



FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject:	Fleet Size
Reference Number:	SAP-DEP-026
Effective Date:	28 September 2005
Last Revision Date:	25 April 2007

Signature of Approval:

J. Dan Eggleston, Chief

Purpose:

The purpose of this policy is to outline the established fleet size for fire, rescue, and EMS apparatus in Albemarle County.

Background:

This policy was adopted by the Fire Rescue Advisory Board at the 28 September 2005 meeting.

Scope:

This policy applies to the fleet of apparatus providing fire, rescue, and emergency medical services to Albemarle County.

Policy:

A. Engines

1. A total of sixteen (16) engines are needed to adequately cover the call load and square mileage of Albemarle County.
2. The NFPA recommends a reserve fleet to have about 25-33% the number of vehicles in the front-line fleet; four (4) reserve engines are needed to support the overall fleet.
3. Stations serving large rural areas (2, 3, 4, 5, 6, and 7) will each require at least two (2) engines (one of which may be considered a reserve for the system) in the station based on the following:
 - a. The large area covered by these stations
 - b. The time it will take for automatic aid companies to arrive
 - c. The probability of multiple calls for service in the County
 - d. The necessity to move-up or transfer companies to cover the urban areas during significant events.
 - e. A desired fire flow of 250 gpm for the first twenty (20) minutes after arrival of the first engine.
4. Urban area stations will require a single engine unless analysis of the call load for that engine/station approaches 2,000 annual responses (i.e., Seminole Trail requires two engines).

B. Tankers

1. Staff recognizes that our system falls short in supplying an adequate fire flow in the rural areas. Therefore, we will address this issue in three (3) ways:
 - a. Continue to outfit new engines with Compressed Air Foam Systems (CAFS). CAFS has proven to reduce water needs by at least 1/3.
 - b. Increase the number of tankers in our system. In most cases, two (2) tankers in each station is the not a solution. Therefore, tankers will be strategically located around the County to quickly respond to a working fire on the initial dispatch.
 - c. The dispatch protocol will call for more tankers on the initial response to a known working fire in the rural area.
2. Considering the above approach to rural water supply, a total of nine (9) tankers are needed to adequately cover Albemarle County.
3. Additionally, two (2) reserve tankers are needed to support the fleet. This conclusion is based on providing a fire flow of 250 gpm for the first twenty (20) minutes after arrival of the first engine.
4. Tanker 39, Tanker 49, and Tanker 57 (once replaced) will not be sold and will be housed at their respective stations until the Hollymead, Ivy, and Monticello stations are equipped with staffed tankers. [Once the tankers are placed at the new stations, the previously replaced tankers will be sold.]

C. Brush Trucks

1. A total of six (6) brush trucks are needed to adequately cover an average forest fire season in Albemarle County. Additionally, one (1) reserve brush truck is needed to support the fleet.
2. The Department of Forestry has a brush truck that is located in Albemarle County and services the region.
3. A contingency plan shall be developed to address the inevitable "above average" fire season in Albemarle County. One or more of the following options shall be utilized:
 - a. State or Federal resources are brought to Albemarle County to assist; or
 - b. One slide-in unit will be purchased and placed on existing utility or other four-wheel drive vehicle as necessary. The four-wheel drive vehicles are part of the existing fire rescue fleet (station utility vehicles, etc.).

D. Truck/Aerial

1. A total of five (5) trucks/aerials are needed to adequately cover the call load, commercial and residential development, and overall fire risk in Albemarle County.
2. With regard to aerial service, the following must be considered when determining fleet size:
 - a. Cooperative efforts with the City of Charlottesville to provide adequate aerial service in both the City and urban ring
 - b. Cooperative efforts to share an aerial as a reserve with the City of Charlottesville.
 - c. Justification for aerial service for Station 11 considering the opportunities listed above.
 - d. Justification may exist to place an aerial in the Scottsville area to cover the risks associated with the town. Further work is required to better understand the apparatus needs and possible cost sharing partnership with the Town of Scottsville.

E. Heavy Squads

1. A total of four (4) heavy rescue squads are needed to adequately cover the City of Charlottesville and Albemarle County.
2. These units are strategically located to provide the quickest response time possible to the urban areas, most heavily traveled major roads, and the Charlottesville-Albemarle Airport.
3. Rescue engines will support the vehicle extrication capabilities of these heavy squads.

F. Rescue Engines

1. A total of six (6) rescue engines are needed to cover extrication needs in the area in support of the heavy squads.
2. Generally, a rescue engine shall be located where the response will be quicker than that of the heavy squad.

G. Ambulances

1. The adequate number of ambulances for the system is based on a number of factors and additional analysis will need to be conducted.
2. For the FY 2006-07 CIP, two (2) ambulances are scheduled for replacement; a Type I ambulance for CARS and a Type II ambulance for SVRS.
3. Scottsville has a total of four (4) ambulances; analysis will determine if this is the appropriate number of ambulances for that station. In the meantime, the ambulance replacement for SVRS will be put on hold.

H. Hazardous Materials Response

1. The City and County have agreed to support a regional Hazardous Materials Team.
2. Resources for hazardous materials and spill response shall consist of the following:
 - a. Primary or Technical Haz-Mat Response Apparatus located at CFD Fire Headquarters.
 - b. Secondary or Support Haz-Mat and Spill Response Apparatus located at Earlsyville.
 - c. Spill Response Trailers located at CFD Fire Headquarters and Scottsville Fire.

I. Air Utility or Salvage Unit

1. One (1) air utility is required to support operations in the City and County.
2. The present apparatus at CFD Fire Headquarters will serve that need.

J. Command and/or EMS Response Vehicles

1. A command vehicle and/or EMS response vehicle will be located at each fire and EMS station.
2. This is a new initiative, and as such will be required to go through the normal budget process for final approval.

K. Other Specialty or Utility Apparatus

1. Other specialty squads or apparatus, zone cars, trucks, support vehicles, or other apparatus shall be addressed on a case-by-case basis.
2. Generally, such vehicles would be supported by utilizing other replaced vehicles (i.e., replaced police department cars, replaced brush trucks, etc.) and will not be a part of the defined fleet.
3. The County will support the utilization of these vehicles by covering the insurance for at least one support/staff vehicle and one utility for each station.

	Engine	Reserve Engine	Rescue Engine	Tanker	Reserve Tanker	Brush Truck	Reserve Brush Truck	Command/EMS Response	Ambulance	Squad	Truck/Aerial	Total
East Rivanna 2	1	0	1	1	1	1	0	1	0	0	0	6
North Garden 3	1	0	1	1	0	1	0	1	0	0	0	5
Earlysville 4	1	1	0	1	0	1	0	1	0	0	0	5
Crozet 5	2	1	0	1	0	1	1	1	0	0	1	8
Stony Point 6	0	1	1	1	0	1	0	1	0	0	0	5
Scottsville 7	2	0	0	1	1	1	0	1	0	0	0	6
Seminole Trail 8	1	1	1	0	0	0	0	1	0	1	1	6
Monticello 11	0	0	1	1	0	0	0	1	1	0	1	5
Hollymead 12	1	0	0	1	0	0	0	1	1	0	1	5
Pantops 13	1	0	0	0	0	0	0	1	1	0	1	4
East Ivy 14	1	0	0	1	0	0	0	1	1	0	0	4
CARS R1	0	0	0	0	0	0	0	1	8	1	0	10
WARS R5	0	0	0	0	0	0	0	1	3	1	0	5
SVRS R7	0	0	0	0	0	0	0	1	3	1	0	5
Total:	11	4	5	9	2	6	1	14	18	4	5	79

	Station 2	Station 3	Station 4	Station 5	Station 6	Station 7	Station 8	Station 11	Rescue 1	Rescue 5	Rescue 7	Station 12	Station 13	Station 14
Established Fleet -Apparatus automatically replaced with new apparatus based on approved replacement criteria -Entire operating & support costs borne by county	Engine 24 (RSQ) Engine 21 Car 20 Brush 23 Tanker 27 Tanker 26 Attack 22	Engine 32 Engine 34 (RSQ) Car 30 Brush 36 Tanker 39	Engine 41 Engine 45* Car 42 Brush 43 Tanker 49 Support 47	Engine 56* Engine 58 Engine 54 Brush 53 Brush 55* Car 50 Tanker 57 +Truck/Aerial	Engine 61* Engine 62 (RSQ) Tanker 69 Brush 64 Car 61	Engine 72 Engine 73 Tanker 77 Tanker 79** Brush 75 Command/EMS	Engine 82* Engine 84 Engine 85 (RSQ) Tower 18 Car 80 +Squad	Engine 111 (RSQ) Truck 115 Car 111 +Tanker +Ambulance	Squad 133 (50%) Squad 134 Ambulance 140 Ambulance 142 Ambulance 144 Ambulance 146 Car 139	Ambulance 501 Ambulance 503 Ambulance 504 Squad 505 Car 507 Car 506	Ambulance 706 Ambulance 703 Ambulance 708 Car 708 Squad 709	+Engine +Tanker +Car +Ambulance +Truck/Aerial	+Engine +Car +Ambulance +Truck/Aerial	+Engine +Tanker +Car +Ambulance
Support Fleet -Replaced with retired ACFR/ACPD station vehicle -Insurance, fuel, maintenance, & support costs borne by county	Car 22	Utility 35 Utility 38	Car 40	Car 51 Utility 59	Car 60 Utility 65	Car 70 Utility 76	Car 89 Utility 86	Car 110	Car 132	Car 508 Car 508	Car 700 Utility 709			
Additional Fleet Apparatus -Apparatus purchased/replaced by individual station or by special budget request -Insurance, fuel, maintenance, & support costs borne by county	Attack 22 Engine 22 Car 21 Old Brush 23** Old Tanker 27**	Brush 31 Old Tanker 39**	Brush 46 Old Engine 41** Old Tanker 49**	Old Tanker 57**	Brush 63	Haz-Mat Trailer +Command/EMS	Car 81 Salvage 87 +Car	Car 112 Rehab 10	Car 130 Car 131 Squad 135 Water Rescue 136 Logistics 137 Car 148 Car 149 Collapse Trailer Events Trailers (2) Boats (3) Gators (1 +1) Support 138 Ambulance 141 Ambulance 143 Ambulance 145 Ambulance 147	Gator 5 Trailer	Water Rescue 704 Ambulance 707***			

(RSQ) - A standard pumper outfitted with a full complement of extrication tools for areas where a heavy squad response may be delayed.

* Reserve - A piece available for transfer to another station when the first line apparatus is out of service or a piece available for transfer as a fill-in when apparatus is committed to an incident for a significant period of time. The transfer will be effective for thirty (30) days, and beyond thirty (30) days, the transfer will be reevaluated by the chief officers affected.

** Temporary - Apparatus to temporarily remain at the station until placement of apparatus is ready for response at one of the planned stations (12, 13, or 14).

+ - Apparatus planned for addition in the next five (5) years.

*** Apparatus to temporarily remain at station until placement of apparatus is ready for response at Station 11 at which time it becomes reserve.



FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject: Incident Reporting

Reference Number: SAP-DEP-027

Effective Date: 1 February 2006

Last Revision Date: N/A

Signature of Approval:

J. Dan Eggleston, Chief

Purpose:

To establish procedures for the Albemarle County Fire and Rescue Services regarding data entry, system security, and appropriate release of incident documentation.

Background:

The County as a whole and each station individually is responsible for planning and managing its operations so that personnel can perform their roles in public safety most effectively and efficiently. The availability of accurate information about fires and other incidents is vital in achieving maximum performance. Patterns that emerge from the analysis of incident data can help personnel focus on current problems, predict future problems in their communities, and measure their programs' performance. Incident data are used at all levels of government. At the local level, incident and casualty information is used for setting priorities and allocating resources. The data now being collected are particularly useful for designing fire prevention and educational programs and emergency medical service (EMS)-related activities specifically suited to the real emergency problems the Albemarle County community faces.

Albemarle County's records management system, FireRMS, operates over a wide area network, with terminals in each station. The information collected fulfills data reporting requirements of several Federal, State, and local agencies and programs including the Department of Homeland Security, the National Fire Incident Reporting System (NFIRS), the Virginia Department of Fire Programs, and the Virginia Department of Health.

This policy was adopted at the January 2006 meeting of the Fire Rescue Advisory Board.

Policy:

1. General:

- a. An Incident report must be completed for every incident dispatched by the ECC.
- b. A Unit report must be completed for every unit dispatched on an incident. A unit report should include unit times, personnel assigned, and a narrative (optional).
- c. The Incident Commander is responsible for ensuring the incident report is completed.
 - i. If the call is canceled after dispatch, but before units arrive on the scene, the officer of the first due unit is responsible for the Incident Report. All other units responding must complete their individual Unit Reports.
- d. FireRMS is not the primary reporting system for Western Albemarle Rescue or Charlottesville Albemarle Rescue Squad at this point in time. Responses involving only those agencies will be included in FireRMS but may not include a full incident or patient care report; however CAD data will be available in FireRMS regarding these incidents.
- e. Recording personnel other than those assigned to apparatus
 - i. Personal Vehicle (PV): Those personnel who respond to the scene in their private vehicle should be recorded in the incident report under unit PV.

2. **Timely Reporting:** The ACFR Operations Chief or the Station Chief, as appropriate, must ensure that all reports in their district/department are completed in a timely manner.
 - a. Incident report – The incident report must be completed within 48 hours of the conclusion of the incident. Responsibility for the incident report is described in section I above and in the FireRMS Manual page 5 “What you are responsible for.”
 - b. Unit report – All stations/units shall use the same incident report and incident number in FireRMS for reporting purposes. This requires all units involved in an incident to report in a timely manner so that the person responsible for the incident report may mark a report complete once she has completed it. Unit reports simply include assigning personnel to the unit and writing a unit narrative and are described in the FireRMS Manual page 5 “What you are responsible for.”
 - i. Unit reports must be completed within 24 hours of the unit returning to service.
3. **FireRMS Authorization Tab:** This information is used to assist with tracking and reporting the completeness of incident reports and their readiness for submission to state and national reporting databases. The fields on the Authorization Tab are relatively straightforward. The key fields for tracking and reporting are the Complete and Reviewed check boxes.
 - a. Marking a report complete: The Unit Officer or Incident Commander responsible for completing the report shall check the complete box once he has finished the report.
 - i. If all units have not completed a unit report, contact the station or unit officer for those units and request that the outstanding report be completed as soon as possible.
 - ii. If after attempting to contact the station or unit officer and a reasonable amount of time has transpired for completing the unit report the unit report is still not complete, the report shall be marked complete.
 - b. Marking a report reviewed: After a report has been reviewed by Fire Rescue staff as part of the QA/QI process it shall be marked reviewed. Once a report has been marked reviewed, it is ready for submission to state and national reporting databases.
4. **System Management:** Albemarle County Fire Rescue is the official custodian of records and is responsible for the operation and administration of the Records Management System. This responsibility shall include
 - a. Ensures compliance with policies and procedures;
 - b. Submits budget requests annually and as needed for improvements to the Record Management System;
 - c. Provides for sufficient staff to administer and maintain the RMS hardware and software components;
 - d. Will authorize the release of reports, as appropriate, pursuant to legitimate requests
 - e. Submits all County Fire reports to state and national databases as required.
 - f. Maintains a program for quality assurance and improvement (QA/QI)
 - i. To ensure data integrity and uniformity Fire Rescue staff shall review all incident reports and report the following to the ACFRAB monthly
 1. System statistics (to include call load, response times, call types, etc.)
 2. Reporting compliance – number of incident reports incomplete by station for the previous month.
 - a. On the first of every month a list of incomplete incidents for the previous month shall be e-mailed to the Chief of every station providing an opportunity for stations to ensure 100% of reports are complete.
 - b. On the day of the ACFRAB meeting (generally the 4th Wednesday of the month), the same report will be run to determine the number of reports still incomplete for the previous month.
 3. Report on common reporting errors
 - g. Encourages and reviews suggestions from system users for improvements and/or changes to the Records Management System.

5. **Fire Marshal Responsibilities:** The Albemarle County Fire Marshals will utilize FireRMS as their primary reporting database. The Fire Marshals will use another database for and data reporting pertaining to a criminal investigation. As such, specific information contained within the FireRMS incident report may be changed or updated by a Fire Marshal. The sections of the incident report that may be utilized by the Fire Marshal are listed below.
 - a. **Report Sections or Tabs the Fire Marshals may input or change data:**
 - i. Basic>Location Tab
 1. **Specific Fields only:**
 - a. Estimated Dollar Loss
 - b. Estimated Pre-Incident Value
 - ii. The Fire>Property tab
 - iii. The Fire>Involved tab
 - iv. The Structure>Description tab
 - v. The Structure>Systems tab
 - b. Procedure:
 - i. Should a Fire Marshal respond to the scene and/or open an investigation you may find information already filled in for the sections of the report listed above. If so, leave the information as is, the FM has taken responsibility for the data.
 - ii. If this section of the report is incomplete fill in the appropriate data (assuming you are responsible for completing the incident report and not simply a unit report.) Keep in mind that the Fire Marshal may change any or all of the information contained in these tabs or specific fields if subsequent follow-up or investigation provides additional information or more accurate data.
6. **Key fields:** The following table outlines the key fields required for system management and reporting. These fields are used by Fire Rescue staff and the ACFRAB to produce key reports necessary for monitoring the efficiency and effectiveness of our Fire and EMS system. These fields are found within the FireRMS reporting system; refer to the FireRMS Users Manual for further information.

Location in Report	Field	Description/Importance
Basic>Response	Incident Type	Ensure the incident type is accurate. The incident type should indicate the type of situation found at the scene as opposed to the incident type that was dispatched. For example, if the dispatch was for an alarm activation but the situation was actually a building fire, the appropriate incident type is building fire.
Basic>Response	Priority check box	If the incident required a priority response (emergency lights and sirens) ensure this checkbox is marked. This is important so that response times to calls for service that are not emergencies (i.e. bat in a house) are not included in total reflex time (response time) calculations.
Basic>Location	Estimated Dollar Loss and Estimated Pre-Incident Value	<p>These fields are very important for helping Albemarle County report it's overall fire problem. This is a recognized national statistic, and it often utilized to help justify grants or for inclusion into specific government programs. Additionally, it will help us describe our service and/or effectiveness to the County Board of Supervisors.</p> <p>Personnel are often reluctant to provide an estimate for vehicle or building value pre-incident, or damage estimates. It is important to know that this is only an estimate and that it does not effect owner insurance in any way. It is simply a ruff estimate to help measure the magnitude of the fire and subsequent loss.</p> <p>Keep in mind-</p> <ol style="list-style-type: none"> 1. The dollar loss is two estimates, one for how much damage the fire caused to the property and/or building, the other is an estimate of how much damage the fire caused to the contents. 2. The pre-incident value is an estimate of how much the property and contents were worth PRIOR TO THE FIRE.
Resources>Apparatus	Priority Response check box	Though an incident may have required a priority response, not all apparatus may have responded under emergency conditions; other units may have continued in under non-emergency conditions while the first arriving unit continued to investigate. The response times for those units coming in under non-emergency conditions will be longer and should not be included in total reflex time (response time) calculations.
Resources>Apparatus	From Quarters check box	For the purposes of reporting total reflex times from a station, it is important to utilize this check box. Total reflex time may be reported in various ways. For example, without utilizing this check box we will not be able to differentiate between total reflex times from the station and total reflex times including a zone car strategically located in the response area. Using this check box allows us to run total reflex times for both scenarios, showing the impact the zone car is having on total reflex time.


Resources>Apparatus	First Arriving Unit check box	This check box should indicate which unit arrived first on the scene. More importantly, the box should be checked for the first appropriate unit on the scene. In other words, if a car fire is dispatched, this box should be checked for the first arriving engine. If a zone car arrives first, that information is still captured in the report through the response time; the check box allows us to answer the question, how quickly are we getting the appropriate unit on the scene?
Resources>Apparatus	Cancelled en-route check box	If a unit is cancelled prior to arriving on the scene BUT DID MARK IN ROUTE this check box should be marked. If this box is checked it allows us to eliminate cancelled responses from the total reflex time calculations. Obviously, if a unit does not arrive on the scene you can not measure how long it took the unit to get to the scene. If the unit never marked in route (responding) DO NOT mark the unit cancelled en-route, even if a Chief Officer put the unit in service prior to the unit responding.
Resources>Personnel	Ensure personnel are assigned to appropriate apparatus	It will be increasingly important to ensure that the appropriate personnel are assigned to the apparatus responding to an incident. Activity reports can be generated that will assist us in the justification of equipment purchases, budgets, and other projects.
Narrative	Main Narrative	For every incident, the primary Narrative should be titled "Main". This is the narrative that includes the "Auto Narrative". Other narratives should not include the "Auto Narrative". Every incident shall have a Main narrative.
Authorization	Report Complete check box	The Incident Commander or Unit Officer responsible for the incident report as a whole shall mark the report complete.



FIRE RESCUE

ALBEMARLE COUNTY

STANDARD OPERATING GUIDELINE

Subject:	Fitness/Exercise Facility & Equipment Use
Reference Number:	SAP-DEP-028 (DRAFT)
Effective Date:	1 September 2006
Last Revision Date:	N/A
Signature of Approval:	

J. Dan Eggleston, Chief

Purpose:

The purpose of this SAP is to provide a general policy for the use of individual station fitness/exercise facilities and equipment.

Background:

This policy was adopted at the 30 August 2006 meeting of the Albemarle County Fire Rescue Advisory Board.

Scope:

This policy applies to all department personnel.

Deviation:

Some station-specific deviation may be necessary in order to best determine and manage the use of individual fitness/exercise facilities. Allowable items which may require station-specific policies are denoted with an asterisk (*) in the policy. Any deviation from this policy will be clearly posted at the station's fitness/exercise area.

Policy:

Eligibility for Use

1. Volunteer or career fire, rescue, or EMS personnel may use the fitness/exercise facility and equipment.
2. Immediate family members of personnel may use the fitness/exercise facility and equipment.*
3. No one under the age of fourteen (14) may use the fitness/exercise facility or equipment.

Waiver and Release of Liability

1. A standard Fitness/Exercise Facility Waiver and Release Form must be completed by all non-department personnel who desire to use the facilities and/or equipment.
2. For non-emancipated minors under the age of eighteen (18), the waiver and release form must be signed by a legal/parent/guardian.

Use Guidelines

1. On-duty personnel have priority for the use of fitness equipment and facilities.*
2. Use of the fitness/exercise facilities and/or equipment is at the individual's sole risk.
3. All personnel using the facility and/or equipment, or engaged in any exercise program, are encouraged and advised to consult with his/her physician prior to beginning such.
4. A legal parent/guardian must be present when the facility is being used by a minor between the ages of fourteen (14) and sixteen (16).
5. Generally, the fitness/exercise facility and equipment are available for use during the posted hours at each facility.
6. Users will always follow the "Good Neighbor Policy."
7. During peak use or when others are waiting, users will limit his/her time on cardiovascular equipment to thirty (30) minutes.*
8. Users will wipe down equipment after use with approved disinfectant wipes or spray.
9. Users will re-rack weights and replace equipment after use.
10. Users will pick up his/her towels, water bottles, magazines, etc. when finished.
11. Except for water or sports drinks, food and drink are not permitted.

12. All users will be attired in appropriate athletic shoes and clothing.
13. Malfunctioning or broken equipment will be posted with an "Out-of-Order" sign. Staff will report broken or malfunctioning equipment to an officer, who will in-turn notify ACFR staff.
- 14.

Reference:

[Fitness & Exercise Facility Use Waiver & Release Form](#)



FIRE RESCUE

ALBEMARLE COUNTY

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www.ACFireRescue.org

FITNESS/EXERCISE FACILITY WAIVER & RELEASE

This form must be completed by all persons who desire to use Albemarle County Fitness/Exercise Facilities and are not volunteer or career fire, rescue, or EMS personnel.

1. No one under the age of fourteen (14) may use the fitness/exercise facility or equipment at any time.
2. For non-emancipated minors under the age of eighteen (18), this form must be signed by a legal parent/guardian.
3. A legal parent/guardian must be present when the facility is being used by a minor between the ages of fourteen (14) and sixteen (16).
4. Refer to *SAP-DEP-028* for additional policies, regulations, and guidelines.

Use of fitness/exercise facilities and equipment are at the user's sole risk and responsibility. All users are advised and encouraged to consult with his/her personal physician before beginning use of fitness or exercise facilities and/or equipment or participating in any physical activity.

In consideration of being given the option to use the fitness/exercise facility and/or equipment, for myself and my family, heirs, executors, representatives, administrators, and assigns, I hereby waive, release, and forever discharge the County of Albemarle, Virginia, and its respective officers, directors, employees, agents, and affiliated organizations from and against any and all claims, liabilities, and causes of action, whether foreseeable or unforeseeable, which may at any time arise out of or relate in any manner, directly or indirectly, to my use of said fitness/exercise facility and/or equipment or participation in any services or programs related thereto. This waiver and release shall include, but not be limited to a release of all claims, liabilities, and causes of action which may arise at any time in connection with any personal or other injury to myself or others, or death caused by or related to my use of said fitness/exercise facilities and/or equipment or participation in any services or programs related thereto.

My signature hereby affirms that I have fully and completely read, understand, and agree to this waiver and release and all contents thereof.

Print Name: _____

Signature: _____

Date: _____

Parent/Guardian Signature: _____
(Refer to Numbers 1-4 Above)

Witness: _____

Date: _____

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



FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject: Personnel Reporting

Reference Number: SAP-DEP-029

Effective Date: 1 April 2006

Last Revision Date: 26 July 2006

Signature of Approval:

J. Dan Eggleston, Chief

Purpose:

The purpose of this policy is to establish procedures for regularly reporting personnel data.

Background:

The county and each station individually are responsible for managing its operations and resources, including our most valuable resource – our personnel. The maintenance and availability of accurate personnel information is vital in operating the most effective and efficient fire rescue system. Personnel management depends on effective, accurate record keeping to enable the organization to recruit, train, and develop staff to their full potential, and to be as effective as possible within the organization.

Personnel data, and its analysis, are used at all levels of administration and are helpful in identifying patterns that emerge. This data and data analysis can help the department focus on current issues and trends, predict future trends, and measure program performance. Personnel records management is most effective when it commands commitment from volunteer managers and all staff regards it as a professional activity requiring good practice. Records are a valuable resource because of the information they contain. Information is essential to the effective management of volunteer personnel and identification of trends and/or issues. This policy was adopted by the Albemarle County Fire Rescue Advisory Board at the 22 March 2006 meeting.

Scope:

This policy applies to all department personnel.

Policy:

Reporting

1. To ensure up-to-date, reliable, and accurate personnel records, stations will utilize one (1) of the following options to report on the monthly status of volunteer personnel:
 - A. Maintain current personnel records in FireRMS at the station-level (station-based entry in records management system) or
 - B. Submission of monthly report of personnel changes to ACFR staff for entry in FireRMS.
2. In either case, personnel records will be updated or submitted by the close of business (1700 Hours) on the **third** Monday of each month.
3. Personnel records will be maintained or submitted based on the key reporting elements identified below.

Miscellaneous

1. Only legal names will be used. Nicknames or abbreviated names will not be entered.
2. Alternate ID numbers (station-issued, etc.) will not be entered as the "Employee Number." Alternate ID numbers will be entered in "Personal/Alternate ID Numbers."
3. If desired, shift assignments will be noted as follows. Station identifier (Number)-Dash-Shift Assignment.
Ex., 11-C or 8-D

Key Reporting Elements

REQUIRED ELEMENT	CORRESPONDING FIRERMS TAB & FIELD Tab Field	APPLICATION
County Identification Number (assigned by staff)	Basic Info Employee Number	R, ID, A
Station	Basic Info Primary Assigned To	R, V, ID, CC, PR, C, A
Name (legal name only)	Basic Info First, Last (and suffix if applicable)	R, V, ID, CC, PR, C, A
Address	Basic Info Mailing Address, City, State, ZIP Code	V, CC, PR, C
Rank/Title	Basic Info Position	R, ID, C, A
Status (support, administrative, etc.)	Basic Info Status	V, ID, A
Start Service Date	Basic Info Start Date	R, V, CC
End Service Date	Basic Info End Date	R, V, CC
Residence Locality	Other Data Residence Locality	V, CC, PR
Volunteer Manhours	Other Data Volunteer Manhours <i>October-to-October each year</i>	R, V, PR
EMS Certification	Info Personnel Credentials Earned	ID, A
Fire Certification	Info Personnel Credentials Earned	ID, A
Officer Certification	Info Personnel Credentials Earned	ID, A
EMS Instructor Certification	Info Personnel Credentials Earned	ID, A
Fire Instructor Certification	Info Personnel Credentials Earned	ID, A
Vehicle Operator (Class I, Class II, Class III, Class IV, DAO, DPO, Unreleased, Non-Driver)	Personnel Personal DL Class Type	R, I
Social Security Number	Personal Social Security Number	ID, R, V
Driver's License State & Number	Personal Personal Driver's License State & Number <i>VA X01234567</i>	R, I
Driver's License Expiration Date	Personal Personal Expiration Date	R, I
E-Mail Address	Communication Email Address	C
Eligibility	Other Data Eligibility <i>Do Not Rehire, Consultation Required, Eligible for Rehire</i>	R
Driving Status (Driver's Transcript)	Other Data Driving Status Reviewed <i>Yes, No</i>	R, I
Background Screening	Other Data Background Reviewed <i>Checkbox</i>	R, I
OPTIONAL ELEMENT	CORRESPONDING FIRERMS FIELD Tab Field	APPLICATION
Telephone	Communication Home Phone or Work Phone	C
Other Telephone	Communication Home Phone or Work Phone	C
Emergency Contact Name:	Communication Emergency Contact Name	ID, C, A
Emergency Contact Telephone	Communication Emergency Contact Phone Number	ID, C, A
Date of Birth	Personal Date of Birth	ID
Gender	Personal Gender	ID
Blood Type	Personal Blood Type	ID
Drug Allergies	Personal Notes	ID
Medical History	Personal Notes	ID
Height	Personal Notes	ID
Weight	Personal Notes	ID
Other Affiliations	Basic Info Secondary Assigned To	ID, A
APPLICATION KEY R (Reporting, Management, Marketing, Training) I (Insurance & Related Reporting) V (Personal Property Tax & Vehicle Decal Vouchers) ID (Identification Cards) CC (Circuit Court Records) PR (Parks & Recreation Season Passes) C (Communications) A (Accountability System)		

Application

Staff will apply the personnel records as follows:

1. Reporting – Staff will utilize data to provide reports, manage administration of volunteer programs and services, utilize marketing techniques, and plan training as needed.
2. Personal Property Tax & Vehicle Decal Vouchers – Staff will generate a report of eligible personnel from FireRMS in November of each year for Albemarle County residents and in January of each year for Charlottesville residents for applicable personal property tax and vehicle decal vouchers.
3. Vehicle Operator's List – As needed, staff will generate a report of vehicle operators and related information for use by the Department of Finance for insurance and related purposes.
4. Identification Cards – Staff will utilize data to produce identification cards as needed.
5. Circuit Court Records – Staff will file a monthly report of volunteer personnel with the Clerk of the Circuit Court as required pursuant to the *Code of Virginia* §27-42.
6. Parks & Recreation Season Passes – Staff will generate a report of eligible personnel from FireRMS in March of each calendar year for season passes to Albemarle County parks & recreation facilities.
7. Communications – Staff will use records to disseminate needed information, materials, etc. to personnel.
8. Accountability System – Staff will generate data from FireRMS to produce Accountability System tags/identification as needed.
9. Other needs as identified.

	 STANDARD ADMINISTRATIVE POLICY	
	Subject:	Line-of-Duty Death & Serious Injury Policy
	Reference Number:	SAP-DEP-032
	Effective Date:	1 December 2007
	Last Revision Date:	N/A
	Signature of Approval:	 J. Dan Eggleston, Chief

Purpose:

The purpose of the policy is to set forth a general outline for handling line-of-duty-deaths and serious injuries.

Scope:

This policy applies to Albemarle County Fire Rescue stations, organizations, and personnel. This adopted response plan is intended to supplement the existing programs and policies of individual stations. It is not intended to replace station-specific policies; the intent is to provide a framework for handling LODDs and serious injuries for stations that do not have existing programs and to enhance and improve existing programs.

Background:

The death or serious injury of a fellow firefighter and/or EMS provider is often a difficult time for the entire department. Many details and arrangements need to be addressed in a fairly short period of time. It is vital that our organization take the responsibility to plan for such an event and execute proper arrangements flawlessly to honor our brother(s) and/or sister(s).

This policy was adopted at the November 2007 meeting of the Albemarle County Fire Rescue Advisory Board.

Definitions:

Line-of-Duty-Death (LODD) – a death to personnel while engaged in operational or administrative tasks or responsibilities.

Policy:

1. Emergency Notification Data Sheet
 - a. All personnel, volunteer and career, will complete an Emergency Notification Data Sheet as part of the application, employment, or selection process.
 - b. These records shall be maintained by his/her station in a secure, confidential fashion.

2. Line-of-Duty-Death or Serious Injury
 - a. The Albemarle County Department of Fire Rescue adopts the International Association of Fire Chiefs Line-of-Duty-Death Response Plan as the general policy for handling line-of-duty-deaths and serious injuries.
 - b. While exceptions to this plan may be necessary on a case-by-case basis, the plan provides a solid framework for the basis of preparing for, planning, and executing events surrounding a LODD or serious injury.

References:

- [Emergency Notification Data Sheet](#)
- [IAFF Line-of-Duty-Death Response Plan](#)

	 STANDARD ADMINISTRATIVE POLICY	
	Subject:	Advisory Board Member Responsibilities
	Reference Number:	SAP-DEP-035
	Effective Date:	1 March 2007
	Last Revision Date:	N/A
	Signature of Approval:	 J. Dan Eggleston, Chief

Purpose:

To outline the responsibilities of the members of the Albemarle County Fire Rescue Advisory Board (ACFRAB). To establish and describe the way business shall be conducted between individual volunteer stations and Fire Rescue staff.

Background:

Each volunteer station is made up of numerous people fulfilling many roles to make the organization successful. Although many officers are required for the organization to be successful, strategic business conducted by the Department of Fire Rescue through the Albemarle County Fire Rescue Advisory Board must be coordinated through one central contact for each individual volunteer organization. This policy was adopted at the 28 February 2007 meeting of the Albemarle County Fire Rescue Advisory Board.

Definitions:

- Chief Operating Officer – Station chief or designate; A chief operating officer (COO) is a corporate officer responsible for management of day-to-day activities of the corporation. The COO is one of the highest ranking members of an organization, monitoring the daily operations of the company.

Policy:

1. It shall be the responsibility of the Chief Operating Officer (Chief) of each volunteer organization to represent that organization at the ACFRAB as according to the Advisory Board Bylaws. Furthermore, it is the responsibility of each Chief to carry materials, tasks, questions, goals, deadlines, and any other pertinent information back to key station leadership; distributing it as necessary and following up as necessary to ensure adequate communication.



FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject:	Budget Submission Roles & Responsibilities
Reference Number:	SAP-DEP-036
Effective Date:	1 March 2007
Last Revision Date:	N/A

Signature of Approval:

J. Dan Eggleston, Chief

Purpose:

To explain the annual budget process and timeline; including individual and group roles throughout the process.

Background:

The Board of Supervisors requires annual budget requests for review and adoption by the Board during the spring of every year. With that end in mind, a process for writing, reviewing, analyzing, and balancing all budget requests made to the Board through the County Executive's Office has been established by the County Executive. To meet the deadlines in that process, the ACFRAB has developed a timeline including its own requirements for budget development and review. To do the work and monitor the budget process, the ACFRAB Finance-Budget Committee (FBC) was established. This policy was adopted at the 28 February 2007 meeting of the Albemarle County Fire Rescue Advisory Board.

Policy:

1. Timeline:

- a. The Annual Budget Timeline is as described in the attached (including applicable deadlines).

2. Responsibilities:

a. The ACFRAB Finance-Budget Committee (FBC) Chairperson

- i. Convene meetings monthly beginning in March of every year and ending as appropriate once work has been completed (usually September).
- ii. Take notes/minutes at each FBC meeting and submits a report each month on committee progress to the ACFRAB.
- iii. Is the main point of contact/communication with ACFRAB Chairman and individual station chiefs.
- iv. Solicits input from all station chiefs as to the strategic initiative needs of the fire rescue system. Begins this process at the May ACFRAB meeting and ensures communication from every Chief as to whether or not his/her station has identified any strategic imitative needs (i.e., daytime career staff, etc.) or any needs of the system as a whole by the June FBC meeting.

b. Department of Fire Rescue Staff

- i. Prepares all draft CIP documents for FBC.
- ii. Ensure Apparatus Evaluation Team (AET) report regarding apparatus replacement recommendations is ready for FBC review by FBC March meeting.
- iii. Prepares ACFRAB executive summaries for CIP and Operating Budget Strategic Initiatives.
- iv. Prepares draft list of Strategic Initiatives from ACFR staff for FBC review at the May FBC meeting.
- v. Prepares draft strategic initiative budget forms for FBC review at the July FBC meeting.
- vi. Prepares a draft prioritization of strategic initiatives for the July FBC meeting.
- vii. Submits final CIP budget documents to OMB.
- viii. Submits final Strategic Initiative requests and baseline budget requests to OMB.
- ix. Prepare and distribute operating budget request forms and instructions to station chiefs at the July ACFRAB meeting. Treasurers of each volunteer organization will be included in the initial mailing.
- x. A certified letter will be sent to the corporate address of each volunteer organization by 1 August each year reminding stations of budget process and associated deadlines.

-
- xi. Provides a report listing stations who have submitted and who still need to submit budget requests and actual expenditures at the August, September, and October ACFRAB meetings.
- c. Station Chief Operating Officer
- i. Meet with applicable station personnel, Boards, or leadership to inform of budget timeline and process and solicit input.
 - ii. Provide input to suggested CIP needs at the April ACFRAB meeting
 - iii. Provide input into suggested operational strategic initiatives at the May ACFRAB meeting or to the FBC Chair by the June FBC meeting. Has a final opportunity to address strategic initiatives needs during the June ACFRAB meeting.
 - iv. Distribute information and materials to appropriate station personnel and station Board members pertaining to budget submission and preparation.
 - v. Ensure station operating budget requests and report of actual expenditures is submitted to Fire Rescue Staff by 1 October each year.
 - vi. Ensures professional audit of accounts is prepared and submitted to Fire Rescue Staff by 30 April of the following year (ex., FY 2006-07 audit due by 30 April 2008).
- d. The Advisory Board Chairman
- i. Ensures the ACFRAB provides input to the CIP

References:

- [Budget Timeline & Deadlines](#)



FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject: Chaplaincy Program

Reference Number: SAP-DEP-037

Effective Date: 1 December 2007

Last Revision Date: N/A

Signature of Approval:

J. Dan Eggleston, Chief

Purpose:

The purpose of this policy is to establish the procedures and guidelines of a comprehensive chaplaincy program for the Department of Fire Rescue.

Scope:

This policy applies to Albemarle County Fire Rescue stations, organizations, and personnel. This adopted response plan is intended to supplement the existing programs and policies of individual stations. It is not intended to replace station-specific policies; the intent is to provide a framework for providing for chaplaincy programs for stations that do not have existing programs and to enhance and improve existing programs.

Background:

This policy was adopted at the November 2007 meeting of the Albemarle County Fire Rescue Advisory Board.

Definitions:

Chaplain – A member of the clergy who conducts religious services or provides emotional or spiritual support for an institution, individual, organization, or faith-based group.

Policy:

1. Appointment:
 - a. Because of the major risk and constant stresses faced by the fire and rescue personnel in the line of duty, a Chaplain(s) will be appointed to function within the Albemarle County Department of Fire Rescue.
 - b. The Chaplain(s) will be appointed by the Chief.
 - c. Each station may, at their discretion, appoint a station Chaplain(s).
2. Qualifications and Training:
 - a. The individual(s) appointed to the position of Chaplain(s) will be:
 - i. An ordained member of the clergy.
 - ii. In good physical and mental health.
 - iii. Prepared to serve in a crisis situation.
 - iv. Willing to commit the time necessary to effectively relate to Department personnel.
 - b. To the extent possible, the Chaplain(s) will be given the opportunity to meet with members and staff of the department, visit stations, meet with station Chaplain(s), and receive guidance in understanding fire rescue organizations, guidelines, and policies.
 - c. Training will also be provided, if desired, to help him/her protect him/herself and to be able to render assistance to personnel on the emergency scene if called to do so.
 - d. The Chaplain(s) will be encouraged to attend the Basic and Advanced Critical Incident Stress Management programs conducted by the International Critical Incident Stress Foundation.
 - e. The Chaplain(s) may also choose to attend other sources of training specific to emergency services.

3. Uniform Issuance:

- a. After appointment, the Chaplain(s) may be issued the following equipment:
 - i. Class A Uniforms
 - ii. Red helmet with "Chaplain" markings
 - iii. Chaplain's badge and appropriate brass/insignia
 - iv. Business cards
 - v. Other items as deemed necessary

4. Duties:

- a. Visit stations and shifts as needed or appropriate
- b. Visit hospitalized personnel of the department
- c. Counsel or help personnel in times of stress or difficulty
- d. Attend fire rescue functions as able (e.g., graduation, banquets, etc.)
- e. Conduct funeral/memorial services as needed
- f. Provide appropriate victim assistance as needed
- g. Coordinate the services of station Chaplain(s), including contact information and ability to communicate regularly and effectively with station Chaplain(s)
- h. Serve as a resource to provide personnel with faith-specific or needs-specific guidance, comfort, etc.
- i. Provide referrals to appropriate community agencies as needed
- j. Respond to the scene of incidents when requested (rarely; usually limited to line-of-duty-deaths, personnel as victim, etc.)
- k. Others as assigned

5. General Guidelines:

- a. The Chaplain(s) does not replace the home church pastor, but seeks to support the concern of every church for its members who may be in professions with special risks or needs. Moreover, the Chaplain(s) must be for the advantage of every member of the department, regardless of nationality, citizenship, race, gender, religion, faith, sexual orientation, age, ethnicity, or other any other factors.
- b. Any communications a person makes to the Chaplain(s) is on strictly confidential and will not be disclosed unless mutually agreed.
- c. Any personnel may go to the Chaplain(s) without having to notify his or her supervisor or anyone else.

	 STANDARD ADMINISTRATIVE POLICY	
	Subject:	Volunteer PPE Purchase & Replacement
	Reference Number:	SAP-DEP-039
	Effective Date:	1 January 2008
	Last Revision Date:	N/A
Signature of Approval:	 J. Dan Eggleston, Chief	

Purpose:

The purpose of this policy is to outline the process for procurement and replacement of personal protective equipment, including turn-out gear, for volunteer personnel.

Background:

From 2004 through 2007, County funds were established for the replacement of volunteer turnout gear and related PPE. Additionally, a process was implemented for development of a common County specification for the gear, as well as procurement and distribution. Equipment orders were based upon meeting the needs for qualified new members and replacement of gear deemed necessary (by committee inspection). The development of standard specifications promoted quality in construction and economy of purchase. The process of system-wide record keeping, annual gear inspection, member fitting, purchasing, receiving, and distribution proved to be an intensive task for the ACFR quartermaster. Delays and shortages of necessary gear were cited as a growing area of concern among the stations.

In order to improve the process of gear ordering and replacement, the selection of qualified personnel for gear replacement, fitting, ordering, receiving, and distribution shall be transferred to each individual volunteer agency. The County shall continue to coordinate the development and utilization of standard specifications for gear, and promote economy of scale for pricing. County funds for gear replacement shall be determined by the number of qualified personnel of record and the estimated life cycle of the gear. These funds are subject to annual approval through the County budget process.

This SAP was adopted at the 19 December 2007 meeting of the Albemarle County Fire Rescue Advisory Board.

This SAP supersedes and replaces SAP-DEP-019 (PPE Inspection, Replacement & Distribution).

Scope:

This policy applies to all Albemarle County Fire Rescue volunteer personnel and components.

Definitions:

Qualified Personnel – Active volunteer fire/rescue members who are certified at a minimum level of Fire Attack and/or are released Heavy Squad Operators.

Personal Protective Equipment – Hereafter referred to as PPE, this includes a complement of NFPA 1971 and 1999 compliant equipment issued to personnel for emergency incident mitigation. Other standards and certifications apply such as OSHA, ANSI, DOT, etc. as appropriate. This includes:

- Structural Coat
- Hood
- Structural Pants
- Gloves
- Suspenders
- Eye Protection
- Helmet
- Hearing Protection
- Boots

Standing Purchase Order (SPO) – A purchasing agreement with a vendor (or vendors) to provide specific PPE items, up to a specific dollar amount annually, coordinated by ACFR staff and Purchasing Office staff.

Policy:A. Funding

1. Annual County funding for PPE shall be determined by the number of qualified personnel as identified in FireRMS personnel records and the estimated life cycle of the gear.
 - a. Each station shall ensure that all member records are maintained accurately in accordance with SAP-DEP-029, to include each member's certification and release status, as well as active or inactive status.
 - b. A factor for new members shall be determined included each year. This factor shall be based upon each station's number of new members who are certified as firefighters or released as squad operators.
 - c. The estimated life cycle for turnout gear is six (6) years. This includes an allowance for damage or total loss from incident related use.
2. Funds shall be used to establish standing purchase orders with a vendor. Each station will have a unique SPO number for accounting purposes.
3. Each year's vendor SPOs shall be valid from 1 July through 30 June. Information concerning the approved amounts and authorized items for purchase shall be provided to each volunteer station prior to 1 July every year.
4. Each volunteer station's quartermaster (or designate) can place gear orders with the vendor utilizing their department SPO. If the limit of the SPO is exceeded, the volunteer department is responsible for *all* additional charges.
5. Only items that have been established with the vendor in advance as meeting County specifications can be funded with the SPO. Any modifications must be approved, and additional costs shall be the responsibility of the volunteer station.
6. Each station's quartermaster (or designate) shall be responsible for fitting information, ordering, receiving, and distribution of new PPE items.
7. SPO funds not utilized by the end of the budget year shall revert to the County.
8. PPE that is replaced on schedule and may have some useful life can be utilized for non-certified or non-released personnel or provided to the Training Division for appropriate training purposes.
9. PPE that is clearly damaged and potentially defective shall be destroyed or returned to the County for proper disposal.
10. Each station quartermaster shall maintain detailed records to account for the purchase, distribution, collection, and disposition of all County-funded turn-out gear items.
11. In the event that any station experiences a major loss of PPE, surplus gear or uncommitted SPO funds from other stations may be utilized to help cover the loss.
12. It is each station's responsibility to ensure the return/reclamation of issued PPE when members become inactive or leave the organization.



FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject:	Duty Officer
Reference Number:	SAP-OPS-004
Effective Date:	1 October 2006
Last Revision Date:	N/A

Signature of Approval:

J. Dan Eggleston, Chief

Purpose:

The purpose of this policy is to outline the roles of Senior Staff members in assisting volunteer and career line staff with daily activities and responsibilities.

Definitions:

1. Duty Officer – the Duty Officer is the Senior Staff officer immediately responsible to actively manage daily operational and administrative issues in the most effective manner.

Policy:

A. Contact

1. The Duty Officer may be contacted via two (2) methods:
 - a. Telephone: 434-971-3889 (434-971-DUTY)
 - b. ECC: Call ECC and request to have the Duty Officer paged

B. Rotation

1. The Duty Officer rotation will be weekly. The weekly rotation will begin on Monday at 0800 Hours and end on the following Monday at 0800 Hours.
2. The Duty Officer rotation will cycle in alphabetical order.
3. If a Senior Staff officer is unable to fulfill the Duty Officer responsibilities during his/her rotation, he/she will coordinate coverage by "trade" or other arrangement with other staff.
4. The rotation cycle will be determined by the number of Senior Staff.
Ex., Seven (7) Senior Staff Officers = 1 Weekly Rotation every Seven (7) Weeks/Weekends
5. All Senior Staff officers as designated by the Chief will serve in the Duty Officer rotation.
6. The Duty Officer rotation will be managed on the shared Outlook calendar: [Staffing Calendar](#)

B. Responsibilities

1. The Duty Officer performs responsibilities and acts on behalf of the Chief of Department.
2. During normal work hours, staff members will handle issues in his/her area of responsibility. If the respective staff member is on leave or otherwise unavailable, or if a request is received after-hours, the Duty Officer will serve as the initial point-of-contact for issues demanding immediate attention.

3. The responsibilities of the Duty Officer include, but are not limited to:
 - a. Emergency response as outlined in #9 below
 - b. After-hours media liaison
 - c. Active management of system resources including modification of incident assignments and prioritization
 - d. Assist volunteer and career staff with operational and administrative issues
 - e. Execution of policies and guidelines
 - f. Initial point-of-contact as described in #7 above

C. Incident Response

1. The County Duty Officer (Duty 10) will be dispatched/notified of the following incidents.
*ECC will simply state "Duty 10 notification" after dispatch of apparatus numbers.
 - a. Charlottesville-Albemarle Airport Incidents
 - i. Alert 1 Class A
 - ii. Alert 1 Class B
 - iii. Alert 2 Class A
 - iv. Alert 2 Class B
 - v. Alert 2 Class C
 - vi. Alert 3 (Crash)
 - vii. Alert 4 (Bomb Threat)
 - viii. Alert 5 (Fuel Spill)
 - ix. Alert 7 (Hijacking)
 - b. Commercial Structure Fires (Full-Box Assignments & Reduced)
 - c. Residential Structure Fires (Full-Box Assignments & Reduced)
 - d. Bomb Threats
 - e. Extrications/Entrapments
 - f. Gas Leaks
 - g. Hazardous Materials Incidents
 - h. Landing Zones
 - i. Technical/Tactical Rescue Incidents
 - j. Albemarle County Police Department Tactical Team Incidents (that require EMS or fire-related services)
 - k. Mass Casualty Incidents (greater than 3 patients)
 - l. Unusual or Prolonged Events (or other events where the ECC Director and/or Emergency Services Coordinator are notified)
 - m. Accidents/Incidents involving volunteer or career personnel, system apparatus, or facilities
 - n. All incidents at County-owned/operated facilities (including properties located in the City of Charlottesville)
 - o. Infectious disease exposures to personnel
 - p. Inter-locale incidents requiring mutual aid from Albemarle County resources, where such resources will be committed for an extended period of time (i.e., greater than two hours).
 - q. Brush/Wildland/Grass Fires (text notification only during 15 February-30 April each year)
2. The Duty Officer will determine if his/her response to the incident is required.



FIRE RESCUE
ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject:	Junior Firefighter Programs
Reference Number:	SAP-OPS-017
Effective Date:	5 December 2001
Last Revision Date:	N/A

Signature of Approval:

A handwritten signature in black ink, appearing to read "J. Dan Eggleston".

J. Dan Eggleston, Chief

Purpose:

The purpose of this policy is to define requirements for junior firefighter programs pursuant to the *Code of Virginia* §[40.1-79.1](#).

Background:

Junior firefighter programs must be endorsed and approved by the Board of Supervisors as outlined in the *Code of Virginia* §[40.1-79.1](#).

Definitions:

Junior Firefighter – any individual age 16-18 who desires to participate in a volunteer fire company duly authorized to operate within the County of Albemarle.

Policy:

Governed by the *Code of Virginia* §[40.1-79.1](#) and the *Albemarle County Code* [6-102](#).

Reference:

- *Code of Virginia* §[40.1-79.1](#)
- *Albemarle County Code* [6-102](#)

§ [40.1-79.1](#). Exemptions from chapter generally; local ordinance authorizing participation in volunteer fire company activities.

A. Any county, city or town may authorize by ordinance any person residing anywhere in the Commonwealth, aged 16 years or older, who is a member of a volunteer fire company within such county, city, or town with parental or guardian approval, (i) to seek certification under National Fire Protection Association 1001, level one, firefighter standards, as administered by the Department of Fire Programs; and (ii) to work with or participate fully in all activities of such volunteer fire company, provided such person has attained certification under National Fire Protection Association 1001, level one, firefighter standards, as administered by the Department of Fire Programs. Such ordinance shall not require a minor who achieved certification under National Fire Protection Association 1001, level one, firefighter standards, as administered by the Department of Fire Programs, on or before January 1, 2006, between the ages of 15 and 16, to repeat the certification after his sixteenth birthday.

B. Any trainer or instructor of such persons mentioned in subsection A of this section and any member of a paid or volunteer fire company who supervises any such persons shall be exempt from the provisions of § [40.1-103](#), provided that the provisions of § [40.1-100](#) have not been violated, when engaged in activities of a volunteer fire company, and provided that the volunteer fire company or the governing body of such county, city or town has purchased insurance which provides coverage for injuries to or the death of such persons in their performance of activities under this section.

(1982, c. 344; 1983, c. 123; 1991, c. 511; 2005, c. 151; 2006, c. 462.)

ALBEMARLE COUNTY CODE

State law reference--Va. Code § 27-15.1; § 27-30; § 27-36.

Sec. 6-101 General precautions to prevent spread of fire; penalties.

A. It shall be unlawful for any owner or lessee of land to set fire to, or to procure another to set fire to, any woods, brush, logs, leaves, grass, debris or other inflammable material upon such land unless he previously shall have taken all reasonable care and precaution, by having cut and piled the same or carefully cleared around the same, to prevent the spread of such fire to land other than those owned or leased by him. It shall be unlawful for any employee, agent, representative or licensee of any such owner or lessee of land to set fire to or to procure another to set fire to any woods, brush, logs, leaves, grass, debris or other inflammable material upon such land unless he shall have taken similar precautions to prevent the spread of such fire to any other land.

B. During the period beginning February 15 and ending April 30 of each year, even though the precautions required by this section have been taken, it shall be unlawful for any person to set fire to, or to procure another to set fire to, any brush, leaves, grass, debris or field containing dry grass or other inflammable material capable of spreading fire, located in or within five hundred (500) feet of any woodland, brushland or field containing dry grass or other flammable material, except between the hours of 4:00 p.m. and 12.00 midnight.

C. The provisions of this section shall not apply to fires which may be set within the corporate limits of any incorporated town, nor to fires set on rights-of-way of railroad companies by their duly authorized employees.

D. Any person violating any provisions of this section shall be guilty of a class 3 misdemeanor for each separate offense. In addition, such person shall be liable for the full amount of all expenses incurred in fighting the fire.

(Code 1988, § 9-2; Ord. 98-A(1), 8-5-98)

State law reference--For similar state law, see Va. Code § 10.1-1142.

Sec. 6-102 Junior Firefighter Programs.

Persons sixteen years of age or older are authorized to participate in a volunteer fire company duly authorized to operate within the County of Albemarle under the following conditions.

Any person sixteen years of age or older may work with or participate fully in all activities of a voluntary fire company, provided that, if such person is less than eighteen years of age, such person shall first:

A. Supply to the chief fire officer of the volunteer fire company written confirmation that such person has parental or guardian approval; and

B. Attain certification under National Fire Protection Association 1001, level one, fire fighter standards as administered by the Department of Fire Programs.

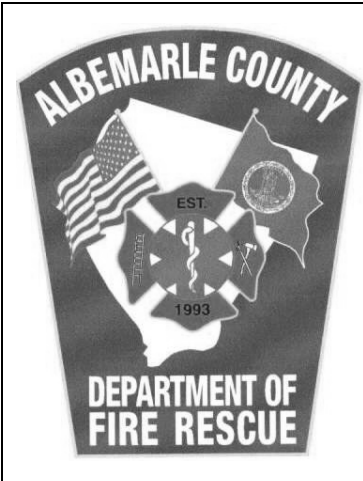
(Ord. 01-6(2), 12-05-01)

State law reference -- Virginia Code § 40.1-79.1.

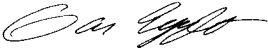
ARTICLE II. FIRE PREVENTION CODE

Sec. 6-200 Adoption of Virginia Statewide Fire Prevention Code.

Pursuant to Virginia Code § 27-97, the Virginia Statewide Fire Prevention Code, in its current form and as amended in the future, is adopted by the County of Albemarle, except as otherwise modified or




COUNTY OF ALBEMARLE
Department of Fire Rescue
STANDARD ADMINISTRATIVE POLICY

Subject:	Quarterly Planned Development Report
Reference Number:	SAP-PRV-002
Effective Date:	1 March 2005
Last Revision Date:	N/A
Signature of Approval:	 J. Dan Eggleston, Chief

Purpose:
 To provide a reporting mechanism on planned development in the County so that station officers are aware of new buildings and developments in their station's first due area. This information shall be used for operational pre-plans.

Background:
 This policy was adopted by the Albemarle County Fire Rescue Advisory Board (ACFRAB) at the February 2005 meeting.

- Policy:**
1. The Planned Development Report (attached) shall be e-mailed to chief officers on a quarterly basis. Reports can be expected on or about the first of January, April, July, and October of each year.
 2. Each chief has been added to the Department of Planning and Community Development's e-mail list to receive the annual Residential Development Index.



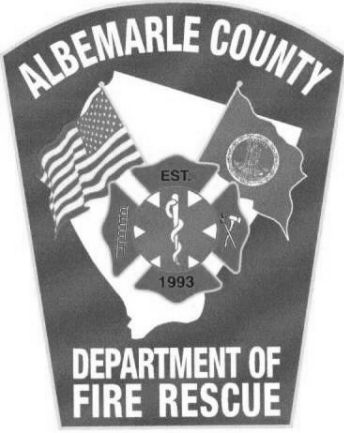
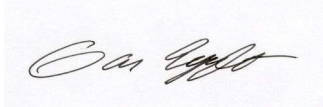
COUNTY OF ALBEMARLE
Department of Fire Rescue
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Planned Development Report

This report indicates planned developments and structures that have come to the attention of the Fire Prevention Division by way of the County's plans review process. This quarterly report is designed to inform Chief Officers of planned construction in the County so that pre-planning may be conducted at the station level.

Quarter:	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> 4 th
Project Name	Location	Sprinkler?	Notes/Special Considerations	
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
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		<input type="checkbox"/> Yes <input type="checkbox"/> No		
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		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		

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

	COUNTY OF ALBEMARLE Department of Fire Rescue STANDARD ADMINISTRATIVE POLICY	
	Subject:	Live Fire Training Evolutions
	Reference Number:	SAP-DEP-016
	Effective Date:	1 September 2004
	Last Revision Date:	N/A
Signature of Approval:	 J. Dan Eggleston, Chief	

Purpose:

The purpose of this policy is to outline the policy for conducting live fire training evolutions to ensure the safety of all personnel.

Scope:

All Albemarle County fire departments/companies/stations and rescue squads will adhere to the following policy.

Background:

This policy was adopted by the Albemarle County Fire Rescue Advisory Board (ACFRAB) at the August 2004 meeting.

Definitions:

NFPA 1403 – A National Fire Protection Association (NFPA) standard that applies to the training of firefighters under live fire conditions and focuses on training for coordinated interior and exterior fire suppression operations while maintaining a minimum exposure to risk for the participants.

Policy:

NFPA 1403

1. All live fire training evolutions will meet standards as set forth in *NFPA 1403: Standard on Live Fire Training Evolutions*.

Training Division Responsibilities & Process

1. Before conducting a live fire training evolution, the station/individual responsible for the training evolution will contact the Training Division at least thirty (30) calendar days prior.
2. The Training Division will ensure that the “Live Fire Training Evolution Checklist” is completed to make sure the proper notifications are made and processes are followed.
3. Necessary releases and disclaimers will be obtained from the property owner and kept on file by the Training Division.

Fire Prevention Division Responsibilities & Process

1. Following completion of the “Life Fire Training Evolution Checklist”, the Training Officer will submit an application to the Fire Prevention Division for a burn permit for the live fire training evolution.
2. The Fire Prevention Division will not issue a burn permit until the proper paperwork has been completed and filed..

Burn Law

1. All live fire training evolutions will comply with applicable state burn laws and Department of Forestry regulations.



FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject:	Minimum Training Standards – Basic
Reference Number:	SAP-TRN-004
Effective Date:	1 May 2006
Last Revision Date:	N/A

Signature of Approval:

J. Dan Eggleston, Chief

Purpose: The purpose of this policy is to establish minimum training standards for non-officer positions within the County of Albemarle who join the organization after the effective date of this policy..

Background: The Training Committee has met regularly and discussed the concept of county-wide training associated with the different positions throughout the County. Over the course of the last year, training officers have obtained feedback from individual stations and used that as a basis for the recommendations below. It is the intent of the Training Committee to establish minimum training standards for non-officer positions. This policy was adopted by the Albemarle County Fire Rescue Advisory Board at the 26 April 2006 meeting.

Scope: This policy applies to all Department of Fire Rescue personnel.

Definitions:

1. **Certified:** Personnel who have received certification in state / national standards through an agency of authority.
2. **Qualified:** Personnel who have received training through a combination of courses, in-house delivery, and experience.
3. **Non-Structural Member:** Personnel who have joined an organization and do not possess the required minimum training for structural activities. These personnel are capable of participating in a ride-along capacity on an emergency incident.
4. **Rookie Firefighter:** Personnel who possess National Fire Protection Association (NFPA) 1403 certifications. These personnel are capable of participating in firefighting activities, including entry into an immediately dangerous to life and health (IDLH) atmosphere. The Rookie Firefighter must be under the direct supervision of a Senior Firefighter or higher in order to participate, and should not count towards minimum staffing.
5. **Released Firefighter:** Personnel who possess NFPA 1001 qualifications at the Firefighter I level. These personnel are capable of participating in all firefighting activities, including entry into an IDLH atmosphere. The Released Firefighter is capable of operating without direct supervision.
6. **Senior Firefighter:** Personnel who possess NFPA 1001 qualifications at the Firefighter II level. These personnel are capable of acting as a group or division supervisor, and overseeing tactical objectives. The Senior Firefighter is capable of commanding an emergency incident.
7. **BLS-AIC:** Personnel who possess Basic Life Support (BLS) certification in accordance with Virginia Office of Emergency Medical Services (OEMS) regulations. The BLS Attendant in charge (AIC) shall be released in accordance with Thomas Jefferson Emergency (TJEMS) protocols.
8. **ALS-AIC:** Personnel who possess ALS certification in accordance with Virginia OEMS regulations. The ALS AIC shall be released in accordance with TJEMS protocols.

9. Extricator: Personnel who possess qualifications in extrication. This designation can be utilized as a stand alone designation, or in conjunction with any rank position beyond probationary status.
10. Driver-Emergency Operator: Personnel who have certifications in EVOC, and possess a valid Virginia driver's license. The Driver – Emergency Operator shall be able to operate emergency vehicles within their EVOC classification during an emergency response. This status can include zone cars, quick response vehicles, and wildland apparatus functioning in similar capacity.
11. Driver-Ambulance Operator: Personnel who have certifications in EVOC, and possess a valid Virginia driver's license. The Driver – Ambulance Operator shall be able to operate an ambulance during emergent response.
12. Driver-Squad Operator: Personnel who have certifications in EVOC, Vehicle Extrication, and HMA, and a valid Virginia Driver's license. The Driver – Squad Operator shall be able to operate the Squad during emergent responses, and have working knowledge of all specialty equipment carried on the apparatus.
13. Driver-Pump Operator: Personnel who possess certifications in EVOC, Basic Pump Operations, Rural Water Supply, and a valid Virginia Driver's license. The Driver – Pump Operator shall be able to operate the pumping apparatus during emergent responses, and demonstrate proficiency on pumping the apparatus.
14. Driver-Aerial Operator: Personnel who are released as a Pump Operator, and possess certification in Driver – Aerial Operator. The Driver – Aerial Operator shall be able to operate the aerial apparatus during emergent responses, and demonstrate proficiency on the operation of the aerial device. These personnel shall also have a working knowledge of specialty equipment carried on the apparatus.

Policy:

1. Training

To ensure personnel are provided the necessary education for emergency incident mitigation, the following training levels are required (**bold**) and recommended (*italics*):

Probationary Member	Rookie Firefighter	Released Firefighter	Senior Firefighter
System Orientation <i>CPR*</i> <i>First Aid*</i>	Fire Attack* <i>HMA*</i>	FFI* <i>IS700*</i>	FFII* <i>STICO*</i>
BLS AIC	ALS AIC	Extricator	Driver-Emergency Operator**
BLS Certification* <i>BTLS*</i>	ALS Certification* <i>ACLS*</i> <i>PALS*</i>	Vehicle Extrication <i>HMA*</i>	EVOC (I)* <i>EVOC (II)</i> <i>EVOC (III)</i>
Driver-Ambulance Operator	Driver-Squad Operator	Driver-Pump Operator	Driver-Aerial Operator
EVOC (II)*	EVOC (III)* <i>Vehicle Extrication*</i> <i>HMA*</i>	EVOC (III)* <i>BPO*</i> <i>RWS*</i>	Driver-Pump Operator <i>DAO*</i>

**Class definitions are attached to the end of this policy*

All new personnel must be certified at the required level in order to participate within a classification. Existing personnel can be identified as qualified through the Training Officer and local record keeping.

2. Record-Keeping

Certification records shall be maintained in the FireRMS database, in accordance with SAP-DEP-029.

3. Class Glossary

- a. System Orientation: Administrative requirements necessary for membership
- b. CPR: Cardio-pulmonary resuscitation
- c. HMA: Hazardous Materials Awareness
- d. FFI: Firefighter I
- e. IS-700: Introduction to the National Incident Management System (NIMS)
- f. FFII: Firefighter II
- g. STICO: National Fire Academy Strategy and Tactics for Company Officers
- h. BLS: Basic Life Support, including Emergency Medical Technician-Basic (EMT-B) and Emergency Medical Technician-J (EMT-J)
- i. BTLS: Basic Trauma Life Support
- j. ALS: Advanced Life Support, including EMT-Enhanced, EMT-Cardiac Technician, EMT-Intermediate, or EMT-Paramedic
- k. ACLS: Advanced Cardiac Life Support
- l. PALS: Pediatric Advanced Life Support
- m. EVOC: Emergency Vehicle Operator Course
- n. BPO: Basic Pump Operator
- o. RWS: Rural Water Supply
- p. DAO: Driver Aerial Operator