



**Clarke County Fire & EMS Commission**  
101 Chalmers Court, Suite B  
Berryville, Virginia 22611  
(540) 955-5132

AGENDA

April 12th, 2018

6:30pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes – February 8<sup>th</sup> & March 8<sup>th</sup>, 2018
4. Committee Reports –
  - Standards
    - i. Discussion of Recommendations
  - Technology – No report prior to meeting
  - Budget/Preparation
    - i. Budget Update
5. Unfinished Business
  - Quarterly Report-Draft
6. Report from the Fire and Rescue Association
7. Report from the Director of Fire and EMS
8. New Business
  - Blue Ridge Staffing Request-BOS request for review & recommendation
  - Fire & Rescue Association Budget Letter – BOS request for review & recommendation
9. Adjourn

All meeting documents will be distributed at meeting. Next meeting is on May 10th, 2018 at 6:30pm in the Clarke County Government Center – Meeting Room AB



**Clarke County Fire & EMS Commission**  
101 Chalmers Court, Suite B  
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MINUTES

February 8th, 2018

6:30pm

Clarke County Government Center – Meeting Room AB

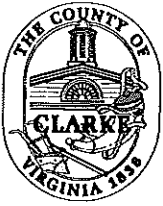
Attendees: Matt Hoff, Chairman  
Bryan Conrad  
Van Armacost  
Diane Harrison  
Jacob White  
Andrew Nicholson

Absent: David Weiss  
Tony Roper

Staff: Brian Lichty  
David Ash  
Pam Hess

Chairman Hoff called the meeting to order at 6:32pm.

1. Ms. Harrison made a motion to approve the agenda. The motion was passed with all in favor.
2. Mr. Armacost pointed out the date noted on the January 11<sup>th</sup>, 2018 meeting minutes for the end of his Chairman term was incorrect. The actual end date is effective tonight February 8<sup>th</sup>, 2018 with Mr. Hoff's term starting. Mr. Armacost made a motion to approval the minutes from the January 11<sup>th</sup>, 2018 meeting with the correction made. The motion was passed with all in favor.
3. Committee Reports –
  - Standards – (see attached reports) No questions or comments.
    - i. Discussion of Recommendations – Mr. Lichty reminded everyone of the report submitted in December 2017 listing the five recommendations that the Standards Committee wanted input on. Start considering options and/or thoughts and will be discussed further in the upcoming months.



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- Technology – Mr. Conrad stated the meeting that was scheduled was cancelled therefore nothing to report at this time.
- Budget/Preparation – Mr. Lichty will be presenting to the Finance Committee all budget requests next week Thursday, February 15th, 2018. Mr. Conrad asked Mr. Lichty for more details in his request for adding two full time Career staff positions. Mr. Lichty explained that his request is to convert two part time positions into full time positions. Right now overtime costs and part time employee costs are skyrocketing. Due to the Clarke County personnel policy change effective July 1<sup>st</sup>, 2017 (PD-121101-05, Chapter 4, Section 4.3) concerning annual leave accrual and balances, the current five full time Career staff employees have extremely high balances and in order to get those balances down you have to back fill coverage for their days off with the part time staff. Unfortunately most of the part time staff is working over with their full time jobs not allowing for as much scheduled time here. Mr. Lichty further explained that he would like to change the current schedule of the full time staff from working every fourth day to every third day. This change would absorb one of the requested positions and the second would dramatically minimize the overtime and part time costs in turn giving more stability in the schedule. The part time staff can't be utilized to fill in unexpected gaps, such as someone calling in sick, due to their full time jobs. Mr. Conrad asked how this would affect the Fair Labor Standards Act (FLSA). Mr. Lichty explained that this is the second part of the issue. The staff is currently working an FLSA schedule but being paid as a forty hour employee incurring additional overtime costs. Ms. Harrison asked Mr. Lichty if he thought this would end up costing less or break even, and Mr. Lichty thinks this will cost less. This has been discussed with the full time staff and they are not necessarily for or against the change. Mr. Lichty also stated that we need to think to the near future of potential retirements of some of the full time staff. The decision was made the Ms. Harrison and Mr. Armacost will join Mr. Lichty for the presentation.
  - i. Funds use request-The EMS Committee was awarded an RSAF grant for the video laryngoscopes. The request is to “borrow” the money from the County to purchase the equipment, the individual stations would pay their portion back to the County directly and once the grant



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- state match money was received it would be sent back to the County for reimbursement. They are asking to establish a process such as this when doing county wide projects in the future where the County acts as the administrator and the funding is replenished. Mr. Conrad made a motion to recommend to the Finance Committee to proceed with this request/process. The motion was passed with all in favor.
- ii. Incentive Program-Mr. Lichty will take the options to all the Chiefs/Stations for their input/preference then bring back to Commission for recommendation to the Board of Supervisors.
  - iii. OMD Budget Request-Dr. Christopher Turnball, Clarke County's current Operational Medical Director (OMD), has requested a \$5000 stipend to be awarded annually and running concurrent with the County's fiscal year to help cover some of his expenses. This is a new budgetary request and fair monetary comparison to other jurisdictions. Mr. Conrad made a motion to support the request. The motion was passed with all in favor.
4. Unfinished Business – Mr. Lichty stated that the Blue Ridge staffing request sent to the Board of Supervisors (BOS) has been added to the work session agenda for next week. They will most likely look for a recommendation from the Commission. Are there any thoughts or questions that he can get answers for? Mr. White asked what is the current process for requesting career staff. Mr. Lichty stated that there isn't one right now. Mr. White and Chief Jason Burns said the process is noted in the written agreement for any staffing request to be submitted to the BOS. (Mr. Nicholson excused himself at 6:59 pm from the rest of the meeting due to a prior commitment) Chairman Hoff stated that the BOS will discuss and refer back to the Commission what they need. Mr. Ash asked to comment and Chairman Hoff allowed. Mr. Ash confirmed that this is on the BOS work session agenda for next week. Mr. Ash also commented that he is in receipt of a second letter from the Fire and Rescue Association for a different recommendation that he will be addressing with the BOS during the work session. Mr. Ash anticipates that the BOS will discuss everything and refer this back to the Commission for their thoughts/recommendations.



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5. Report from the Fire and Rescue Association-Mr. Lichty stated they discussed the RSAF grant and the potential of doing another combined grant request for a couple of other items.
6. Report from the Director of Fire and EMS-Mr. Lichty presented his report. (see attached) No questions or comments at this time.
  - Quarterly Report-Draft-passed around as well as included in packets
7. Public Comment-None
8. New Business
  - a. Agenda Change-Chairman Hoff and Ms. Harrison suggested to move the public comment portion of the meetings to the beginning to follow the same formatted order as other Clarke County meetings do. Ms. Harrison made a motion to move the public comment section after approval of agenda. The motion was passed with all in favor.
9. Adjourn – Ms. Harrison made a motion to adjourn. The motion was passed with all in favor at 7:15 pm.

Next meeting is on March 8<sup>th</sup>, 2018 at 6:30pm in the Clarke County Government Center – Meeting Room AB.



**Clarke County Fire & EMS Commission**  
101 Chalmers Court, Suite B  
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MINUTES

March 8<sup>th</sup>, 2018

6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Matt Hoff, Chairman  
Van Armacost  
Diane Harrison  
Andrew Nicholson

Absent: Bryan Conrad  
Tony Roper  
Jacob White  
David Weiss

Staff: Brian Lichty  
Pam Hess

Due to lack of quorum this meeting was canceled.

Next meeting is on April 12<sup>th</sup>, 2018 at 6:30pm in the Clarke County Government Center – Meeting Room AB



***Division of Fire and Rescue Services  
Response Review Report  
Year to Date 2017-2018***

<b><i>EMS - Month</i></b>	<b><i>Total Count</i></b>	<b><i>Total Fail Count</i></b>	<b><i>Total Pct.</i></b>
July 2017	199	18	9.04%
August 2017	203	17	8.37%
September 2017	194	15	7.73%
October 2017	217	12	5.52%
November 2017	222	20	9.0%
December 2017	205	22	10.7%
January 2018	192	14	7.2%
February 2018	179	6	3.3%
March 2018			
April 2018			
May 2018			
June 2018			

<b><i>Fire - Month</i></b>	<b><i>Total Count</i></b>	<b><i>Total Fail Count</i></b>	<b><i>Total Pct.</i></b>
July 2017	82	2	2.4%
August 2017	73	6	8.21%
September 2017	60	0	0%
October 2017	58	4	6.89%
November 2017	81	1	1.23%
December 2017	74	7	9.45%
January 2018	80	9	11.25%
February 2018	50	4	8.0%
March 2018			
April 2018			
May 2018			
June 2018			

***\*This report reflects changes made by the Standards Sub-Committee***



**Division of Fire and Rescue Services**

**Response Review Report**

**March 1, 2018 – March 31, 2018**

<b>Station</b>	<b>AM Count</b>	<b>PM Count</b>	<b>WK Count</b>	<b>Total Count</b>	<b>AM Fail Count</b>	<b>PM Fail Count</b>	<b>WK Fail Count</b>	<b>Total Fail Count</b>	<b>AM Pct.</b>	<b>PM Pct.</b>	<b>WK Pct.</b>	<b>Total Pct.</b>
Enders-Fire	18	10	15	43	5	1	1	7	27.8%	10%	6.7%	16.3%
Enders-EMS	51	31	41	123	3	1	3	7	5.9%	3.2%	7.3%	5.7%
Boyce-Fire	8	4	4	16	0	2	2	4	0%	50%	50%	25%
Boyce-EMS	11	12	13	36	0	4	2	6	0%	33.3%	15.4%	16.7%
Blue Ridge-Fire	7	6	7	20	1	2	2	5	14.3%	33.3%	28.6%	25%
Blue Ridge-EMS	24	3	7	34	7	2	1	10	29.2%	66.7%	14.3%	29.4%





***Division of Fire and Rescue Services***

***Response Review Report***

***February 1, 2018 – February 28, 2018***

<b><i>Station</i></b>	<b><i>AM Count</i></b>	<b><i>PM Count</i></b>	<b><i>WK Count</i></b>	<b><i>Total Count</i></b>	<b><i>AM Fail Count</i></b>	<b><i>PM Fail Count</i></b>	<b><i>WK Fail Count</i></b>	<b><i>Total Fail Count</i></b>	<b><i>AM Pct.</i></b>	<b><i>PM Pct.</i></b>	<b><i>WK Pct.</i></b>	<b><i>Total Pct.</i></b>
Enders-Fire	9	10	11	30	0	0	0	0	0%	0%	0%	0%
Enders-EMS	49	32	34	115	1	1	1	3	2%	3.1%	2.9%	2.6%
Boyce-Fire	5	4	4	13	0	2	2	4	0%	50%	50%	31%
Boyce-EMS	21	10	12	43	4	2	1	7	19.1%	20%	8.3%	16.3%
Blue Ridge-Fire	3	2	2	7	0	0	0	0	0%	0%	0%	0%
Blue Ridge-EMS	5	8	8	21	0	0	1	1	0%	0%	12.5%	4.8%



**County of Clarke, Virginia**  
**Department of Fire, EMS and Emergency Management**  
**Director Brian Lichty**

**DIRECTORS REPORT**

**Month-April 2018 (updated 4/09/2018)**

**Standard Reports**

-Response Report – 229 Calls for Month, average of 4.3% "Failure", see attached report for further information.

-Billing Report –January collections \$27,618.51

**Updates-**

**-Career staff –**

- Top 3 categories for Errors – This replaces the top 3 reason non-billable which remains the same.
  - Procedures
  - Narrative
  - Other
- Current SOGs being worked on;
  - EMS Billing Funds
  - Evaluations
  - Accountability
  - Return To Work
  - Quarterly Reports
- Upcoming SOGs
  - Special Events
  - Minimum Staffing

**-Emergency Management**

- Working with Grafton School on their new requirements from the Department of Education regarding Emergency Preparedness
- In 2017 LEMPG project is almost complete. The wifi extension to the social hall area at Enders is now complete just waiting on access point. The Blue Ridge Wifi is complete and we are anticipated to run a full system test at the end of April beginning of May

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- We have begun the implementation of Crisis Track. This is a damage assessment tool used by the state training was complete by Building official will be working more with them to extend the program.
- The town of Berryville water project is now complete with the 1<sup>st</sup> Phase. The second phase of this project will begin the spring. This is the most critical phase because it is for the updates to the largest reservoir tank. Update- The next phase is estimated to start on April 11<sup>th</sup> with a "Tanker Taskforce" started, the following week an increase in daily staffing, this project is anticipated to last 12-15 weeks. Starting the week of April 16<sup>th</sup> I will send weekly updates on State WebEOC
- There is new program in the state for the development of plans such as EOPs, COOP, ect.
- Working to develop a table top exercise in November for EOC activation.
- Have presented to the BOS updates to the Regional Hazard Mitigation Plan, possible adoption at the April 17<sup>th</sup> BOS meeting.

#### -Budget

- RSAF Grant for fall 2017-Update – All items have been ordered, there are a couple of items on back order, most items have been distributed out to each department. Invoices will be sent once all items are received.
- Fiscal Year 2019 Budget – Update – All fire-rescue requests have made it through the budget process (listed below), the public hearing was held on April 3<sup>rd</sup> with final vote on April 17<sup>th</sup>. This does not include any additional personnel for Blue Ridge request (if needed)
  - Stipend increase for each department by \$15,000
  - OMD stipend of \$5,000
  - 2 Additional FTE's
  - A volunteer incentive program totaling \$15,000
- Although I am working on the formal request for the Town of Berryville I anticipate a decrease from last year's allotment. – Update – Notification from town is the amount is \$16,500 and I am working with the Town Manager to Present Fire & Rescue case on increasing this amount, met with him on Tuesday.
- Reminder emails have been sent to the chiefs to have receipts to receive your 4<sup>th</sup> quarter distributions for expenses associated with 4-for life and fire programs, next year each department will need to complete the Quarterly Report. Update – Have received 2 out of the 3 companies' information.
- Submitted a grant to REC for 7-8 gas meters (replacements), this will be to replace existing gas meters in the stations. The total for the grant is around \$6,000.
- With Budget almost complete will need recommendation from Commission on the type and focus of the Volunteer Incentive Program

## -Strategic Goals

### 1) Strategic Vision and Effective Leadership

- A review of the Dispatch procedures has begun, looking at changing ESN's to Box numbers, the first draft of these changes are now complete. The next item on the agenda is to look at run orders for these new boxes. The next meeting is April 17th
- I attended the VEMA Conference last month
  - Looking into program for EOC program run through google docs
  - There are concerns with the impact of a non-approved budget by the government and what effects that could have on LEMPG
  - Met with Frederick County Emergency Coordinator to see about merging our Local Emergency Planning Committee
  - Looking at new guidelines on the supplemental LEMPG that just came out to see if it can help us with any projects
- There is currently a comment period open for proposed performance outcomes for dispatchers-suggest that everyone looks at these proposed changes. Concern over no requirements that address fire-recue closes 5/21

### 2) Fire and EMS Operations

- Working on updating the Mutual Aid agreement with Jefferson County WV (last updated in '97) – Update – This is with WV personnel for review.
- The Chapter 32 EMS changes are not posted yet on Town Hall website
- Please review the Fire Protection Plan developed for the Town of Berryville water project Phase II
- Please help in getting all reports EMS and/or Fire completed as quickly as possible after the call. In the field of rank, please put your rank if are an officer and FF/EMS level if hold no rank. I will be reviewing this with Chiefs to have Mr. Barenklau make a drop down in Image Trend, this is to help us improve on our reporting of information.
- We have modified our procedures slightly on Fire Alarm responses to schools to help facilitate changes made by law enforcement response. Will be working in coming months to develop an "Active Shooter" policy/procedure that works for Clarke County.
- Several new training advisories sent out in the past couple of weeks. We are now sending them to all personnel that we have recorded information for, if a person is not receiving the information please have them contact our office.

### 3) Recruitment and Retention

- There is a draft quarterly report that will be required for each department to complete each quarter of the fiscal year. The information in this report will help us in determining the success of recruitment and retention in the county.
- Blue Ridge will be starting an in-house fire firefighter class starting in the next couple of weeks. We were able to get a state funded hazmat class to coincide with this class. Please see Chief Burns for any questions.

### 4) Resource Management

- The WC and AD&D insurance – **Update – additional beneficiary information sheets still need to be turned in but have received more.**
- Boyce VFD had to make some temporary accommodations for the loss of several heating/AC units. I am currently working with them to determine if it falls within any possible insurance claims. – **Update – This has been sent to the insurance company and they have contacted with some follow-up questions hope to know more in the coming week or so.**
- In the coming months we will be working on entering vehicle check sheets, drug checks, and vehicle discrepancy reports into EPRO for better tracking and recording.

### 5) Health and Safety

- There is a new bill (SB670) that addresses Mental Health Awareness training for Firefighters and EMTs has now passed and is a required training. We will be working to role this training out to everyone shortly after the start of the Fiscal Year.

### 6) Employee Development

- A survey was sent out to all employees for comments on possible new schedule and any concerns related to the change.
- Held a staff meeting this past month, with main focus on possible new schedule change and impacts of change.

### 7) Community Outreach

- With spring quickly approaching will be scheduling a couple more of the smoke detectors in the community events. The next one will be scheduled for Boyce.

Other remarks

# STANDARDS SUBCOMMITTEE RESPONSE EVALUATION

Month: Feb-18

Total responses in question for month-	15		
11 Minute-No response(True Fail)-	10	Percent of total in question-	66.7%
Delayed Response-	0	Percent of total ALL CALLS-	4.4%
Overburden-	5		
Removed-	0		

## DEFINITIONS

**11 Minute-No response** -Prime requested unit did not respond within 11 minutes

**Overburden** -Multiple units for single incident from same Company requesteed; not

Total Responses for Month (all Companies)-	229
Total responses in question for month-	15
Percentage of Responses for Month-	6.6%

Blue Ridge Vol. Rescue	
Total Responses-	21
11 Minute-No Response-	1
Percentage of total responses-	4.8%
Overburden-	0

Blue Ridge Vol. Fire	
Total Responses-	7
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	0

Boyce Vol. Rescue	
Total Responses-	43
11 Minute-No Response-	5
Percentage of total responses-	11.6%
Overburden-	2

Boyce Vol. Fire	
Total Responses-	13
11 Minute-No Response-	4
Percentage of total responses-	30.8%
Overburden-	0

Enders Vol. Rescue	
Total Responses-	115
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	3

Enders Vol. Fire	
Total Responses-	30
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	0

OB	Overburdened	5
TU	True Failure	10
DR	Delayed Resp.	0
RE	Removed	0
<b>TOTAL</b>		<b>15</b>



# Clarke County Fire and Rescue

## Standard Operating Guideline

<b>Subject:</b> Return to Work for Non-Work Related Medical Conditions/Injuries	<b>SOG:</b> 100.11	<b>Page</b> 1 of 3
<b>Category:</b> Personnel – Return to Work for Non-Work Related medical Conditions/Injuries	<b>Sub Category:</b> Medical Conditions/Injuries	
<b>Approved by:</b> Fire and EMS Director, Boyce VFD Chief, Blue Ridge VFD Chief, John H. Enders VFD Chief	<b>Effective Date:</b> TBD	

### Purpose

To establish guidelines to return employees or members to work that have non-work related medical conditions or injuries, which have a reasonable impacts on their ability to perform normal assigned member or employee tasks. These guidelines are established to ensure employees or members do not aggravate existing medical conditions or suffer additional injuries to themselves or others when they return to work/station.

The scope of non-work related medical conditions for purposes of this policy include, but are not limited to, injuries, in-patient or out-patient surgery, contagious illnesses. It is not intended to cover minor or “routine” illnesses such as the common cold, stomach flu, or other short-term, non-threatening condition that likely does not include work restrictions.

### Definitions

The following definitions have been adopted for use;

- **Members** – Any member of the Clarke County Volunteer Fire-Rescue Department to include Boyce VFD, John H. Enders VFD and Blue Ridge VFD.
- **Work** – The tasks or duties he/she may perform during their membership/employee activities.
- **Managers/Supervisors** – Any Chief Officer or President of the Clarke County Fire-Rescue system.

### Procedures

#### A. Employees or Members

1. Immediately notify the employees department when they may need to be gone from work for a non-work-related medical condition that affects their ability to perform their essential employee or member tasks. The non-work related medical condition may qualify as a leave of absence under the Family Medical Leave Act (FMLA).



2. Immediately notify the Clarke County Fire, EMS and Emergency Management office of any injuries or medical conditions.
3. Employees or Members will be required to have a medical release from a physician in order to return to normal assigned tasks or duties.
4. For operational members you will be required to have your physician complete the "Physician's Return to Unrestricted Duty Form" before being allowed to operate in any operational capacity. This form can be found in the "shared folder" or Clarke County website.

#### B. Managers/Supervisors

1. Ensure that all employees under their supervision understand the Return to Work for Non-Work-Related Medical Conditions.
2. Immediately notify the Clarke County Fire, EMS and Emergency Management Office when an employee or member has a non-work related medical condition that will require the employee or member to be off work for three or more days, or if a medical condition has restrictions preventing the employee or member from performing their essential job duties.
3. Immediately review medical restrictions with the Director of Fire, EMS and Emergency Management to determine if work tasks would aggravate or potentially cause additional injury to the employee. In some cases, consultation with a medical professional.
4. Evaluate with the Director of Fire, EMS and Emergency Management any light duty or, temporary job reassignments, that may be available to the employee or member.

#### C. Director Fire, EMS and Emergency Management

1. Notify employees and/or members of their rights under the Family Medical Leave Act, if eligible, for any non-work related medical condition.
2. Assist supervisor in evaluating all requests to return to work from employees or members to ensure that non-work-related medical conditions are not aggravated or potentially cause additional injury to the employee or member when he/she returns to work. In some cases, consultation with a medical professional may be required upon receiving the fitness for duty documentation from the employee.
3. All necessary medical documents related to non-work-related medical conditions will be maintained in a separate file in the Clarke County Department of Fire, EMS and Emergency Management Office.

#### D. Return to Work

Employees or members will be allow to come back to work if the employee/member has documentation from a medical professional about work restrictions and the restrictions do not interfere with their essential job duties. The supervisor, the Director of Fire, EMS and Emergency Management will review documents to ensure the non-work-related medical condition will not be aggravated or potentially cause additional injury to the employee from work tasks. In some cases, consultation with a medical professional by the Director may be required upon receiving the fitness for duty documentation from the employee. These documents shall be maintained by the Clarke County Department of Fire, EMS and Emergency Management.

#### E. Temporary Reassignment to Light Duty Jobs

1. The Department Chief or President will document light duty jobs that might be available in their stations.

2. Supervisors, after consultation with Department Chiefs or Presidents and the Director, may temporarily reassign employees with non-work-related medical conditions to light duty tasks that will not aggravate or potentially cause additional injury to the employee.
3. All Supervisors, Chief Officers, Presidents and the Director will collaboratively attempt to utilize employees/members who wish to work and who have the appropriate medical documentation.

F. Partial Return to Work

Employees/members may be returned to work on a part-time basis with appropriate medical documentation, which will be reviewed in advance by the supervisor, Chief, President and Director, to ensure the medical condition is not aggravated or potentially cause additional injury to the employee. In some cases, consultation with a medical professional by the Director may be required upon receiving the fitness for duty documentation from the employee/member.

**\*\*This SOG does not apply in the Workers' Compensation circumstances.**

DRF



# Clarke County Fire and Rescue

## Standard Operating Guideline

John H. Enders VFD, Blue Ridge VFD, Boyce VFD, Clarke County Fire, EMS and Emergency Management

<b>Subject:</b> Passport Accountability System	<b>SOG:</b> 400.01	<b>Page</b> 1 of 4
<b>Category:</b> Fire – Passport Accountability	<b>Sub Category:</b> Accountability	
<b>Approved by:</b> Fire and EMS Director, Boyce VFD Chief, Blue Ridge VFD Chief, John H. Enders VFD Chief	<b>Effective Date:</b> February 1, 2018	

### Purpose

The purpose of this document is to provide a guideline for the operation at incidents or situations that may arise during the course of an operation. Each member is expected to know, understand, and operate according to this guideline as each situation arises.

The PASSPORT Personnel Accountability System gives Incident Commanders a fast and efficient means to account for all fire/rescue personnel that are working within a geographic area, within the “hazard zone” of an incident.

Use of the system will provide enhanced personal safety for the individual firefighter, and will provide the Incident Command Organization staff an improved means to track and account for all personnel working in the hazard zone.

The hazard zone will be defined as any area that requires a SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment of the structure. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations, confined space or trench rescue, etc.

### Definitions

It is everyone’s responsibility to remain accountable for his/her actions on an incident scene. The following definitions have been adopted for use;

- CCFR – The Clarke County Fire-Rescue system consisting of the following departments; Boyce VFD, Blue Ridge VFD, John H. Enders VFD, and Clarke County Fire, EMS and Emergency Services
- Member – any persons, employee(s) or member(s) of the Clarke County Fire-Rescue System
- Hazard Zone – Any area within IDLH (Immediately, Dangerous to Life and Health) area around the incident scene

## I. Scope

This standard applies to members operating at an emergency incident. It was promulgated to provide a structured approach for tracking all members operating at an emergency scene.

## II. Guidelines

- A. The provisions of this standard shall be followed whenever members are required to work in an environment that requires the use of SCBA or where a member may become lost, trapped, or injured by the environment.
- B. Members operating in a hazardous environment as defined above shall maintain company or crew integrity and shall use the buddy system. This requires that:
  - 1. Company or crew members enter and exit the environment together.
  - 2. Members remain within sight, voice, or tactile distance of each other while they are within the environment. No one shall ever be left alone.
  - 3. Incident Commanders and group/sector officers shall not direct members to operate independently of their companies or crews.
  - 4. Task assignments shall be made through the company officer or crew leader.
- C. A company or crew may be divided into multiple teams to perform tasks that do not require the efforts of the entire company, provided that;
  - 1. Each team has a minimum of two members.
  - 2. Each team is equipped with a portable radio.
  - 3. The officer remains in contact with each team and is constantly aware of their locations.
  - 4. A given team enters and exits the hazardous environment together.
  - 5. On completion of an assigned task, the team leader reports to the company officer or crew leader for another assignment.

## III. Accountability Equipment

- A. Helmet identification tag: A thin panel that identifies the company or crew to which a member is assigned is attached to the front of the helmet by a self-adhesive fastener.
- B. Personnel accountability tag: A plastic tag that is engraved with the member's name and EMS level with coordinating colors;
  - a. White – Officer
  - b. Yellow – IDLH certified firefighter
  - c. Blue – EMS provider only
  - d. Red – Probationary member-non certified
- C. Members should place their personnel accountability tag (PAT tag) on the unit passport upon entering the unit for response or when staffing the unit. The members listed on the passport should be listed in this order;
  - a. Driver (upside down if staying with unit)
  - b. Officer
  - c. Lead Firefighter
  - d. Second Firefighter
  - e. Third Firefighter
  - f. Probationary Member (upside down if staying with driver)
- D. Each passport should be given to the incident commander upon arrival at the scene. If arriving prior to the establishment of incident command the passport should be placed on the driver side door.

- E. Makeup set: A minimum of five blank PAT tags, with markers for righting should be placed on each command level unit. In the event a member arrives on scene of the incident and does not have a PAT they are to put their first, and last name on a blank PAT tag and give it to the incident commander.

#### IV. Roll Call

- A. A roll call is a systematic method of reporting to command that all members operating at an incident are accounted for. It should be conducted periodically throughout an incident to ensure that all members are safe and accounted for.
- B. A roll call shall be conducted:
  - 1. When changing from an offensive to defensive mode.
  - 2. When an unexpected or catastrophic event occurs, for example in the case of flashover, backdraft or structural collapse.
  - 3. After an emergency evacuation
  - 4. At the first report that a member is missing
  - 5. When a fire is declared to be under control
  - 6. Prior to suspending the use of passports.
  - 7. At the discretion of Command. A localized report may be conducted by a group/sector officer.
- C. On receipt of an order to conduct a roll call:
  - 1. Company officers or crew leaders shall confirm that their personnel are accounted for and shall notify their group/sector officer.
  - 2. Group/Sector officers shall notify command when all the members under their span of control have been accounted for.
  - 3. The roll call is complete when everyone has been properly accounted for. This includes staff support assigned to a group/sector or to command.
  - 4. Dispatch shall follow dispatch procedures for notifying command when a roll call is needed (through the use of safety checks).
  - 5. Unless directed otherwise, operations will continue while the report is being taken.

#### V. Lost or Trapped Member

- A. In the event that one or more members cannot be accounted for, a roll call shall be requested immediately by the member or the officer who believes that member is missing.
- B. If a member cannot be accounted for during a roll call, he/she will be presumed lost until he/she can be accounted for.
- C. An attempted rescue will become the top priority at the incident and sufficient resources shall immediately be assigned to conduct the rescue effort.
- D. Command shall retrieve the passport from the missing member's company to identify the missing member.
- E. As soon as all members have been positively accounted for, the rescue effort shall be suspended.

#### VI. Emergency Communications

- A. The term *emergency* shall be used by anyone on the scene who needs to communicate an urgent message.
- B. The term *Mayday* shall be used by anyone on the scene who becomes aware of or is involved in a life-threatening situation.

## VII. Emergency Communications

- A. When it is unsafe to continue emergency operations, Command shall order a rapid and complete evacuation from the hazardous environment.
- B. An evacuation may be initiated by anyone at the incident, but the order to evacuate must be transmitted through the established chain of command to ensure that everyone can be accounted for.
- C. The order to evacuate shall be transmitted as follows “Attack Group to Command, emergency! Evacuate the building immediately!”
- D. Command shall immediately order everyone to evacuate the hazardous environment. Example: “Maple Street Command, emergency! All units evacuate the building immediately! Repeat, all units evacuate the building immediately!”
- E. All companies and each group/sector shall acknowledge the order to evacuate and report to command upon their exit from the building.
- F. Dispatch when hearing the announcement from Command shall sound the evacuation tones.
- G. Command shall conduct a roll call after everyone has exited the building to confirm all units accounted for.

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# Clarke County Fire and Rescue

## Standard Operating Guideline

<b>Subject:</b> Fire & Rescue Required Quarterly Reporting	<b>SOG:</b> 200.01	<b>Page</b> 1 of 3
<b>Category:</b> Finance – Required Quarterly Reporting	<b>Sub Category:</b> Quarterly Reporting	
<b>Approved by:</b> Fire and EMS Director, Boyce VFD Chief, Blue Ridge VFD Chief, John H. Enders VFD Chief	<b>Effective Date:</b> TBD	

### Purpose

To establish guidelines for Volunteer Fire and Rescue companies on the reporting of information on Recruitment, Retention, funding allocations and other areas as deemed necessary by Clarke County.

### Definitions

The following definitions have been adopted for use;

- **Members** – Any member of the Clarke County Volunteer Fire-Rescue Department to include Boyce VFD, John H. Enders VFD and Blue Ridge VFD.
- **Operational Membership** – Any member of the Clarke County Volunteer Fire-Rescue Department that participates in responding to or engages in activities associated with firefighting, emergency medical care, hazardous materials response or other like activities.
- **Associate Membership** – Any member of the Clarke County Volunteer Fire-Rescue Department that participates in fundraising, social events or like activities that are supported by the department.

### Quarterly Reporting

- A. Each department must complete a Fiscal Year quarterly report for each quarter of the year (quarters outlined in the fiscal year quarterly report).
- B. The information in this report must be accurate to the best of the department's ability upon submission.
- C. In order to receive funds for the next quarter the quarterly report must be completed for the previous quarter.
- D. Each department will be given a copy of the quarterly report on or before the first day of the Fiscal year.
- E. The reporting requirements may be updated annually as needed. However, any changes to the report will take place a minimum of one quarter prior to requirement.



# Clarke County Fire and Rescue

## Standard Operating Guideline

<b>Subject:</b> Fire & Rescue Required Quarterly Reporting	<b>SOG:</b> 200.01	<b>Page</b> 1 of 3
<b>Category:</b> Finance – Required Quarterly Reporting		<b>Sub Category:</b> Quarterly Reporting
<b>Approved by:</b> Fire and EMS Director, Boyce VFD Chief, Blue Ridge VFD Chief, John H. Enders VFD Chief		<b>Effective Date:</b> TBD

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# Clarke County Fire and Rescue

## Standard Operating Guideline

<b>Subject:</b> Performance Appraisal	<b>SOG:</b> 300.11	<b>Page</b> 1 of 2
<b>Category:</b> Personnel – Performance Appraisal		<b>Sub Category:</b> Performance Appraisal
<b>Approved by:</b> Fire and EMS Director		<b>Effective Date:</b> 7/1/2018

### Purpose

To establish a Standard Operating Guideline to assist with employee development and performance, to include but not limited to the following;

- Formally communicate the goals and objectives of the department to each member and to discuss the employee’s individual role in the accomplishment of those goals and objectives.
- Improve the performance and productivity of each employee
- Identify each employee’s need for additional training and education
- Document in writing each employee’s performance and identify corrective actions that a member might be required to make so to improve his/her performance

### Definitions

The following definitions have been adopted for use;

- **Part-Time/Full-Time Employee** – Is any person employed by County of Clarke Fire-Rescue system. This does not include employees of individual Volunteer Departments.

### Procedure

A formal, written evaluation of each employee’s performance shall be conducted by his/her immediate supervisor once a year within 30 days of the employee’s anniversary date. The supervisor will use the Firefighter/EMT Performance Appraisal form. Any assistance in completing the Appraisal form should be directed to the Director of Fire, EMS and Emergency Management. All Full-Time and Part-Time employees will receive an annual appraisal. Part-Time employee appraisals may be scheduled earlier or later than their anniversary date dependent as the schedule allows.

#### 1. Evaluation Process

- a. One month prior to the evaluation the employee will be given the Firefighter Self-Assessment Supplement and shall score themselves using the outlined scoring grade.

- b. One month prior to the evaluation all Department Chiefs will be given the Chief's Supplement to complete. Any Supplements not returned within 30 days of receipt will be considered as a "No Comment" from the Chief.
- c. During the formal evaluation process, each employee shall be counseled by his/her immediate supervisor with respect to his/her individual progress and development. The supervisor shall not any area of concern and shall discuss the steps that the employee should take to correct the problem or deficiency. A summary of the discussion shall be outlined on the Performance Appraisal. Both the employee and the supervisor will sign the Appraisal form prior to submitting to the Director. The employee's signature does not constitute their agreement to the Appraisal but recognizes the Appraisal was given.
- d. Any comments the employee would like to make should be recorded under the comments from conference with employee section.
- e. The supervisor will use the Chiefs Supplement to assist in the evaluation process, but is not required.
- f. On completion of the initial evaluation session, the evaluating supervisor shall forward the evaluation form to the Director of Fire, EMS and Emergency Management.
- g. The Director shall discuss any changes to the Appraisal form with the employee and their supervisor only if changes are made. If the Director feels there is no change needed, he/she will sign the form for final approval.
- h. Each employee shall be furnished a copy of the completed Appraisal form. The original, signed copy will be placed in his/her personnel file.
- i. Upon completion of the Performance Appraisal an average score will be given. This score is comprised of a sum of all categories divided by the number of categories.

## 2. Evaluation Periods

- a. Employees shall be given a Performance Appraisal once a year within 30 days of the employee's anniversary date.
- b. New employees will be given a Performance Appraisal at intervals of 1 month, 3 month and 6 months of first date of hire.
- c. Employees may request a Performance Appraisal at any time; however it is discretion of the Director to proceed.
- d. Employees placed on an Employee Improvement Plan shall be given Performance Appraisals as directed from the Director.

The Director may use the Performance Appraisal in assessing promotion, special assignment, merit raise, or other like situations. The Appraisals are focused to improve employee performance and development.



# Clarke County Fire and Rescue

## Standard Operating Guideline

<b>Subject:</b> EMS Fee for Service	<b>SOG:</b> 200.02	<b>Page</b> 1 of 3
<b>Category:</b> Finance – EMS Fee for Service		<b>Sub Category:</b> EMS Fee for Service
<b>Approved by:</b> Fire and EMS Director, Boyce VFD Chief, Blue Ridge VFD Chief, John H. Enders VFD Chief		<b>Effective Date:</b> TBD

### Purpose

This policy provides guidance for the use and management of funds received by Clarke County Fire and Rescue through the EMS Fee for Service Program

### Definitions

The following definitions have been adopted for use;

- County – Clarke County Government
- Joint Administrative Services – Clarke County’s fiscal management department

### Operational Revenue

In accordance with the provisions of Chapter 17-11 of the Clarke County Code, all revenue received through the EMS Fee for Service program are allocated to assist in funding the following areas:

1. Salary and benefits of personnel staffing station and administrative support
2. Vehicle insurance premiums
3. Workers Compensation insurance premiums
4. Director Salary
5. EMS supplies
6. EMS Billing Company Fees
7. Liability insurance premiums
8. EMS Council Fees
9. Operational Medical Director (OMD) Fees
10. Volunteer Station Allocations

Additional programs may be funded as directed by the Clarke County Board of Supervisors.

## Budget Review

During the annual County budgetary preparation, the Director of Fire and EMS in conjunction with the Director of Clarke County Joint Administrative Services will develop estimated revenue projections. Any changes to the allocations of funds will be submitted to the Clarke County Fire-EMS Commission during the annual County budgetary preparation. Recommendations from the Commission will then be forwarded to the Clarke County Finance Committee for evaluation and recommendation to the Clarke County Board of Supervisors.

Except for open encumbrances at year end, any funds not spent during the fiscal year will be requested for re-appropriated to the Clarke County Board of Supervisors. The Clarke County Department of Fire, EMS and Emergency Management in conjunction with the Clarke County Joint Administrative Services will maintain all revenue and account distribution records.

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