

**Administrative Operations Committee  
Minutes**

**August 11, 2016**

The August meeting of the Administrative Operations Committee was held on Thursday, August 11, 2016 in the DTCL Large Conference Room at 801 Sycolin Road. Chairman Quin presided and called the meeting to order at 1933 hours. The following were in attendance:

|        |   |
|--------|---|
| Co. 1  | <b>Excused</b>                            |
| Co. 2  | Brad Quin                                 |
| Co. 4  | John Moring                               |
| Co. 5  | <b>Absent</b>                             |
| Co. 6  | Miguel Quijano                            |
| Co. 7  | Bernie Boteler                            |
| Co. 8  | Eric Shank                                |
| Co. 9  | Jay J. Brown                              |
| Co. 10 | <b>Excused</b>                            |
| Co. 11 | Andy Gode                                 |
| Co. 12 | <b>Excused</b>                            |
| Co. 13 | Jim Cromer                                |
| Co. 14 | Aaron Kahn                                |
| Co. 15 | Jen Ferguson                              |
| LCFR:  | AC Matt Tobia<br>Christine Langley-Obaugh |

**Minutes**

**Motion:** A motion was made by Aaron Kahn to approve the July 14, 2016 minutes. The motion was seconded by Jen Ferguson.

**Vote:** Approved with a vote of 9-0-1-4 with one abstention and four excused or absent committee members.

**Update of Key Issues:**

**Executive Committee Update:**

Chief Tobia reported that at the last EC meeting, the Fire and EMS Training Enrollment and Wait List SWP was approved.

Chief Tobia also advised that an action item will come before the BOS at their first meeting in September to extend EAP benefits to all system members.

Chief Tobia reminded all AOC members about the Volunteer Physicals SWP and stated during the review at the EC a request was put forward for the Health, Safety and Wellness Committee to evaluate the feasibility of moving toward a single standard, the NFPA 1582. Chief Tobia stated that the only real difference is the cardiac stress test (other than mammography and prostate testing, which are age specific). The EC requested a report from the Health, Safety and Wellness Committee. The report was received and the recommendation was to move toward a single

standard. A motion was made and passed to move toward a single standard for all new candidates (after the system has revised the SWP). In addition, INOVA will need to have knowledge regarding the change. A meeting with INOVA has been scheduled. Chief Tobia stated that most likely, in October, the new candidates will be subject to the NFPA 1582 physical. Chief Tobia reminded everyone that the only reason one would be immediately excluded from providing service is that a medical condition existed that required immediate urgent intervention. The overwhelming feeling was, according to Chief Tobia, is that we should not value our single role EMS providers cardiac health any less than we value our dual role cross trained fire volunteers.

#### Subcommittee Reports:

##### Recruitment and Retention Committee:

Rick Etter, Chair of the Recruitment and Retention Committee reported that the committee has been working on a new website for *Answer the Call*. Rick advised the site will be geared differently and the name will change to **Open New Doors**. The website will be managed by Lauren and will be interactive. Changes will be made easily without reliance on a hosting company. Rick stated he hopes it will go live on or about September 1, 2016.

Chair Quin advised that additional data may be warranted regarding the result of contacts. Chair Quin stated it may be helpful to review and track additional data regarding prospective members.

Rick Etter advised they are also working on a digital quarterly newsletter which will be emailed to all members. The newsletter will be entitled **The Tone** and will include community outreach, a station profile section and a letter from the Chief. The committee anticipates that this will begin in January of 2017. Rick stated that it will include Hot Shots, Training pictures and Anniversaries. It should be noted that an Editor has not been named as of this meeting. Rick advised that someone from each Company should be named to provide information.

Rick discussed **LOCOHERO (<http://www.locoherolist.com/>)** and advised that it will be a resource site (directory) which will feature system members that have businesses. A test of the system will be performed this month. Rick hopes this site will go live before the end of the year. Rick clarified that it will not be advertised outside of the system. Discussion ensued regarding a review from legal.

Rick stressed that individual companies may want to supplement what the Recruitment and Retention Committee is doing regarding the enlistment of prospective volunteers.

##### Budget Sub-committee:

Chair Quin reminded the AOC that a deadline of Monday existed for the final cut of FY16 data. Chair Quin stated we will be unable to proceed unless everything is received. President Quin stated he has received everything from 1, 2, 7, 8 and 10. Chair Quin asserted that the final goal is to get the analysis of the true up in front of the EC at the end of September.

Dave Short reiterated the need to turn the data in as soon as possible. Dave offered for anyone with issues to contact him. Dave urged the Presidents to take the processes of the County funding algorithm back to the membership so Boards may be briefed on how the system works.

Regarding recording data for Safety Centers, Dave suggested that the data could be broken up in the current spreadsheet or you could create a second spreadsheet. Chair Quin stated an additional qualification may be necessary.

A general request from the committee was for the budget subcommittee to develop final funding options so people could review them in advance of the September 8 AOC meeting.

Regarding ongoing discussion of the impact of EMS billing revenue on the allocation process, Chair Quin stated that a formal request from one Company to secure a legal interpretation of whether the EMS billing ordinance provides a legal prohibition for that income to be used in any other fashion other than the company's discretion. This request came when final FY I/E numbers were provided by the Company in question along with others regarding the allocation process. Chair Quin answered that question in a written response to the president of the company. Chair Quin then read the response from the County Attorney that Chapter 1097 does not address the algorithm or the Board's contributions to volunteer companies. It is silent as to the funding of volunteer companies other than with respect to the distribution of EMS transport reimbursements. Stated differently, there is nothing in either Chapter 1097 or Chapter 258 that would prohibit the AOC from considering the amount of funding received by companies for EMS transport reimbursement when setting a recommendation as to the funding to be provided to the company by the Board of Supervisors.

Chapter 1097:

[http://library.amlegal.com/nxt/gateway.dll/Virginia/loudounco\\_va/codifiedordinancesofthecountyofloudounvi?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:loudounco\\_va](http://library.amlegal.com/nxt/gateway.dll/Virginia/loudounco_va/codifiedordinancesofthecountyofloudounvi?f=templates$fn=default.htm$3.0$vid=amlegal:loudounco_va)

Chair Quin stated that he believed that the recommendation previously proposed by the budget sub-committee and informally endorsed by the AOC at the July meeting was a reasonable middle ground.

Dave Short illustrated the concept for the AOC. Discussion ensued.

Chair Quin stated a presentation will occur at the September meeting and options will be outlined.

Cost Benefit Sub-Committee:

Aaron Kahn reported that the meeting with the Budget Office needed to be rescheduled to 8/29 in the afternoon. Aaron stated that they will receive numbers from the County regarding pay and benefits to be used in calculations. Aaron advised he plans on sending an email to Chief Johnson to request how he would staff the companies that have operational volunteers should the County take over the stations. Aaron believes that if we want the presentation to be taken seriously, we need to know how many people and at what ranks would be replaced. In addition, Aaron will request from each company a list of what is done for the community that if replaced,

the County is not likely to do (standby's, fairs etc.). Aaron elaborated and stated the things that are done that are above and beyond emergency response.

Aaron stated that a meeting will be held after the meeting with the Budget Office.

Discussion ensued about extrinsic and intrinsic factors.

Chair Quin reminded folks that this analysis was completed during the first go round when the AOC was given the charge to develop the algorithm. Chair Quin stated Aaron provided a report previously. Chair Quin stated it was pertinent to have stable and accurate portrayals. Aaron concurred and stated the analysis needs to be fair and reasonable and should not unintentionally open a battle between career and volunteer.

### Discussion Topics

#### **Request from the Training Committee**

Chair Quin stated Chief Johnson communicated with all sub-committee chairs related to the SWP approved on Training Enrollment and Wait Lists; the Training Committee has specifically asked for recommendations regarding issues to tackle going forward. Please offer any suggestions via email to Chairman Quin.

### Action Item/New Business:

#### **Social Media Draft SWP and Use of Personal Electronic Devices SWP**

Discussion ensued regarding time frames. Chief Tobia stated that he is committed to asking the System Chief for a reasonable time frame. Chief Tobia explained, however, that there will be circumstances in which the Chief will need to seek legal counsel.

Chair Quin asked for a motion to approve the Social Media and Use of Personal Electronic Devices SWP, as amended. So moved by Aaron Kahn. The motion was seconded by Andy Gode.

Further discussion occurred regarding the PIO and the email address.

Chief Tobia reiterated that education and training will occur.

The motion passed 10-0-0-4.

### Information Sharing Across Volunteer Councils and Committees

**Recruitment and Retention Committee-** Rick Etter's comments are listed above.

**LCFR-** Chief Tobia stated that several positions are in the process of being filled. Chief Tobia also shared that the RFP for full-time OMD is currently open. Chief Tobia advised that Dr. Morgan's current contract as OMD has been renewed and he is actually working full time hours now.

Chief Tobia reminded members of the AOC that Susan Edwards left and a new admin will be at the training academy soon.

Chief Tobia stated a HR admin position is currently open, as well.

Chief Tobia stated Dr. Toon's position was advertised and closed and applications are being reviewed.

Regarding Active Directory, Chief Tobia stated we have done respectfully well. Today, 1356 members are included in active directory.

A discussion ensued regarding training sessions and whether or not other training methods can be utilized.

**FOC**-Nothing to report

**EMSOC**- Chief Tobia reported that EMSOC met this last Tuesday and they passed the Social Media and Use of Personal Electronic Devices SWP. Additionally, a good discussion ensued regarding a lease option with Physio. Chief Tobia stated Dave Beatty is now the chair of the Ambulance Standards Committee and they are in the process of scheduling their next meeting.

### Announcements

Chair Quin reminded all that data is due on August 15<sup>th</sup>.

Chair Quin stated for those in the financial control maturity reviews 10, 11, 12, 14 and 17; reminder notes were sent out.

Chair Quin stated companies 2, 4, 5, 6 and 7 are going through follow-up; please send comments back to Chair Quin by 8/29/16.

Andy stated the on-line field operations guide is great!

Discussion about a system member's recent injury in the station whereby there was a delay in notifying the Safety Officer. Please reinforce that any time an injury occurs, please notify the Safety Officer.

Delivery on the new ambulance at 6 occurred.

### Adjournment

**There being no further business to discuss, the meeting was adjourned at 2101 hours.**

**The next Administrative Operations Committee meeting will be held on Thursday, September 8, 2016 at 1930 hours at 801 Sycolin Road, DTCI Large Conference Room.**

**Respectfully submitted:**

Christine Langley-Obaugh, M.Ed., CVA  
Executive Liaison