

FIRE RESCUE

ALBEMARLE COUNTY

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Albemarle County Fire and Emergency Medical Services Executive Committee Agenda

Monday, April 8, 2024 | 1630 Hours | Fire Rescue Conference Room 2

Agenda Item	Name
I. Call to Order A. From the Board: Matters Not Listed on the Agenda	D. Eggleston
II. Approval of Consent Agenda A. March 11, 2024 Minutes	D. Eggleston
III. Unfinished Business A. Training and Registration Policy	H. Childress
IV. New Business A.	
V. Next Meeting A. Monday, May 6, 2024	

ALBEMARLE COUNTY FIRE/EMS BOARD
FEMS BOARD EXECUTIVE COMMITTEE
MONDAY, MARCH 11, 2024 – 1630 HOURS

A virtual meeting of the Albemarle County Fire/EMS Board Executive Committee was held on Monday, March 11, 2024, at 1630 hours.

The following members were in attendance:

Heather Childress, 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:

John Oprandy, Albemarle County Fire Rescue
Rob Knight, Seminole Trail Volunteer Fire Department
Greg McFadyen, Seminole Trail Volunteer Fire Department

I. Call to Order

Chief Childress called the meeting to order at 1630 hrs.

II. Consent Agenda

A. February 5, 2024 Minutes

MOTION: Chief Alibertis motioned, seconded by Chief Hahn, to approve the Consent Agenda as presented. The motion passed unanimously (5-0).

III. Unfinished Business

There was none presented.

IV. New Business

A. Training and Registration Policy

Chief Childress reported that the policy would be discussed here and passed on to the full FEMS Board for a work session.

Chief Alibertis said the only question he had was that his training officer had the impression that this was already in place and being followed.

Chief Childress responded that they posed it as something that would be presented as a draft to the Executive Committee today. She noted that they haven't had any classes to apply it to since they started talking about it.

Chief Dillon stated that in 2013, the County made a policy that any new volunteer firefighters had to go through the LODA process. He said that he did not understand

what the issue was, and he asked if ACFR was just verifying this before they went through training—and he asked if ACFR was maintaining the records that proved a volunteer had been through LODA.

Chief Childress stated that they get notifications when they are completed—a note from Workmed or Augusta Health, and they are hoping to add a third vendor or make it part of the wellness clinic the County is going to open. She said that those entities sent ACFR a notice that someone was “fit for duty, including use of a respirator,” “fit for duty not including use of a respirator,” or “not fit for duty.”

Chief Dillon asked if someone’s information from 2013 was still on file with ACFR.

Chief Childress confirmed that it was, and said that ACFR would check it against regulations as a policy. She said that she and Ms. Davis just went back through and reconciled lists of all current members they know if in the various agencies and whether there was a physical for them. She stated that the original number of people in the system that didn’t have a physical was 187, but a decent number of those were grandfathered. She said they dug further and reduced that number down to 70—but that means they are operating in the system without a physical.

Chief Alibertis commented that during COVID, Workmed had stopped doing physicals, and several people for Western fell off the radar.

Chief Childress stated that there are not a lot of people who will be adversely impacted by this, and they were going to decrease the amount of time from the start of class until Cornerstone closes. She said that their strategy was giving people more time to get their physicals done, and in talking to Workmed and Augusta, there has been no wait time for doing physicals.

Chief Childress said there were only a few people here in there throughout the system that would be hung up by this, and Seminole was most concerned about people starting a Firefighter I class. She noted that sometimes ACFR had to push to get results back, but ACFR is willing to make that effort.

Chief Hahn asked if this was communicated to the Training Committee while the policy was coming out, or if the policy just appeared. He said that typically, they present a problem that they then discuss as a group to work through—and this seems like there was a problem recognized with this offered as an immediate solution.

Chief Childress responded that this has been a policy since 2013 that all operational members have to have a LODA on file, so this is just putting it on paper. She said this is what they’ve been doing all along, just making it clear that it applies.

Chief Hahn commented that the hangup his station has with this is the influx, because everyone gets members in September and October with the University pull, and a training academy class starts in January. He emphasized that he didn’t want this to be

an obstacle, and he asked if the ability to use Augusta was ever communicated out to the training group.

Chief Childress responded that they discussed it at Recruitment and Retention and the FEMS Board meeting as a whole, but there was no email sent specific to this. She added that there have been about a hundred physicals done in the last few years.

Chief Alibertis stated that there was no information about Augusta in the packet, and it should all be included.

Ms. Davis said that could easily be added.

Chief Hahn stated that the Operations Committee usually discusses this, but it doesn't seem that this happened that way.

Chief Childress stated that they brought this to the training group, and perhaps the confusion arose regarding this being something new.

Chief Hahn asked if the volunteers were competing with the 37 new employees to get the same physical.

Ms. Davis said those were done through Life Scan, which will come onsite if there are 15 or more people.

Chief Hahn commented that it seemed this was something that would strap his station down, as they have the largest number of people going through training.

Chief Childress stated that she appreciated his position, and ACFR is trying to get other departments' members into training so there is equal access. She said that getting one person off the waiting list is going to help a small, struggling department.

Chief Hahn said that if they had applied through the class like everyone else at the same time, the wait list wouldn't be an issue. He stated that Seminole is not opposed to getting members in and released—and they have offered to help other departments with training. He added that this seems like a knee-jerk reaction to an issue that was raised, and his station is taking the brunt of it.

Chief Childress said they were already having the conversation about how to ensure equal access to all departments, and this was not a knee-jerk reaction. She stated that if they look at the numbers, there are very few instances where everyone on the list will not get in, with Firefighter I being the only course where there is an issue. She said this was not about targeting anyone or any station—it was about trying to ensure equity across departments so they can get members to staff a crew.

Chief Dillon asked if the existing policy was two members per station, then everyone got waitlisted, with members pulled from there in no particular order.

Chief Childress confirmed this. She explained that if for the next Firefighter I class, the first four people on the list were from Seminole and there was one from Earlysville, and so on, they would go through the list and pick the first person from Seminole, then the first from Earlysville—then pick everyone else in the order they applied.

Chief Alibertis asked what would happen if a department hadn't put anyone in the class.

Chief Childress responded that they would go back for selection in the regular order.

Chief Oprandy stated that if they get up to two, they could get up to two more if they had two more people on the waiting list—and they would have the most people in the class anyway, but it would make it more equitable for a station with fewer people.

Chief Childress said that most of the classes are based on limitations for numbers of people, because for ACFR, career staff gets two spots potentially. She stated that the max would probably be three people per department, based on the number of departments and maximum numbers for classes, as the max is 24–28 per class.

Chief Oprandy asked when they had people from every single department.

Chief Childress responded that this is based on what they see from the smaller departments who don't get to add people on a regular basis.

Chief Leavell commented that everyone seemed to be doing their best and had good intentions, and she asked Station 8 if they had objections to the policy as it was being presented.

Chief Knight stated that he had some objections to how it was currently worded, but he did not want to address the onboarding aspects—but for the training aspect, it would be nice to understand what the delta/cutoff time is for pushing for a physical. He said that this could potentially cut off recruitment, because they may have a number of members who have joined or are joining, but if the physical is not done by a certain date, that member would be cut off from any classes.

Chief Knight said that he had been the training officer for Seminole for about 10 years, and back then, every station that was at the meeting ratified the current waitlist procedure and agreed that it was the most equal application in terms of registration. He emphasized that he didn't understand the need to change things, because every station has a seat at that training officer table and every station gets the email at the same time, so they know when registration begins.

Chief Leavell asked if it was fair to say that most people applying were students that had internet access at home and not jobs that would preclude them from being available at 8:00 a.m. She said that the equity factor comes into play when not everyone has the same time of access, and she asked how this helped the system as a whole. She

mentioned the number of people who didn't have email addresses, but that should not preclude them from taking Firefighter I or pushing them to the back of the line. She emphasized that some of them had been with their stations for 10 or 15 years, and they needed to be helped on the front end to make that happen. She added that this would be a hard sell for the stations at the FEMS Board to say that people had 24 hours' notice and could have logged on.

Chief Childress stated that if someone applies the day after the process opens to a department that desperately needs a person, they are trying to ensure equitable access to classes. She emphasized that it was not personal to Seminole, it was trying to ensure equitable access.

Chief Knight said that if he received a message that this would "adversely affect" his station, it didn't mean he wouldn't advocate for his people. He said he was outvoted at the Training Committee for the fall academy, and that's when a lot of Seminole's new members join—but he felt the new policy would diminish his station's presence in classes.

Chief Leavell stated that he should advocate for his station, but she expected everyone at the FEMS table to advocate for the system as a whole and their individual stations. She emphasized that equity and equality are two different things.

Chief Dillon said that for the last class, for the first time ever, they had someone who couldn't get in the Firefighter I class. He stated that if it was full because of equity, he was fine with that—but if one or two stations had a majority of the seats, he did have a problem with that. He added that he was for the policy when it comes to how they select members.

Chief Leavell stated that there could be other variables such as how long someone has been a County resident, but she felt this policy was fair because it was 1, 2, 3; 1,2,3 etc.

Chief Knight said that he didn't believe every seat filled up in the first 24 hours and confirmed that they had eight Seminole members in the August academy.

Chief Leavell said they could pick time as a criteria or some other rules as to how they arbitrarily pick them.

Chief Oprandy stated that since there isn't consensus in the room, they should send this back to the Training Committee to discuss, as every other major policy is handled. He said this would be the normal approach versus how they're handling it here.

Chief Leavell said that sending it to the FEMS Board makes sense, because they will have the committee reports as part of their review.

Chief Oprandy stated that many times in the past, solutions in the form of drafts, policies or staff recommendations for solving the issue were brought as the problem

identification for the group for discussion, then moved in exactly the same way. He said that this isn't necessarily different from the way it's always been done.

Chief Knight said when he broached the subject with Chief Pistoli and said they didn't want a vote or consensus from the Training Committee, he was told that it was not actually a committee, it was a staff-led workgroup. He stated that his perception was that his input didn't matter, as it was a leadership decision.

Chief Alibertis stated that the decision was made so they wouldn't have to announce meetings, and they strictly did that to take it out of the committee structure for the purpose of formality and expediency—not to change input and participation.

Chief Childress said that Chief Pistoli's point was that an official vote doesn't have to happen, because it's not a subcommittee of the FEMS Board.

Chief Dillon stated that the process is a matter of getting that information out by Augusta Health and putting into one packet that every station has available to them, and he asked if there was any objection to the requirement that members have a LODA physical before participating in firefighter training—which makes complete sense to him.

Chief Knight said that his understanding was that for any course in Albemarle County, you had to have a LODA physical; but prior to that, it was not a requirement for EMT.

Chief Childress stated that the current policy says you have to have a LODA physical before participating in any operational activities, such as running calls, so that would mean any County-sponsored class for safety reasons.

Chief Dillon said that the way it stands now, they don't even get turnout gear unless they have a LODA physical, and if they are taking EVOC training, they have probably already had a physical unless they came on prior to 2013.

Chief Alibertis asked for a definition of "County-sponsored," because for his EMT class, a lot of those people are not members yet.

Chief Childress stated that they wouldn't need a LODA physical if they weren't system members. She said that they would need to clarify the approach for classes that were taken by people who were not in the system. She asked if they wanted to clarify substitutions in the policy if other members were sent in place, although she didn't see it as an issue because it was the station that had the slots.

Chief Dillon said he didn't have a problem with sending this to Training and Recruitment and Retention, but his issue with FEMS was that the can got kicked down the road and policies got hung up because of a word or two.

Chief Alibertis stated that they need to be careful not to "get beaten by their own stick," as there are many policies in place that are not followed because of their functionality.

Chief Hahn emphasized that with the number of people Seminole has, it affects Chief Knight as the training office more than it affects him. He asked if the Training Committee only gets a few people there.

Chief Knight responded that it varies between six and eight.

Chief Hahn stated that perhaps they need to consider doing another academy class in light of the number of people waitlisted for the 12 slots, as the issue was how they would get all the people trained. He said that some of the numbers got changed, such as minimum to cancel, as one class got reduced from six to three.

Chief Oprandy commented that even if they ran a class for three people, that was three drivers that a department needs—even if it may cost a lot to run the class.

Chief Dillon asked if this was going back to Training or going onto FEMS.

Chief Alibertis said they brought up a lot of issues, so perhaps it could move on.

Chief Leavell stated that FEMS was basically going to start over with it, but if this was going to delay policy implementation, they should send it back to committee. She asked what would possibly get changed in committee that wasn't already in this though.

Chief Alibertis asked Chief Knight if he felt there was value for this to go to the Training Committee.

Chief Knight responded that he did, because he would share all of these comments and there would be worthwhile discussion. He said they met again on April 3.

Chief Dillon asked if there was any urgency.

Chief Childress stated that she would like to have it in place for the next Firefighter I class, which would likely have a waiting list, but she wouldn't derail the process for that.

Chief Alibertis said that FEMS could discuss it in April, and they should probably have work session. He suggested moving it to the Training Committee, then back to the Executive Committee, then onto FEMS for a work session so they can adopt any changes.

Chief Knight stated that Recruitment and Retention should look at it as well.

Chief Alibertis said it would be nice to know numbers for stacking if they anticipate that happening, and the three classes that have over-registered are Firefighter I, EVOC, and EMT. He clarified that there are a lot of non-members in the EMT class, and the stacking was caused by the order in which they choose additional personnel.

Chief Hahn asked what the maximum number for Firefighter I.

Chief Knight responded that 24 was traditional registration, and VDOP would allow up to 28.

Chief Childress said there are always a few who drop off, which is frustrating because the fight to get in and then don't go. She stated that the problem with physicals was not due to lack of availability, although ACFR did have to push to get results—but that was not up to the member. She said that members could register if they didn't have their physicals complete yet, just not through Cornerstone, and that needed to be clarified. She stated that you could be on the list, but you will not be granted access to Cornerstone to be on the DFP roster until you get your physical back.

Chief ? asked how long the turnaround time was from the point members started trying to get physicals and the fit for duty came back to Ms. Davis.

Ms. Davis said it was usually the same day or the day after, and she could help members get physicals booked if needed.

Chief ? stated that they often can't get appointments, or they'll get a last-minute cancellation slot.

Chief Childress said that they could run this back through the committee process, but her suspicion was that it would be a duplication of this same conversation.

Ms. Davis reminded them that if there are more than three chiefs present, it is considered a public meeting and thus needs to follow notification process and advertise the meeting. She also said that if the training meeting is a public meeting, it would need to be advertised as being a public meeting.

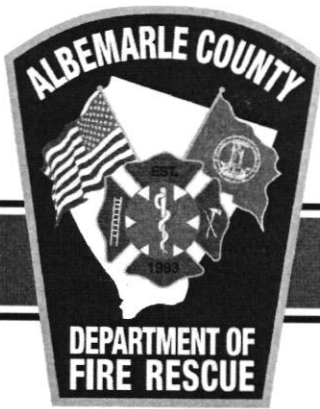
V. Next Meeting

A. Monday, April 8, 2024 at 1630 hours

The next FEMS Board meeting will be held on Monday, April 8, 2024 at 1630 hours in the Fire Rescue Conference Room.

Adjournment

At 17:19 hrs., the FEMS Executive Committee adjourned its meeting.



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ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD EXECUTIVE COMMITTEE

ATTENDANCE LOG

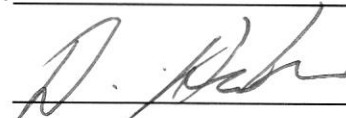
Date: March 11, 2024

VOTING MEMBERS (OR DESIGNATES)


Chief Virginia Leavell (CARS):




Chief Gary Dillon (Crozet):



Chief Dennis Hahn (Seminole Trail):



Chief Kostas Alibertis (WARS):



Chief Heather Childress (Albemarle County):



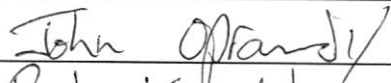
GUESTS & OTHERS

Guest/Other

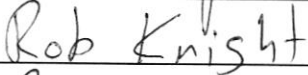
Organization/Agency/Affiliation

Christina Davis

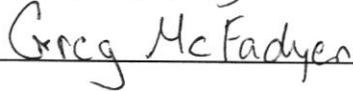
ACFR



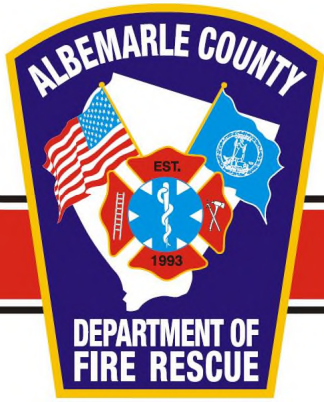
ACFR



Station 08



Station 08



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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	March 11, 2024	
MOTION:	MOTION MADE BY:	SECONDED BY:
Approve Consent Agenda	Chief Kostas Alibertis	Chief Dennis Hahn
SUBSEQUENT MOTIONS/AMENDMENTS:		
1.		

CALL OF THE QUESTION:	Yes	No	Abstain
Chief Heather Childress (ACFR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Virginia Leavell (CARS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Gary Dillon (Crozet 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 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

 March 11, 2024
 Date

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 & Professional Division. The intent of this policy is to insure 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 (VD FP).

600.4 REGISTRATION

600.4.1 FIT FOR DUTY STATUS

System members who joined after July 1, 2013 must complete a LODA physical and provide proof of fit for duty status for ACFR delivered courses.

System members may sign up for any course in Active Network but will remain on the waitlist until their fit for duty status is confirmed.

600.4.2 REGISTRATION

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 registrants in Active Network for any class.

Note: Automatic acceptance of the first two registrants for classes in Active Network is a system configuration issue that ACFR cannot change. Remaining registrants are placed on the waitlist until registration closes.

- Each department in the system is guaranteed 2 spots in each ACFR delivered courses. Students will be notified of their status within 1 week of registering in Active Network.
 - 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.

Albemarle County Fire Rescue System

Policy Manual

Training Course Registration and Cancellation

- 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..
 - 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 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.
- 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.

Albemarle County Fire Rescue System

Policy Manual

Training Course Registration and Cancellation

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