run the majority of the calls. He stated that they are wearing the trucks out and should probably be looking at replacing something at Station 8, but it's not slated for another 3 years.

Chief Eggleston responded that they should look at this and discuss it, but there was a lot of resistance due to access to available reserves. He said that typically, the Apparatus Committee would look at this and then come back to the FEMS Board for a full recommendation.

Chief Puckett expressed concern about that approach because this was a policy decision, not a statistical assessment.

Chief Alibertis suggested that this group drive what that group does, and perhaps they come up with a recommendation based on that guidance.

Chief Hahn emphasized that this was why they should base it on the data. He stated that Chief Walker was the fairest person in the County, yet he still took a lot of flak. Chief Hahn said that it might be worth it to have a third party come in and look at the numbers so it's not "the County" doing this. He added that some engines were running more than two or three stations combined.

Chief Eggleston said that he agreed, but there would be tremendous pushback, and perhaps they should move the less-active stations from two engines to one.

Chief Hahn stated that if there were more seats than members in a station, that was a problem. He added that the tankers were mostly at the volunteer companies and were not getting out on calls. He said if Medic 12 was on a call, they didn't get Tanker 121, and so forth. He pointed out that they were running the whole County on about nine pieces of apparatus.

Chief Eggleston suggested that they look at some of the data at the next EC meeting, as he would rather have this group discuss before going to the full FEMS Board.

Chief Dillon asked if he wanted call data, mileage data, etc.

Chief Eggleston responded that they would want call data, mileage data, and possibly hours of usage. He mentioned that they had a shorter replacement time for heavier-used engines.

Chief Hahn pointed out that they didn't have a shorter timeframe though, and it was still at 10 years. He suggested that something like a second engine from Station 4 or 6 would be possible, and Station 2 was pretty good about loaning apparatus out.

Chief Eggleston commented that they still get a lot of resistance when they request an engine for training.

Chief Hahn reiterated that the maintenance costs were also a factor, as there was likely a point where repairing an engine was not as cost-effective as replacing it. He said that he would rather have the other stations getting busy.

Chief Eggleston said there were some stations struggling, and the issue of apparatus use was parallel to that. He stated that they could send out some data ahead of time and look at trends before they met again.

Chief Puckett stated that anything they did would not likely affect the FY26 capital budget, but they could start now and this wouldn't likely be a quick process.

Chief Eggleston asked what was slated for replacement.

Chief Puckett responded that Year 5 of the budget had \$9–10 million in apparatus costs, and the budget office has already pushed half of that out a year due to budget constraints. He said that it was great to look at the fleet plan, but the reality was that stations would actually be getting less, in all likelihood.

Chief Hahn stated that they need to be looking now for something to be here in Year 5.

Chief Puckett said that the build time was getting longer and the wear and tear was getting heavier, so they were getting hit from both sides.

Chief Hahn noted that every engine hour is equated to 3.3 miles, on top of the mileage already on the apparatus.

Chief Eggleston agreed it was a huge expense.

Chief Puckett stated that it was easy to write the policy, but the pinch points would be making decisions about replacing one thing over another or reducing apparatus levels at stations.

Chief Eggleston commented that it's hard to go backward once they make these decisions, but it makes sense to revisit the policy.

### **Media Coverage of Responses**

Chief Eggleston stated that the media has not been fully reporting rescue responses to certain incidents, and Abbey Stumpf from the County would like to bring reporters in so they understand the combination system, what it means, and how stations respond.

Chief Hahn said they tend to put a twist on stories to get the most interest in their coverage.

Chief Eggleston asked the chiefs if they would be willing to attend a media meeting as he described.

The chiefs stated that they would.

Chief Dillon emphasized that you can never control what the media wanted to put out.

The chiefs commented on the positive aspects of direct social media usage.

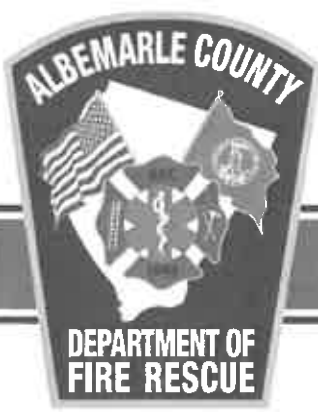
## **VI. Next Meeting**

### **A. Monday, March 4, 2024 at 1630 hours**

The next FEMS Board meeting will be held on Monday, March 4, 2024 at 1630 hours in the Fire Rescue Conference Room.

### **Adjournment**

At 17:11 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 5, 2024

#### VOTING MEMBERS (OR DESIGNATES)

Chief Virginia Leavell (CARS):

*[Handwritten signature]*

Chief Gary Dillon (Crozet):

*[Handwritten signature]*

Chief Dennis Hahn (Seminole Trail):

*[Handwritten signature]*

Chief Kostas Alibertis (WARS):

*[Handwritten signature]*

Chief Dan Eggleston (Albemarle County):

\_\_\_\_\_

#### GUESTS & OTHERS

*Guest/Other*

*Organization/Agency/Affiliation*

Christina Davis

ACFR

*David Puckett*

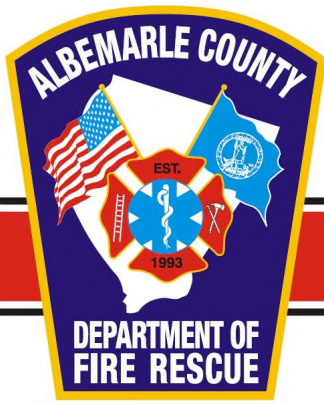
*ACFR*

*Heather Childress*

*ACFR*

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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 5, 2024	
MOTION:	MOTION MADE BY:	SECONDED BY:
Approve Consent Agenda	Chief Dennis Hahn	Chief Kostas Alibertis
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 Gary Dillon (Crozet Fire)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chief Dennis Hahn (Seminole Trail)	<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

\_\_\_\_\_  
 November 6, 2023  
 Date

**Recruitment & Retention Committee**  
**Date: Monday, February 12, 2024**  
**Time: 1800 hours**  
**Location: Microsoft Teams Virtual Meeting**

A virtual meeting of the Recruitment and Retention group was held on Monday, February 12, 2024, at 1804 hours.

Those that were in attendees are as follows:

Deputy Chief Heather Childress, Albemarle County Fire Rescue  
Jeff Bozzone, Seminole Trail Vol. Fire  
Chief Gary Dillon, Crozet Vol. Fire  
Elise Lindquist, Crozet Vol. Fire  
Virginia Leavell, Charlottesville-Albemarle Rescue Squad  
Christina Davis, Albemarle County Fire Rescue

- I. UVA Lady's Basketball Tickets  
The flyer for registration for tickets for the UVA vs Virginia Tech Lady's basketball on March 3 will be sent out after the Recruitment meeting. It will be active until Saturday, February 24. Tickets will be purchased and emailed out the week of February 26.
- II. Sirens  
Sirens will be coming out towards the end of February with the next issue being planned for June/July timeframe. If you or your station has any articles or photos you would like to contribute, please send those in to [acfsirens@albemarle.org](mailto:acfsirens@albemarle.org) or forward the article or photo to Christina Davis or Chief Childress.
- III. LODA Physicals  
Chief Childress feels like the LODA physicals did not get completed for most people because of COVID, as there are roughly 115 people who need physicals. Christina is reviewing member lists to see who all needs physicals. We will be sharing with each station their list after Christina completes her review for you to review as well.

There are two locations which physicals can be done, those locations are WorkMed and Augusta Health. A third option will be coming which is Martha Jefferson Occupational Health.

Chief Ascoli shared with the Training Division the policy regarding training courses. This policy has not yet been reviewed by the Executive Committee. They will be seeing it for the first time in March. Some of the changes in the policy are due because of insurance policy and liability we would have if someone would get hurt or die while training.

Chief Bozzone is concerned these changes could hurt recruitment of new members. Chief Bozzone asked if we had data on how long physicals take from start to completion and notification from WorkMed and Augusta Health. Currently we have this data, but it would take time to report on it, as we would have to assemble the information together.

Chief Childress will share the updated Training policy with everyone so you can send in your input to Chief Childress, your Chief, and/or an Executive Committee representative.

The meeting adjourned at 1851 hours. The next scheduled meeting is on Monday, April 8 at 1800 hours.

## Training Officers Meeting Minutes

February 7, 2024 @1830hrs

**Attendees:** Matt Ascoli, Jennifer Yerby, Rob Knight, John Norin, Carol Paget-Brown, Todd Richardson, Brittany Schoeb, and Kyle Tatton.

### Current Registrations:

Upcoming Classes: Spring Semester

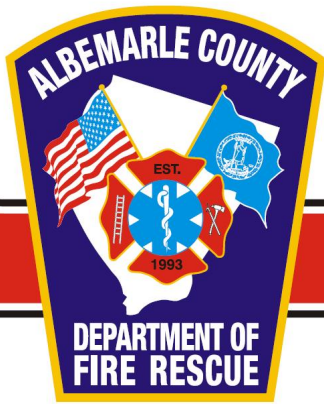
Class	Start Date	# Registered/Waitlisted	Date Closes
EVOC	2/13/24	17	Closed
BPO	4/13	10/6	3/23
RWS	4/20	9/5	3/30
EVOC	4/23	8/4	4/2
EMT	5/23	7/23	5/2
HazMat	6/21	6/3	5/24

Regional School:

Class	Start Date	# Registered/Waitlisted	Date Closes
Rope Ops	3/14	24/24	2/13
Truck School	3/15	33	2/20
Fire Instructor I	3/16	23	2/20
Confined Space	3/16	11	2/13
DMICO	3/16	6	2/20
Mayday Ops	3/16	5	2/20
STICO	3/16	15	2/20
TECC	3/16	17	2/20

- Registration Policy Revision Draft – Matt will send out the draft and sample waitlist with a deadline for feedback of 2/26/24.
  - Matt also is forwarding the email from Chief Puckett regarding First Due training recordings.
- Timeliness from students for Class registration – Students will need to upload required documentation when registering in Active Network for a class.
  - Everyone is required to have a LODA on file. If were with ACFR prior to July 1, 2013, you are grandfathered in and won't need to provide a LODA.
  - LODA and DMV will be confirmed prior to moving a student from Waitlisted to Registered in Active Network.

- Jen will begin including “Registered Timestamp” on weekly Training Officers Report.
- We will now require a minimum of 3 students for the Driver Aerial Operator course.
- Burn Building Inspections
- First Due Company training
- VDFP Personnel changes



# ***FIRE RESCUE***

## ***ALBEMARLE COUNTY***

22

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

***www.ACFireRescue.org***

### **Albemarle County Fire Rescue Apparatus Committee Minutes**

Wednesday January 10, 2024 @1630hrs

In Person Meeting Public Safety Operations Center

Attendee's: G. Robinson (Sta. 2), G. Stephens (Sta. 3), T. Richardson, C. Taylor (Sta. 4), G. Dillon (Sta. 5), G. McFadyen (Sta.8), R. Curtis (R5), C. Butler (ACFR), C. Walker (ACFR)

Absent: (Sta. 6), (Sta.7)

#### Apparatus Committee Meeting Updates

- Facility
  - Old JC Penny's at the Fashion Square Mall. Albemarle County Public Safety Operations Center commonly referred to as the "PSOC". Located at 1639 B Rio Road East, Charlottesville VA 22901.
  - Hours of Operation Monday-Friday 0700-1600.
  - After hour access if needed is same as other after hour needs, contact On Duty Battalion Chiefs @ 434-531-6646 (BC 202) or 434-282-7293 (BC201). If unable to contact them contact Chip Walker 434-825-8432 or Calvin Butler 434-566-2040.
    - Please do not contact Eric Lohman directly during business hours or after hours. Trying to maintain a good work/personal life balance for Eric, additionally Calvin and Chip manage his work schedule.
  - Committee members received a tour of the facility.
  - Discussed capabilities since we are in the facility.
    - Full-service shop: Virginia State Inspection Station, tire mounting and balancing equipment, hydraulic hose machine, AC machine, diagnostic equipment, fabrication equipment, in house ground ladder and pump test capabilities.
    - Plans moving forward.
      - Would like to be the first attempt at service and repairs before utilizing outside vendors. Please contact Chip Walker or Calvin Butler to schedule and/or receive directions on using outside vendors vs. PSOC.
      - Still have limited staff but significant cost savings to complete maintenance and repairs internally vs. using outside vendors.
        - Requesting an additional Emergency Vehicle Technician in FY 25 budget. Too early to know if that position will be approved.

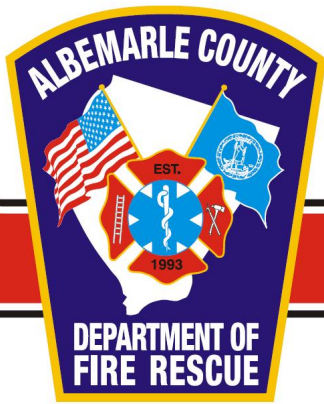
***" We will provide the highest quality services to protect and preserve the lives, property, and environment of our community."***

- Pump Testing. Purchased a pump test trailer. It is a mobile unit so we can test at your station, and it can test two trucks at one time. Will test in late March or early April this year vs. May. Exact schedule TBD.
- 2024 Ground Ladder Testing. Will be tested throughout the year when we have rigs at the PSOC for annual PM and State Inspections.
- Will continue to contract Aerial Testing.
- 2024 Annual Preventive Maintenance schedule will be revised and fluid for a year or so.
- Virginia State Inspections may also be done out of sequence (early) to help better align with PMs on some units.
  - Interesting fact about ACFR being a Virginia State Inspections Station. Utilizing outside vendors, it cost 51.00 for a large vehicle inspection and 20.00 small vehicle inspections.
    - In CY23 ACFR did 73 state inspections on various size vehicles which cost the County \$50.40 in inspection supplies, less than the cost of one VSI on a large vehicle through a vendor!
  - Commonality in parts/rigs.
    - Discussed the need when/where feasible to utilize common make/model/style components on new and existing vehicles. This reduces cost/inventory/out of service time. Example Station x wished for a different style headlight on a new engine vs. what was being utilized in the rest of the fleet. After several years of use that new engine required several replacements of that newer style/different headlights. The replacement cost of that different style headlight was 1,000.00 vs. 200.00 for the ones that fit the rest of the fleet. Since the initial decision was made the chief position at that station has changed. After having conversations with the new chief, he agreed that we should transition to the other style light that the rest of the fleet is using for cost savings, commonality of parts, and quicker turnaround time.
- Other functions (upfits and updates)
  - Logistics is often asked to and agrees to help stations with ancillary items such as new vehicle (station purchased) upfits and/or upgrades on existing vehicles. We believe there is a value in honoring those requests for both the station (cost savings) and for Logistics having the knowledge of the build/vehicle. We do however need for folks to understand that often when we are doing this type of work, often we must contract out other work that we would normally be doing to vendors costing unnecessary expenses. We will continue to fill these requests, but we will be unable to provide timelines and this type of work will be triaged with other higher priority work. We simply wanted to explain the situation and ask for your understanding and patience in such situations.
- Current and upcoming apparatus replacements.
  - Utility 38 (aka new Car 30). Existing Car 30 moved to Car 35. Utility 35 retired/sold.
  - Brush 64, Brush 36, Brush 43
  - Car 89
  - WARS Medic 503, ACFR Medic Units

- Currently planned for in FY25 CIP Budget a couple of Chief Cars and a few more Medic Units
- Frequency of meetings
  - Discussions regarding frequency of meetings. Noted with the limited upcoming heavy apparatus and recently updated Engine Specification no significant pending needs. Acknowledged Fleet Plan Policy work is needed but that should occur at the FEMS level or during FEMS Work Session. Discussion regarding time of day, day of week/month, and frequency changes in the past have yielded little improvement in attendance. Group settled on the ability to call a meeting if needed at any time otherwise we could meet again in 6 months (July 2024) to provide updates on progress Logistics/Fleet related information as we will have six months in the PSOC at that point.
    - Next meeting Wednesday July 10<sup>th</sup>, 2024 @ 1630hrs at PSOC.

CW 1/19/2024





# ***FIRE RESCUE***

## ***ALBEMARLE COUNTY***

25

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

[www.ACFireRescue.org](http://www.ACFireRescue.org)

### **Albemarle County Fire Rescue Quartermaster Committee Minutes**

Wednesday January 10, 2024 @1730hrs

In Person Meeting Public Safety Operations Center

Attendee's: G. Robinson (Sta. 2), G. Stephens (Sta. 3), T. Richardson, K. Shifflett, C. Taylor (Sta. 4), G. Dillon (Sta. 5), P. Hayslett (Sta. 6), G. McFadyen (Sta.8), R. Curtis (R5), B. Madison (ACFR), C. Butler (ACFR), C. Walker (ACFR)  
Absent: (Sta.7)

#### Quartermaster Committee Updates

- Facility
  - Old JC Penny's at the Fashion Square Mall. Albemarle County Public Safety Operations Center commonly referred to as the "PSOC". Located at 1639 B Rio Road East, Charlottesville VA 22901.
  - Committee members received a tour of the facility.
  - Hours of Operation Monday-Friday 0700-1600.
  - Discussed areas that will be accessible after hours. PPE area only.
  - Requested a list of names from each station to grant after hour access.
- Moving forward.
  - Fittings
    - Now that we are centrally located onsite @ PSOC fittings we will discontinue onsite fittings at Stations.
    - Primary fitting days will continue to be Tuesdays and Thursdays by appointment. If extenuating circumstances exist may accommodate fittings on other days.
  - Deliveries
    - Switching to one delivery day per week (Wednesday).
      - Clarification that we don't automatically go to each station each delivery day. We only go to stations that we have Logistic related deliveries for or have been notified of Logistics related items to pick up at a station.
        - We will be unable to honor pick up or drop off of non-Logistics related items such as MSA/SCBA or other items unless previously discussed and along our scheduled path of travel.
  - After hour pickup and/or returning items to PSOC.
    - Access through double glass door (swipe card), then down the hall on the left enter ACFR Quartermaster Room (swipe card).
    - Reviewed locations of items as well as Station Pickup/Drop off shelving.

*" We will provide the highest quality services to protect and preserve the lives, property, and environment of our community."*

- Station Pickup/Drop off shelving could have items for your station on them. If so, please grab them while you are here.
- After securing items needed, please complete Check In/Out log in the notebook located on desk.

### 2024 ACFR Logistics Log Check In/Out Log

Date	Name Items Issued To	Station #	Item/Description	Size	Serial #	Quantity	Completed by Name	Incoming/Outgoing

- If securing turnout gear, please remove tag containing sizes from turnout gear. Please write the name of the person that will be receiving the gear on the tags and then place the tags in the bin on the desk.
- If returning items, please:
  - Make sure items are cleaned before returning them. And simply place them on the floor or shelving unit and fill out the Check In/Out Log Located on the desk.
    - If for some reason items aren't or can't be cleaned, please place them in clear trash bags (trash bags located on shelving unit) and leave them on the floor.
- Requested stations return any extra PPE items that may have accumulated while we are in Scottsville to get the PSOC as fully stocked as possible.
- Discussed that all PPE items have a shelf life therefore when possible if there is an in date correctly sized used item and a correctly sized new item to please utilize the used item first so we can get the most use out of it before the item expires.
  - Noted completion of the Check In/Out Log is extremely important to capture serial #'s so we will know when issued items will expire.
- Discussed if there is a need for multiple items to please notify us in advance, if possible, to allow us to make sure we have enough items to fill the need/request and or get additional items ordered.
  - Please only take what you need, within reason please allow the PSOC to be the central supply vs. each of your stations.
- Reiterated that PPE is County property and should be returned if not in use. We've heard stories that in some instances members have been given some PPE items when they have separated from the department, been promoted, demoted, taken life membership etc. In certain instances, if an item is at the end of its lifespan this may be appropriate, but Logistics should be involved in that discussion otherwise items should be returned to PSOC for redistribution.
- Discussed the need to gather data from turnout gear and update in our system (First Due). Existing data points have some gaps from transitioning from Image Trent to First Due, human error, or simply never been documented. Advised we would be completing

a gear inspection in the spring (exact dates TBD) to capture data and complete inspection since the last inspection was in 2022.

- Several stations indicated they had or could gather that data and send it to us. Discussion included that if the County could provide the information requested/needed each station could gather and send that information to us. Several stations wished to gather information differently. We landed on one of two means whichever is easiest.
  - Taking pictures of the placard/tags inside of the turnout coats, pants, boots, barrier hoods, and helmets or capturing the following information on a spreadsheet.
    - Who the items are assigned to.
    - Turnout coat
      - MFG Date
      - Serial #
      - Chest Size
      - Front Size
      - Back Size
      - Sleeve Size
    - Turnout pants
      - MFG Date
      - Serial #
      - Waist size
      - Inseam size
    - Glove
      - Size
    - Helmet
      - MFG Date
      - Make (Bullard or Cairns)
      - Serial #
      - Color
    - Barrier Hood
      - MFG Date
      - Serial #
  - The group agreed that six weeks was adequate time to complete the task, making Wednesday February 21<sup>st</sup> the anticipated completion date.
    - Please forward that information to [ACFRQuartermaster@albemarle.org](mailto:ACFRQuartermaster@albemarle.org) when completed.
  - ACFR still hopes to get around in the spring to put eyes gear for a gear inspection since the last gear inspection was 2022. Date TBD.
- Discussed that our inventory for IDLH gear is extremely low. Asked stations to check to see if they have any IDLH gear that isn't being used, that has been left behind from a member leaving etc. and contact us for pickup or return.

- Additionally suggested if you have any folks that may have a non-IDLH role (such as a life member that only drives at this point) that we could transition them into a set of red-line gear to capture the IDLH gear for a IDLH firefighter.
  - After the meeting two stations indicated they had gear to return that was a mix of red-line and IDLH to be turned in, just between those two stations they believed they had 20 sets, which is awesome!
- Discussed ongoing increasing cost of turnout gear. Exploring options to save cost and even looking at different manufacturers. Purchased a small quantity of Globe and Innotex gear and assigned it to career and volunteer members for wear test. Will be seeking feedback from that group and reviewing with QM committee for a possible manufacturer change next FY.
- Discussed the new PFAS Free Outer Shell turnout gear on the market and the tradeoffs/pro's con's that the new gear has to offer and noted it is a new product. We also noted that the gear we've purchased for the last couple of years is "FreeFAS" liners.
- Frequency of meetings
  - Discussions regarding frequency of meetings. Noted this committee hasn't met for several years and haven't had any issues. Group settled on the ability to call a meeting if needed at any time otherwise we could meet again in 6 months (July 2024) to provide updates on progress of QM related information as we will have six months in the PSOC at that point.
    - Next meeting Wednesday July 10<sup>th</sup>, 2024 @ 1800hrs at PSOC.

CW 1/19/2024

**Recruitment & Retention Committee**  
**Date: Monday, December 11, 2023**  
**Time: 1800 hours**  
**Location: Microsoft Teams Virtual Meeting**

A virtual meeting of the Recruitment and Retention group was held on Monday, December 11, 2023, at 1801 hours.

Those that were in attendees are as follows:

Deputy Chief Heather Childress, Albemarle County Fire Rescue  
 Jason Tetterton, East Rivanna Vol. Fire  
 Jeff Bozzone, Seminole Trail Vol. Fire  
 Chief Gary Dillon, Crozet Vol. Fire  
 Elise Lindquist, Crozet Vol. Fire  
 Virginia Leavell, Charlottesville-Albemarle Rescue Squad  
 Olivia Hale, Charlottesville-Albemarle Rescue Squad  
 Chief Kostas Alibertis, Western Albemarle Rescue Squad  
 Christina Davis, Albemarle County Fire Rescue

- I. Volunteer Tax Voucher  
 The volunteer tax list for the Tax Voucher's is due by December 31, 2023, unless you have already communicated you needed a little more time. Chief Dilon said Crozet will have their list in the first part of January 2024, as he had already spoken to Christina about this.
- II. Volunteer Reimbursement Program  
 The distribution for the Volunteer Reimbursement Program will be done in February. The list of members who will be eligible is due by January 20, 2024. Ms. Davis will send out an email as a reminder this list is due. Chief Tetterton asked how this program worked and Chief Childress explained the program.
- III. UVA Lady's Basketball Tickets  
 The flyer for the UVA Lady's Basketball tickets will be sent out in late January. Registration will be open from February 1 to February 16. Ms. Davis will reach out to each person who pre-registers to confirm they will be going to the game the last week of February and after confirmation tickets will be emailed out to the person who pre-registers.
- IV. Chest X-rays  
 Chest x-ray bills have started to be received by some volunteers. Ms. Davis will be meeting with WorkMed and Imaging about how to reduce or eliminate these bills going to the volunteer. Chief Bozzone said the billing is probably due to the volunteer being a student or a patient of UVA. Chief Childress said Fire Rescue felt like we had this issue solved, but it seems to have started back. If any of your volunteers receive a bill regarding chest x-rays or their physical, to please forward a copy of the bill to Christina and she will get with WorkMed to have the bill updated so Fire Rescue receives the bill.
- V. Gear  
 Logistics and Light Duty staff will be going to the stations to do inventory on gear. We currently have roughly 712 sets of turnout gear in the system. This way we will know who

has what gear, and be able to bring in the gear, which is not being used, so new members in the system will have something to use.

Once we have an idea of where the gear is, we will be working on a better way of onboarding and offboarding members to better track when gear should be issued or turned in.

- VI. Chief 20  
Chief Tetterton asked if Chief 20's email could be forwarded to Chief 21 until someone is appointed as Chief 20.
- VII. Recruitment Event – East Rivanna  
Chief Tetterton reviewed the Odd Hours, No Pay, Cool Hat Screening Recruitment opportunity with the Committee. East Rivanna is planning this event to be sponsored by Virginia Tractor. The current date for the event is January 20, but this could change based on input. If anyone is interested in being a part of this event, contact Chief Tetterton at [jtetterton@ervfc.com](mailto:jtetterton@ervfc.com). Chief Tetterton will also send out some information by email.
- VIII. Firefighter Training  
Chief Bozzone brought up the lack of number of people each station has to go through the Firefighter Academy. He feels like there is a need for more opportunities for people to get firefighter trained. Chief Tetterton stated the lack of Hazardous Materials Operations is where he sees a problem. He feels like the Fire Academy and Hazardous Materials Operations should be combined. A discussion was held. Chief Childress suggested sending these items to the Training Committee, as it is a discussion they should have, but she would pass along the information to Chief Ascoli.

The meeting adjourned at 1837 hours. The next scheduled meeting is on Monday, February 12 at 1800 hours.

# Training Course Registration and Cancellation

## 600.1 PURPOSE

The purpose of this policy is to provide guidance on the registration process, number of required students, and cancellation of classes taught by the Albemarle County Fire Rescue Training Division. [It is our intent to ensure equitable access to all system members.](#)

## 600.2 SCOPE

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

## 600.3 DEFINITIONS

**Active Network** –registration and course management platform of the Albemarle County Fire Rescue Training Division

**Cornerstone On Demand (CSOD)** – registration and course management platform of the Virginia Department of Fire Programs (VDFP).

## 600.4 REGISTRATION

### 600.4.1 COURSE APPROVAL

[Any system member who joined after 2013 must complete a LODA physical and provide proof of "fit for duty". Members will not be admitted into any ACFR sponsored course without a "fit for duty" status.](#)

Members must obtain approval for course enrollment through their agency.

Once approved, each member will register through [Active Network](#).

VDFP courses require each participant have an account in [Cornerstone On Demand \(CSOD\)](#) before course registration closes.

### 600.4.2 REGISTRATION PROCESS

Registration for all classes will be open to the public from the time classes are posted on Active Network until they close (3 weeks before class start date). [The system will automatically accept the first two All-registrants ~~are automatically registered in a class~~ in Active Network for any class . Note: Automatic acceptance of the first two registrants for each class in Active Network is a system configuration issue that ACFR cannot change. Remaining registrants are placed on the waitlist until registration closes.](#)

- The first 2 registrants from each agency are guaranteed admittance to class and will be notified within 1 week of registering in [Active Network](#) ~~ration~~.

### *Training Course Registration and Cancellation*

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- All other registrants will remain on the waitlist until registration closes 3 weeks before the class start date.
- When moved from the waitlist, registrants will receive an email confirmation from Active Network.
- After registration closes, registrants are moved from the waitlist in the following order:
  - Members will be admitted [from the waitlist, in rotation, one member per station](#) in the order they were received [until the class is full](#).
  - If additional spots remain, out-of-locality registrants will be admitted in the order they were received.
- Students enrolled in a VDFP course will receive an additional email directing them to register for the course in CSOD.
  - This step must be completed [prior to the registration close date listed in CSOD. Students will be notified of the CSOD registration close date when they are notified they can register in CSOD. a minimum of eight days before the class start date.](#)
  - If a course pre-requisite is not listed in CSOD, students must register with an exception request, which alerts VDFP that prerequisites must be manually verified.
  - If the class has a test, students may be directed to register for that separately.

#### **600.5 MINIMUM STUDENT NUMBERS AND CANCELLATION**

Minimum required students:

- Firefighter I: 12
- Firefighter II: 12
- Emergency Medical Technician: 12
- Live Fire Training: 12
- [DAO: 3](#)
- Basic Life Support Continuing Education sessions run for East Rivanna, Earlysville, and System volunteers: 4
- All other classes: 6

Classes may be canceled in the following circumstances:

- A class with less than the minimum required number of students after the close of registration [in Active Network](#) will be canceled.
- Any student in a VDFP class who does not register in CSOD by the stated deadline (~~8 days before class starts~~) will be removed from the roster.
  - The CSOD roster will take precedent over rosters generated from Active Network when deciding whether a VDFP class will be canceled.



### *Training Course Registration and Cancellation*

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- If student registrations [in CSOD](#) fall below the minimum within 4 days of the class start date, the instructor and Training Division Chief will have final authority to cancel the class.

#### **600.6 CLASS REGISTRATION STATUS**

Regular emails will be sent to Training Officers, the FEMS Board and others as applicable to provide current information regarding class registration status.



- Number of students enrolled and on the waitlist for each class
- Date registration closes for each class
- Student name and agency affiliation for each class
- Class start date(s)
- Date and time of registration
- Registration status
- Class specific requirements

First name	Last name	Station	Registration status
Christopher	Hein	ACFR Career Staff	Confirmed
John	Taravella	ACFR Career Staff	Confirmed
Savannah	Rhoades	Station 4 - Earlysville	Confirmed
Dominic	Fitzsimmons	Station 4 - Earlysville	Confirmed
Joseph	Choi	Station 5 - Crozet Fire	Confirmed
Nathan	Yu	Station 5 - Crozet Fire	Confirmed
Duncan	Miller	Station 6 - Stony Point	Confirmed
Parker	Devillier	Station 6 - Stony Point	Confirmed
Jonathan	Farmer	Station 7 - Scottsville Fire	Confirmed
Nick	Kirby	Station 7 - Scottsville Fire	Confirmed
Tuyet	Chuong	Station 8 - Seminole	Confirmed
Thomas	Angioletti	Station 8 - Seminole	Confirmed
Linnea	Saunders	Station 8 - Seminole	Waitlist
Tyler	Graves	ACFR Career Staff	Waitlist
Cody	Pillow	Station 5 - Crozet Fire	Waitlist
Jonathan	Farmer	Station 7 - Scottsville Fire	Waitlist
Regina	Muir	Station 4 - Earlysville	Waitlist
Derek	Pixton	Station 6 - Stony Point	Waitlist
Joshua	Wu	Station 8 - Seminole	Waitlist
Amal	Mitchell	ACFR Career Staff	Waitlist
Brett	Croft	Station 5 - Crozet Fire	Waitlist
Hunter	Richardson	Station 4 - Earlysville	Waitlist
Sean	Keeley	Station 6 - Stony Point	Waitlist
Randy	Woodson Jr	Station 7 - Scottsville Fire	Waitlist
Kevin	Holcombe	Station 8 - Seminole	Waitlist
Stuart	Graham	ACFR Career Staff	Waitlist
Erik	Cohen	Station 5 - Crozet Fire	Waitlist
Cesar	Vidal Monterrosa	Station 4 - Earlysville	Waitlist
Raymond	Patterson	Station 7 - Scottsville Fire	Waitlist
William	Soucy	Station 6 - Stony Point	Waitlist
Mike	Edwards	Station 8 - Seminole	Waitlist
Alexander	Lin	Station 8 - Seminole	Waitlist
Liam	Tuohy	Station 8 - Seminole	Waitlist
William	Marshall	Station 8 - Seminole	Waitlist
Lynn	Rizk	Station 8 - Seminole	Waitlist
Ram	Perez	Station 8 - Seminole	Waitlist
Xavier	Jardine	Station 8 - Seminole	Waitlist
KAYLA	SKWIERAWSKI	Station 8 - Seminole	Waitlist
Connor	Ray	Station 8 - Seminole	Waitlist
Gina	Malachow	Station 8 - Seminole	Waitlist

Reuben	Weitzman	Station 8 - Seminole	Waitlist
Vincent	Gye-jacquot	Station 8 - Seminole	Waitlist
Aubrey	Christian	Station 8 - Seminole	Waitlist
Tyler	Christiansen	Station 8 - Seminole	Waitlist

Date registered	WL Order
12/01/2023 8:02 AM	0
12/01/2023 8:07 AM	0
11/21/2023 10:15 AM	0
12/01/2023 9:17 AM	0
10/24/2023 10:22 AM	0
11/21/2023 10:16 AM	0
12/01/2023 6:17 PM	0
12/01/2023 6:17 PM	0
10/11/2023 7:42 AM	0
10/11/2023 7:42 AM	0
10/05/2023 8:04 AM	0
10/05/2023 8:07 AM	0
10/05/2023 8:27 PM	1
12/01/2023 8:09 AM	2
12/01/2023 1:04 PM	3
12/2/23 9:21 AM	4
12/04/2023 7:51 AM	5
12/05/2023 1:19 AM	6
10/05/2023 8:28 PM	7
12/01/2023 8:29 AM	8
12/04/2023 9:15 AM	9
12/06/2023 2:24 PM	10
12/21/23 10:45 PM	11
12/26/2023 7:43 AM	12
10/05/2023 8:30 PM	13
12/01/2023 8:33 AM	14
12/06/2023 10:19 PM	15
12/11/2023 10:29 PM	16
12/26/2023 7:46 AM	16
12/26/23 3:40 PM	17
10/05/2023 9:17 AM	18
10/05/2023 9:33 AM	19
10/05/2023 9:56 AM	20
10/07/2023 8:40 PM	21
10/08/2023 10:01 PM	22
10/10/2023 7:40 PM	23
10/12/2023 10:16 PM	24
10/14/2023 9:43 PM	25
10/16/2023 10:33 PM	26
10/16/2023 9:11 PM	27

10/17/2023 11:37 PM	28
10/18/2023 1:10 PM	29
10/18/2023 8:49 PM	30
10/19/2023 8:07 PM	31

 <p style="margin: 0;"><b>Crozet Volunteer Fire Department</b></p> <p style="margin: 0;"><b>Policy and Guideline Manual 210.07</b></p>	<p><b>Effective Date:</b> February 20, 2020</p>
	<p><b>Accreditation Standards:</b> N/A</p>
	<p><b>Supersedes Revision Dated:</b> N/A</p>
<p><b>Subject: Flammable Gas Emergencies</b></p>	<p><b>By Authority of:</b> Gary M. Dillon, Fire Chief </p>

**I. POLICY:**

The following procedures outline the fireground tactics and strategies to be employed when responding to and mitigating flammable gas emergencies. The policy for all incidents should be life safety, incident stabilization, and property conservation. Life safety should be considered the main objective for both the community, and the responders. The same principles of the [ACFR Field Operations Guide \(FOG\) SAP SOG 007](#) should be considered in mode of operation for the incidents listed.

**II. PURPOSE:**

The purpose of this document is to establish guidelines for responding to natural gas and liquefied petroleum gas (LPG) leaks commonly referred to as “Gas Leak” incidents by the Department.

**III. DEFINITIONS**

**Boiling Liquid Expanding Vapor Explosion (BLEVE):** A violent explosion caused by the rupture of a vessel containing a pressurized liquid above its boiling point which is accompanied by a release of gas to the atmosphere and propulsion of the container or container pieces.

**Emergency Response Guidebook (ERG):** U.S. Department of Transportation (DOT) guidebook intended to provide guidance for hazardous materials response. A copy is to be carried on every response unit.

**Flammable Range:** The range between the Lower Flammable (Explosive) Limit (LEL) and the Upper Flammable (Explosive) Limit (UFL), where there is a sufficient percentage of a flammable vapor in air to support combustion.

**Lower Explosive Limit (LEL):** The lowest concentration of a flammable vapor in air that will support combustion.

**Natural Gas:** An odorless and colorless mixture of flammable gases composed of 80- 96% methane; the odorant Tert-butyl Mercaptan is added so leaks can be detected by smell. Natural gas is approximately 40% lighter than air and will dissipate into the air in the outside environment. Inside buildings natural gas tends to pocket, particularly in attics and dead air spaces. Natural gas flammable limits are approximately 4% to 15% in air.

- **Liquefied Natural Gas (LNG):** Natural gas stored in a liquid state by cryogenic cooling; when allowed to change from a liquid to a gas, LNG produces 614 cubic feet of vapor for every cubic foot of liquid (liquid to vapor expansion ratio).
- **Compressed Natural Gas (CNG):** Natural gas stored as a gas under high pressure (3000-4000psi).

**Percent LEL (%LEL):** Percent of the Lower Explosive Limit; measurement of a flammable vapor in air; determines relative risk of explosion in a flammable environment.

**Propane:** Odorless and colorless fuel gas typically stored as a liquefied compressed gas; the odorant Ethyl Mercaptan is added so leaks can be detected by smell. It is also known as LPG or LP Gas (Liquefied Petroleum Gas). In changing from a liquid to a gas, propane produces 270 cubic feet of vapor for every cubic foot of liquid (liquid to vapor expansion ratio). Propane is heavier than air and can collect in low lying areas. Propane gas flammable limits are approximately 2.1% to 9.7% in air.

#### IV. PROCEDURES:

##### A. General Information

1. The goal when responding to the release of a flammable gas is to remove the fire or explosion hazard by controlling the flow of gas and ignition sources. This must be accomplished while minimizing the risk to the public and responders.
2. If gas shutoff is successful use fog spray to dissipate the gas. If gas shutoff is not successful refer to the ERG for the safe distance to stage based on the size of the tank involved and wait for the gas company. This may mean backing the units away from the initial 330-foot staging area to a safer distance. Consider using master streams to dissipate the gas.
3. After mitigation, restoration of gas service shall be done by gas company personnel only. Allow occupants back into the structure only after gas meter levels have been reduced to 0% and the gas company concurs.

##### B. Types of Flammable Gas Incidents

There are many flammable gases that could be encountered. However, there are three (3) general types of incidents. Although the combination of the flammable gas and the situation generates specific considerations, this general incident procedure can be used for all flammable gas responses.

###### 1. Open Space Release with No Fire

Flammable gases when released in open spaces may present a flammability hazard, especially if the gas is heavier than air. Examples of such an incident include:

- a. Incidents involving vehicles fueled by or transporting flammable gases
- b. Odor of flammable gas outside
- c. Flammable gas pipeline struck/damaged
- d. Pressure relief device, or overfill protection device activation or failure

###### 2. Enclosed Space Release with No Fire

Flammable gases present an increased risk for a catastrophic explosive ignition when released into a confined area. Examples of such an incident include:

- a. Odor of flammable gas inside a structure.

- b. Flammable gas migrating into a structure.
3. Flammable Gas Release with Fire

Fires that are fed by a flammable gas should not be extinguished until the gas supply is controlled. In some cases, this may not be recognized until after normal fire suppression operations are undertaken. Examples of such an incident include:

  - a. Flammable gas-fed fire in a structure.
  - b. Flammable gas-fed fire outside a structure, including vehicles.
  - c. Reported explosion involving flammable gas.

#### C. Initial Apparatus Placement

Apparatus should be positioned outside the hazard area (HOT ZONE) so that fire suppression and rescue operations can be rapidly undertaken should an explosion or ignition occur. The recommended initial isolation distance (DOT ERG Guide #115) is 330 feet (100 meters). Units should not be committed inside the HOT ZONE where an explosion might kill or injure responders. Collapse zones and overhead hazards must be considered. Positioning should combine barrier protection and water supply considerations. Formal, remote staging should be considered for significant incidents.

1. 1<sup>st</sup> Engine - Initially stage upwind and uphill outside of the HOT ZONE (330 feet) with a view of the incident if possible
2. 2<sup>nd</sup> Engine should stage at a water source upwind and uphill outside of the HOT ZONE (330 feet.).
3. 1<sup>st</sup> ambulance (if requested by IC) - Position with the 1<sup>st</sup> engine for operations but in such a way the vehicle can be used for treatment/transport of potential patients.
4. 1<sup>st</sup> Ladder truck (if requested by IC) - Initially stage upwind and uphill outside of the HOT ZONE (330 feet) in a manner that allows for a rapid transition to defensive fire suppression tactics if necessary.
5. All other apparatus shall stage 500 feet prior to the reported incident in their direction of travel.
6. Members responding directly to the scene are to park outside of the HOT ZONE (1000 feet), in a manner not to impede apparatus.

#### D. Establish Hazard Zones

1. An initial HOT ZONE should be established, and all unprotected persons removed from this area.
2. The size of this HOT ZONE should include the entire structure and any attached structures and/or at least 330 feet from the release (as recommended by the DOT ERG, Guides "Gases NOS").
3. A Warm Zone should be established at logical control points for pedestrian and vehicle traffic, but at least twice the size of the HOT ZONE.

#### E. Take steps to identify flammable gas and its properties

1. Natural gas - presence of gas distribution such as meters and pipelines.
2. Propane - presence of compressed gas cylinders.
3. Industrial gases such as acetylene.
4. Notify appropriate utility/fuel supplier.

#### F. Incident Operations (leak without fire)

1. Conduct/coordinate building and area evacuation if an odor of flammable gas is confirmed or any release is suspected. Any patients found within the



HOT ZONE should be extricated rapidly and removed to an EMS treatment area.

2. Structural firefighting Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA) are required when conducting operations within the established HOT ZONE area.
  3. Maintain required “2-in, 2-out” personnel or establish Rapid Intervention Crew while personnel operate within the HOT ZONE.
  4. Utilize proper detection equipment - Combustible Gas Instruments (CGI), to measure flammability hazard. Standard Multi-gas meter with LEL/LFL (properly start the meter in fresh air)
    - a. LEL values > 10% - SFFPC and SCBA required.
    - b. LEL values > 20% - Fire/EMS Department personnel shall evacuate the area and defensive tactics and ventilation will be undertaken.
  5. Conduct initial operations to affect immediate rescues and protect egress; attack lines should not be initially committed within the HOT ZONE, and remote master streams should be considered.
  6. Eliminate possible ignition sources systematically and safely from the area of highest hazard to the area of lesser hazard.
  7. Determine location of emergency shut offs or control valves.
  8. Control the source of the release from a remote above ground control valve; below ground valves are only to be used by gas utility personnel.
    - a. Fire Department personnel are not authorized to dig for, clamp, pinch, or otherwise control the flow of gas from the point of the release. Static discharge from the point of the release may ignite the released gas causing an explosion. If needed, this control will be completed by personnel from the gas utility or hazardous materials units.
  9. Using CGI's, evaluate surrounding structures for migration of flammable gas; if found, consider additional resources and adjust tactics accordingly.
  10. When the gas release is controlled, ventilate buildings by opening doors and windows. Use of any powered ventilation appliances such as fans shall be after area is cleared using CGI.
- G. Incident Operations (flammable gas-fed fire/post-explosion fire)
1. Structural Firefighter PPE and Self-Contained Breathing Apparatus (SCBA) are required when conducting operations within the established HOT ZONE area.
  2. Maintain required “2-in, 2-out” personnel or establish Rapid Intervention Crew while personnel operate within the HOT ZONE.
  3. Conduct initial operations to affect immediate rescues and protect egress;
  4. Fires that are fed by a flammable gas shall not be extinguished until the gas supply is controlled.
    - a. If gas flow cannot be shut off, do not attempt to extinguish fire.
  5. Protect exposures until flow of gas can be controlled or product is expelled.
    - a. Consider use of unmanned monitors and master streams.
  6. Cool any exposed flammable gas cylinders with direct application of water. Concentrate streams at the top of cylinders where the vapor space exists.
    - a. Don't assume that operating relief vents will prevent a boiling liquid expanding vapor explosion (BLEVE). A BLEVE can occur any time direct flame impinges on a vapor space.

- b. If the relief valve is operating, do not extinguish the flame. If fire is impinging on the tank, withdraw crews.
- 7. **Guide #115 of the Department of Transportation Emergency Response Guide (ERG)** and the attached **Flammable Gases Response Checklist** can be used to guide incident operations.

## Scene Management and Control

- Positioning and Staging
  - Outside the HOT ZONE (330 ft.)
  - Position upwind and uphill
  - Consider water supply
  - Consider barrier protection
- Incident Command (IC)
  - Establish IC system
  - Confirm location and conditions
  - Provide direction for units
- Establish Control Zones
  - Initial HOT ZONE at least 330 feet
  - Isolate area and deny entry
  - Remove all unprotected persons
- Public Protection
  - Conduct/Coordinate building or area evacuation
  - Deny entry/Life safety top priority
  - Locater reporting party, vehicle operator, or building representative and determine possible location and cause of release
- Request assistance from appropriate utility or gas supplier
- Coordinate control efforts with appropriate utility or gas supplier
- Consider additional fire suppression, EMS, or hazardous materials resources

## Implement Response Objectives

- Immediate rescues
- Minimize the number of personnel operating in the HOT ZONE
- Maintain “2-in, 2-out”
  - Establish RIT
- Perform immediate rescues and protect egress
- Utilize detection equipment/multi-gas meter to measure flammability hazard
  - LEL > 10% - PPE and SCBA required
  - LEL > 20% - evacuate the area defensive tactics and ventilation
- Locate emergency shut-offs or control valves
- Eliminate ignition sources from area of highest hazard outward
- Evaluate surrounding structures for migration of flammable gas
- Control the source of the release from a remote above-ground valve. FD personnel shall not dig for, clamp, pinch, or otherwise control the flow of gas from the point of the release. If needed, utilize gas utility or hazardous materials units
- Evaluate/monitor environment and provide ventilation until declared safe
- For propane emergencies, consider adding a HazMat response, as they possess mitigation equipment