



County of Frederick

Becky A. Merriner
Director of Human Resources

(540) 665-5668
Fax: (540) 665-5669
bmerriner@fcva.us

TO: Human Resources Committee and Board of Supervisors
FROM: Becky A. Merriner, HR Director *Becky Merriner*
DATE: September 1, 2017
SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on **Friday, September 8, 2017** at 8:00 a.m. The agenda for the meeting is as follows:

1. **Commissioner of the Revenue – Request for New Full-Time Position** (attached).

2. **Fire and Rescue – Request for New Full-Time Position** (attached).

3. **Resolution of Appreciation** (status update).

Any full-time employee who retires from Frederick County with at least 25 years of continuous service be recognized by the Board of Supervisors and presented with a Resolution of Appreciation with a retroactive date of January 1, 2017.



Frederick County, Virginia

OFFICE OF

COMMISSIONER OF THE REVENUE

107 North Kent Street
Winchester VA 22601

P.O. Box 552
Winchester VA 22604-0552

emurphy@fcva.us
www.fcva.us/cor



ELLEN E. MURPHY
COMMISSIONER

Phone: 540-665-5681
Fax: 540-667-6487

MEMORANDUM

TO: Becky Merriner, HR Director
HR Committee

FROM: Ellen Murphy, Commissioner of the Revenue

DATE: August 31, 2017

RE: Change Staff Position

Please approve the following change in staff position: Emily Kelley from a part-time Data Collector to a full-time Data Collector with fringe benefits.

Ms. Kelley began work in our Reassessment Division on May 22, 2017. She was originally hired as a part-time Data Collector at the rate of \$14.00 per hour with a work schedule of 28 hours per week. It was subsequently approved for her work schedule to change to 37.5 hours per week but without any fringe benefits. She began this schedule on July 24, 2017.

We would like to move her to a full-time position with benefits and still keep our part-time funds for additional field service staff. The amount of funding needed for Ms. Kelley representing a base pay of \$33,506 and payment of benefits to begin on October 1 would total \$38,526.88 for 9 months of FY18 and \$51,369.17 for 12 months of FY19.

The projected growth of the County by 2020 is a population of 97,192 which represents a 24% increase over 2010. The County has approved construction of new subdivisions including Madison Run II (Rt. 522), Freedom Manor LLC (Rt. 551), Commercial Tyson (Tyson Dr.), and Hiatt Run. In addition, the established communities of Lake Frederick, Snowden Bridge, and Orchard Ridge continue to add sections. Also, the airport area is growing, Amazon is bringing more than 1,000 jobs to its new facility here, and the Navy Federal Credit Union has already broken ground in its expansion of local operations to add 1,400 additional jobs. There is no end in sight for growth and construction.

With this increase in population comes an increase in every aspect of the duties and responsibilities of staff here. While other localities have Reassessment and Real Estate as separate departments, Frederick County does not. Thus, staff conduct the in-house reassessment of 50,390 land parcels every two years as well as ongoing new construction and changes. The advantages of using in-house staff rather than outsourcing include

ensuring properties are uniformly assessed, a cost savings to taxpayers, and the ability to make adjustments as needed. Our ratio of assessors to parcels per employee is far short of that recommended by the International Association of Assessing Officers. Additionally, after every new reassessment period, staff are then involved in assessor hearings and assisting with BOE hearings.

Other real estate staff are unable to assist with the reassessment and new construction as they are responsible for, among other things, making mapping adjustments using GIS and Pictometry, recording deed changes, transfers, and other ownership adjustments, administering several real estate tax relief programs, managing the land use tax deferral program, applying rollback changes, and handling taxpayer questions and inquiries.

Nor can staff in our other divisions assist as they are responsible for handling business license issuance, renewal and adjustment, administering consumer taxes (meals, lodging, short-term rental), as well as finding and assessing every piece of personal property from vehicles, trucks, mobile homes, airplanes and boats to business equipment, furnishings, machinery and tools.

Ms. Kelley is trained in the process of inspecting, measuring, photographing, documenting, collecting data, and recording the information for structures and improvements of residential properties. She is quite knowledgeable regarding our various computer programs, able to perform extensive field work with minimal supervision, and consistently demonstrates her ability to multi-task effectively. Ms. Kelley has been an exemplary employee.

The Inspections Department has obtained additional staff and the Treasurer's office has also received approval for staff positions. With our workload rapidly increasing and no end in sight, additional staff is essential to maintain the integrity of our assessment values. Ms. Kelley is exactly the type of person needed.

Please let me know if this request is approved. Thank you.

County of Frederick, Virginia

Position Details

Position Title: Data Collector

Date Position Created: 2009

Department: Commissioner of the Revenue/Reassessment

Reports To: Director of Real Estate, Chief Deputy, or Commissioner

Exempt **Non-Exempt**

Date Prepared: 10/20/2015

Prepared By: E Murphy

Range: 4

Grade:

Salary: 33,506 – 53,630.

G/L Line Item:

Job Description

Job Purpose: Assist with collection of statistics including basic measurements and photographs for the assessment of real estate; assists with real estate office duties as assigned; works with assessors and management to complete general reassessment or new constructions valuation.

Essential Functions

- Prepares field sheets (paper or electronic) from building permits and field observation;
- Takes measurements and specifications, makes notes, takes photographs, and records all pertinent data on real estate;
- Applies assessment values for office manual if experienced and assigned;
- Enters collected data into computer system (field or office computers) as directed;
- Assists the public with information on real estate taxation or as assigned;
- Studies IAAO and other qualifying information to learn specifics of real estate valuation;
- Researches in planning, zoning, the clerk's office and historical records as needed;
- Uses techniques and controls to ascertain properties are properly assessed as assigned;
- Other duties as directed.

Job Requirements:

Education: Minimum or high school diploma or equivalent; junior college or real estate training preferred; training in the use of computers and data entry; mathematical training a plus.

Experience: Prior experience with building construction or valuation preferred; real estate experience in sales or valuation preferred.

Knowledge/Skills: Accurate and efficient data entry; good mathematical skills, prior real estate knowledge in assessment, sales or building preferred; ability to read maps; experience with an AS400 computer system preferred; requires self-motivation.

Working Conditions:

Physical Demands: Ability to walk on uneven terrain in various weather conditions; some standing and lifting required; ability to manipulate and read measuring devices; ability to enter data and extract data on computers as directed; valid driver's license (must report loss of driver's license within one day to Commissioner or assignee).

Supervisory Responsibilities:

Number of Employees Supervised:

Number of Subordinate Supervisors Reporting to Job:

Approvals:

Department Director:

Date:

HR Director:

Date:

Finance Director:

Date:

County Administrator:

Date:

Board of Supervisors Approval:


Date:



Dennis D. Linaburg
Fire Chief

MEMORANDUM

TO: Public Safety Committee

FROM: Dennis D. Linaburg, Chief
Fire & Rescue 

SUBJECT: QA/QI Specialist Position Request

DATE: August 7, 2017

The Frederick County Fire and Rescue Department currently lacks a dedicated Quality Assurance and Improvement position supporting fire and EMS operations countywide. At this time, we are requesting the HR Committee approve the creation of one (1) Quality Assurance / Quality Improvement (QA) Specialist position. Available funds from the Department's Incentive line item (4-010-035050-1007-000) allow for full funding of the additional position.

Without a dedicated QA Specialist, the Department could face challenges meeting future grant requirements and maintaining all necessary data and reports needed for our EMS Licensing. In the past, an employee in the field was assigned to manage several of the QA Specialist's responsibilities; however, as the Department continues to grow and technology and reporting requirements change, it has become impossible for a field position to do both emergency response and manage these responsibilities without incurring extensive overtime.

The QA Specialist would work hand in hand with the Operations Division, Revenue Recovery Program, and IT Department to ensure the Department reporting systems, mobile devices and software are operating properly to deliver patient care data and insurance compliance information to the necessary state and federal agencies as well as the Department's billing company, while maintaining privacy of protected health information.

The QA Specialist would also be responsible for working directly with the County's IT Department to oversee and manage associated information systems and devices, including the Department's emergency incident reporting software and mobile PCs, and provide administrative staff with guidance and direction in future operations as it pertains to changing technology and reporting compliance rules. The QA Specialist would also create and manage different reports used by the Department to analyze different fire and EMS statistics within the fire and rescue system.

The need to operate a complete quality improvement program that includes total quality management, continuous quality improvement, and quality assessment is necessary to ensure emergency medical care is provided across all agencies in a competent and compassionate manner. The program includes direct field observation by a designated medical quality officer which would require the QA Specialist to be a Nationally Registered and/or Virginia Certified Paramedic in order to properly assess patient reports for all levels of service.

/attachments

County of Frederick, Virginia

Position Details

Position Title: Specialist		Date Position Created: 10/22/13 (Revised)	
Department: Fire and Rescue		Reports To: Varies by Division	
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Date Prepared: 10/22/13	Prepared By: Captain	
Range: 7	Grade:	Salary: 46,888. - 75,103.	
G/L Line Item: 4-010-035050-1001-000- _ _ _			

Job Description

Job Purpose: The Specialist is a member of the Fire and Rescue Department. He/she performs difficult protective service work in fire suppression, emergency medical services, hazardous materials mitigation, and other related work as required. Work is often performed under emergency conditions and frequently involves considerable personal hazards. Work is performed both supervised and unsupervised. Mentors less experienced firefighters in the station and/or on emergency incidents in the absence of higher-ranking personnel and may serve as the lead firefighter within his/her assigned station. Specialists also have the opportunity to serve as an Assistant Training Officer, coordinating and conducting required training activities to ensure proper certifications are maintained by operational staff; as an Assistant Fire Marshal, responsible for enforcing the Virginia Statewide Fire Prevention Code and ensuring and educating the public about fire safety; and as a Quality Assurance / Quality Improvement Specialists ensuring the Department reporting systems, devices and software are properly functioning and reporting fire and EMS information accurately to State agencies and overseeing that reports are being completed correctly and guiding staff as needed in the reporting process.

Essential Functions

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily and maintain a satisfactory attendance. Other Duties may also be assigned.

- Be punctual in reporting for work and prepared to work at the beginning of each shift for duty;
- Respond to emergency incidents and performed duties as assigned;
- Assists in the mitigation of emergency incidents including extinguishing of fires, providing emergency care for the sick and injured, and control of hazardous materials;
- Performs Basic or Advanced Life Support (BLS/ALS) care based upon level of certification;
- Serves as officer-in-charge (OIC) of a functional unit such as an engine company, truck company, or rescue company in the absence of an authorized company or career officer;
- Serves as the initial Incident Commander (IC) until relieved by higher ranking personnel;
- If certified, participates as part of the Regional Hazardous Materials Response Team;
- Performs related life safety and property protection activities;
- Inspects, cleans, and maintains fire and rescue apparatus and related equipment;
- Inspects, maintains, and cleans assigned fire stations and grounds;
- Drives and operates emergency response apparatus;
- Completes reports and documentation as required by Department SOPs;
- Attends/completes training as assigned by his/her supervisor and the Training Division;
- Serves as an instructor for in-station, battalion, and shift training;
- Serves as a lead/assisting instructor during department training exercises;
- Serves as a mentor for probationary firefighters, firefighters, and technicians;
- Motivates co-workers;
- In the absence of a higher ranking officer, coordinates and oversees work details within the station on a specific shift;
- Operates as an acting Battalion Officer when needed (if qualified);
- Communicates with co-workers, volunteer fire and rescue personnel, and the public;
- Reads and comprehends complex material;
- Participates in annual inspection of commercial and other designated properties;
- Creates and updates preplans of assigned properties;
- Participates in departmental programs, projects, or special assignments as needed;
- Serves as a technical resource for personnel operating within his/her assigned station;

Training Division Specialist: In addition to Operational functions, Specialists assigned to the Training Division will perform the following:

- Schedule, write, and distribute training advisories for County sponsored training courses;
- Complete required pre-course, course, and post-course documentation for training programs;
- Assign certified/qualified lead and assistant instructors for training courses;
- Acquire necessary apparatus, equipment, facilities, and personnel to conduct training;
- Evaluate instructors, course content, and students to ensure maximum quality assurance for training programs;
- Participate in review of training curriculums at the local, state, and federal levels;
- Attend meetings related to training activities at the local, state, and federal levels;
- Assist with the delivery of training programs related to the Career Development Program;
- Assist with the delivery of training programs in the Frederick County Public School system;
- Assist with maintenance of individual training files for career and volunteer personnel within the Fire and Rescue system;
- Maintain the inventory of audio-visual equipment, training equipment, and various training programs owned by the Department;
- Assist with development and facilitation of "All-Hazards" tabletop, functional, and full-scale exercises in the county and surrounding jurisdictions;
- Prepare written reports for Training Division statistical information, compliance issues with recommended corrective actions, and student/instructor evaluations with recommended corrective actions, if required;
- Assist in the development and implementation of Training Division policies and procedures;
- Perform all duties of a firefighter when required including directly engaging in operations to control fire and other life-threatening situations;
- Participate in emergency, EMS, and fire suppression activities when needed.

Life Safety Division Specialist / Assistant Fire Marshal: In addition to Operational functions, Specialists assigned to the Life Safety Division / Fire Marshal's Office will perform the following:

- Conduct complex investigations of fire, explosives, and environmental emergencies;
- Perform administrative, technical, and supervisory tasks related to fire inspections and prevention;
- Interpret complex code requirements;
- Inspect public facilities for compliance with applicable codes;
- Assist in the preparation of Division budget;
- Monitor compliance with state and local fire plans and protection regulations and standards;
- Plan and conduct public fire education programs;
- Attend seminars, conferences, workshops, classes, lectures, and other continuing education opportunities to enhance and maintain knowledge of trends and developments in the fields of fire, arson and explosives investigation;
- Prepare written reports citing code violations and fire hazards, recommend corrective actions, conduct follow-up inspections to determine if corrective actions have been taken, and issue warnings and citations for violations when necessary;
- Issue burning, blasting, explosives, and fireworks permits;
- Investigate citizen complaints or inquiries as they relate to code enforcement activities and open burning;
- Review emergency plans for schools, daycares, nursing home, churches, and places of public assembly to detect and correct possible fire hazards;
- On call status twenty four (24) hours a day to respond to environmental incidents, fires, explosions, natural and man-made disasters;
- Participate in and provides specialized training in code enforcement and fire investigation;
- Participate in meetings with contractors, developers, architects, engineers, and county officials prior to and during construction;
- Conduct origin and cause investigations for fires including fire scene examination, evidence recovery, witness interviews, and documentation (photography, sketches, field notes);
- Conduct supplemental investigations including witness or suspect interviews, searches, report

- writing, and diagrams;
- Coordinate with law enforcement, Commonwealth's Attorney, insurance companies, and private investigators regarding suspicious fires, explosions, and related crimes;
- Serve as officer-in-charge (OIC) of an emergency incident in the absence of an authorized officer
- Serve as a resource for volunteer fire and rescue officers;
- Represent the Department as an inspector or investigator in court in relation to code enforcement or fire investigations;
- Perform all duties of Fire Marshal in his/her absence;
- Perform all duties of a firefighter when required including directly engaging in operations to control fire and other life-threatening situations;
- Participate in emergency, EMS, and fire suppression activities when needed.

Life Safety Division Specialist / Fire Inspector: In addition to Operational functions, Specialists/Fire Inspector's assigned to the Life Safety Division / Fire Marshal's Office will perform the following:

- Perform administrative, technical, and supervisory tasks related to fire inspections and prevention;
- Interpret complex code requirements;
- Inspect public facilities for compliance with applicable codes;
- Monitor compliance with state and local fire plans and protection regulations and standards;
- Assist in the preparation of Division budget;
- Review all plans to include but not limited to site plans, rezoning, subdivision, master development plan, conditional use, fire alarm, sprinkler, and hood/fire suppression;
- Plan and conduct public fire education programs;
- Attend seminars, conferences, workshops, meetings, classes, lectures, and other continuing education opportunities to enhance and maintain knowledge of code enforcement and public fire education;
- Prepare written reports citing code violations and fire hazards, recommend corrective actions, conduct follow-up inspections to determine if corrective actions have been taken, and issue warnings and citations for violations when necessary;
- Investigate citizen complaints or inquiries as they relate to code enforcement activities;
- Review emergency plans for schools, daycares, nursing home, churches, and places of public assembly to detect and correct possible fire hazards;
- Participate in and provides specialized training in code enforcement;
- Participate in meetings with contractors, developers, architects, engineers, and county officials prior to and during construction;
- Represent the Department as an inspector in court in relation to code enforcement;
- Inspects buildings and structures to ensure compliance with the Virginia Statewide Fire Prevention Code (VSFPC), Virginia Uniform Statewide Building Code (VUSBC); associated Frederick County Amendments;
- Investigates and troubleshoots problems related to fire protection equipment and systems as they occur in buildings;
- May inspect all types of construction, uses, and occupancies for compliance with applicable codes;
- May document or assess structural damage of failure due to fire, weather, or accident, and documents each incident with written reports, pictures, etc., as necessary;
- May inspect new construction to ensure that construction is in compliance with the VSFPC, VUSBC, other applicable codes, and insures that construction is completed in accordance with the approved plans;
- Complete records of inspections and test results of performance testing of fire protection equipment and systems;
- When an investigation or inspection uncovers code violations or work that is not approved, identifies the sections of the regulations being violated, issues written code violation notices to developer, owner(s) or appropriate persons, and takes necessary action to ensure violations are corrected;
- Reviews requests for inspections, coordinates inspections with other County agencies, i.e. Building Official, Planning and Zoning, and Health Department;
- Interprets applicable codes and model standards;
- Smoke detector install;
- Car seat check/install;
- Serve as a resource for volunteer fire and rescue officers;

- Perform all duties of a firefighter when required including directly engaging in operations to control fire and other life-threatening situations;
- Participate in emergency, EMS, and fire suppression activities when needed.

Quality Assurance / Quality Improvement (QA/QI) Specialist: In addition to Operational functions, Quality Assurance / Quality Improvement Specialists will perform the following:

- Oversee and manage quality assurance/quality improvement and associated management information systems, including the department's emergency incident reporting software, and provide staff with guidance and direction on data collection;
- Work hand in hand with the County IT Department to support field operations by managing configurations, settings, updates, and maintenance on the department's mobile computing equipment, as well as accessories and vehicle mounting hardware;
- Troubleshooting and providing appropriate assistance to department staff on a variety of computer issues to include offering technical support via phone, email and at stations;
- Work directly with the IT Department in researching, testing, and recommending to the Operations Deputy Chief and Fire Chief new mobile computing equipment, software and hardware;
- Serve as the Department liaison with State Agencies and vendor contractors to ensure reporting systems are in compliance with State and Federal reporting regulations;
- Oversee and manage the Frederick County Fire and Rescue system's overall quality assurance/quality improvement program to ensure emergency medical care is delivered in a competent and compassionate manner;
- Prepare long-term plans for continued development and integration of a continuous quality management program;
- Work in conjunction with the Revenue Recovery Program to ensure incident reporting systems are properly capturing patient care and insurance information, while maintaining privacy of protected health information;
- Assist with the resolution of operational problems or difficult cases among providers and other parties involved;
- Assist with the investigation of clinical care and customer service complaints and inquiries;
- Provide appropriate follow up information and recommends the development of remedial education and related products or activities as necessary;
- Translate annual QA/QI findings into recommendations to improve EMS delivery through training and other mechanisms and makes recommendations for quality improvement through new or enhanced EMS equipment and supplies;
- Work collectively with the organization to ensure positive relations with both internal and external customers, to include department personnel, volunteers, other County staff, and the emergency medical community in Frederick County;
- Serve as a resource for volunteer fire and rescue officers;
- Perform all duties of a firefighter when required including directly engaging in operations to control fire and other life-threatening situations;
- Participate in emergency, EMS, and fire suppression activities when needed.

Job Requirements:

Education: High School Diploma/GED and a valid and appropriate driver's license. Specialists must possess valid and appropriate certificates, including: Virginia/NFPA Firefighter I and II, Virginia Hazardous Materials Awareness, Virginia Hazardous Materials Operations, Virginia Emergency Vehicle Operator, Virginia Driver/Operator - Pumper, Virginia/NFPA Fire Instructor I, and Virginia Emergency Medical Technician or higher. They must meet NIMS ICS 100 and 200 certification requirements. Certificates must be available and recognized by the Commonwealth of Virginia.

Training Division Specialist:

To qualify as a Specialist in the Training Division, the following certifications are needed in addition to the general education requirements:

Fire Suppression Training:

- VDFP Firefighter Level I and II Instructor Train-The-Trainer

- VDFP Mayday! Firefighter Down! Instructor Train-The-Trainer
- VDEM Hazardous Materials Awareness and Operations Instructor Train-The-Trainer
- VDFP Emergency Vehicle Operator's Course Instructor Train-The-Trainer

Emergency Medical Services Training:

- AHA Basic Life Support For The Healthcare Provider C.P.R. Instructor Train-The-Trainer
- AHA Advanced Cardiac Life Support (ACLS) Instructor Train-The-Trainer
- International Trauma Life Support (ITLS) Instructor Train-The-Trainer
- AGS Geriatric Education For Emergency Medical Services (GEMS) Instructor Train-The-Trainer
- AAP Pediatric Education For Pre-Hospital Professionals (PEPP) Instructor Train-The-Trainer

Training Lieutenants must maintain these necessary certifications through continued instruction in the respective courses every two (2) years.

Life Safety Division / Assistant Fire Marshal Specialist:

To qualify as a Specialist in the Life Safety Division / Fire Marshal's Office, the following certifications are needed in addition to the general education requirements:

- VFMA Fire Inspector I and II - NFPA 1031
- DHCD Building Code Academy Core Class for Fire Officials
- VFMA Fire Investigator - NFPA 1033
- VFMA Law Enforcement or DCJS Law Enforcement
- Range Qualifications for Law Enforcement

Assistant Fire Marshal Specialists must maintain these necessary certifications by attending seventy two (72) hours of training every two (2) years.

Life Safety Division Specialist / Fire Inspector:

To qualify as a Specialist/Fire Inspector in the Life Safety Division / Fire Marshal's Office, the following certifications are needed in addition to the general education requirements:

- VFMA Fire Inspector I and II - NFPA 1031
- DHCD Building Code Academy Core Class for Fire Officials

Quality Assurance / Quality Improvement Specialist:

To qualify as a Quality Assurance / Quality Improvement Specialist, the following certifications are needed in addition to the general education requirements:

- Nationally Registered Paramedic or Virginia State Intermediate or Paramedic certification
- Certified Ambulance Coder (NAAC)
- Two years' experience in managing and overseeing QA/QI programs, pre-hospital EMS experience in a combination fire/rescue system;
- Knowledge and familiarity with ImageTrend RMS (V2) and (V3) Elite platforms, NEMSIS, Virginia EMS Validation requirements and the ability to update coding in reporting system to maintain compliance
- Knowledge and experience in the operation and use of PCs and the ability to setup and install hardware and software, and diagnosis and repair PCs and other equipment both remotely and at station locations is required.

NOTE Personnel certified at the AEMT, Intermediate, or Paramedic levels are eligible for ALS Incentive Pay if all requirements listed in the Professional Development Program are met.

Experience: Four (4) years work within the Frederick County Fire and Rescue Department (minimum two (2) year as a Technician) and satisfactory performance evaluations for the previous two (2) years.

Knowledge/Skills: Specialists shall have the ability to read and comprehend written documents including, but not limited to, technical reports, textbooks, policies, and regulations. He/she shall be able to communicate effectively both verbally and in writing. He/she shall be proficient in the principles and practices of emergency medical services (EMS), rescue, fire prevention, fire suppression, and mitigation of hazardous materials incidents (Operations level). He/she shall be familiar with the operation of fire and rescue equipment utilized by the department.

The Specialist will complete required continuous education requirements to maintain certifications qualifying him/her for the position (Driver Operator, Advanced EMT or above, Hazardous Materials

Technician or Specialist).

The Specialist shall have the ability to utilize formal knowledge, personal experience, and decision making techniques to initiate an action plan to mitigate an emergency incident. He/she shall have the ability to remain calm under stressful situations and perform rationally.

The Specialist shall be proficient in the operation of fire apparatus including inspection and basic maintenance of the apparatus. He/she shall be familiar with the response area assigned and target hazards located there.

The Specialist shall understand and comply with rules and policies of the Department and Frederick County. Equipment essential to do the Job: Fire, Rescue, and Hazardous Materials Apparatus (Pumpers, Aerial Devices, Specialized Apparatus, EMS Vehicles) Ladders, Fire Hoses, Nozzles, Defibrillators, SCBA, PPE, Compressors, Power Equipment, Computers and various communications and office equipment.

Working Conditions:

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Requires considerable physical effort working continuously with average and frequently with heavy weights. Performs long periods of physical exertion including, but not limited to, climbing, balancing, flexing, stooping, kneeling, crouching, walking, running, jumping, crawling, lifting, pushing, and hoisting. Includes performing work on uneven and potentially slippery surfaces and with varying degrees of light. Operates under stressful conditions.

Work is performed in various environmental conditions including work inside and outside and in very cold to extremely hot conditions.

Supervisory Responsibilities:

Number of Employees Supervised: 0-2

Number of Subordinate Supervisors Reporting to Job: 0

Approvals:

Department Director:

Date:

HR Director:

Date:

Finance Director:

Date:

County Administrator:

Date:

Board of Supervisors Approval:

Date:

**FREDERICK COUNTY
PUBLIC SAFETY COMMITTEE**

A meeting of the Public Safety Committee was held on Thursday August 17, 2017 at 8:30 a.m. at the Frederick County Public Safety Building, 1080 Coverstone Drive, Winchester, VA.

Committee members present were: Committee Chairman Gene Fisher, Gary Lofton, Walter Cunningham, Helen Lake and Chuck Torpy. Member Blaine Dunn was not present. Also in attendance were Fire & Rescue Chief Denny Linaburg, Major Steve Hawkins, Assistant County Attorney Erin Swisshelm, Fire & Rescue Association President Dan Cunningham, Deputy County Administrator for Human Services Jay Tibbs, Sheriff Lenny Millholland, Fire Marshal Jay Bauserman and Deputy Director of Emergency Management Chester Lauck. The following items were discussed:

*****Item Not Requiring Action*****

1. Fire & Rescue QA/QI Specialist position request (see attached):

Chief Linaburg discussed the need for a fulltime QA/QI position who would be tasked with maintaining data and reports that are necessary for the EMS licensing and operations. He stated that the technology and reporting requirements change often and a fulltime person, from the field who has knowledge of the department, is needed to keep the system current and compliant. Chief Linaburg stated that right now, there is a career firefighter that has been doing this work part time and the demands as of late are intensifying thus a reassignment of him to fulltime QA status is needed. Missi Neal, Administrative Assistant in the Fire & Rescue department stated that the department is just seeking the position and not the funding.

Mr. Torpy made a motion to forward this request to the Human Resources Committee with a recommendation of approval of the position. Ms. Lake and Mr. Cunningham seconded the motion and the majority of the Committee concurred. Mr. Lofton voted against the motion.

2. Fire & Rescue service study update:

Chief Linaburg briefly updated the Committee on the status of the Fire and Rescue study. The process is about 60% complete and staff and the Committee will be meeting with the Fitch Corp on August 30th.

3. Sheriff's Office:

Sheriff Millholland shared with the Committee his departmental needs for additional staffing in a number of different divisions, including the Criminal Investigation Division (CID). He shared with the Committee the various areas that the investigators work and the need to acquire 2 more investigators out of the patrol division to work CID. Sheriff Millholland is seeking direction from the Committee on proceeding with his request.

Chairman Fisher requested that the Public Safety Committee meet next month where Sheriff Millholland will present more detailed information on his departments staffing needs.

4. Other Business:

Dan Cunningham, President of Fire & Rescue Association, mentioned that on September 1, a revised standard operating procedure based upon the Fair Labor Standards Act will be enforced. The FLSA provision prevents Frederick County career firefighters from volunteering operationally at Frederick County fire stations.

At the previous Public Safety Committee meeting on June 15, 2017, Walt Cunningham brought up the need for an additional thoroughfare at the Blue Ridge Mobile Home Park off of Berryville Pike. A few months back, the mobile home park suffered extensive storm damage to trailers and trees down across their only roadway thus denying access for rescue equipment and deputies to respond in a timely fashion. He mentioned that there should be consideration for adding an additional access point to this residential area.

Next Meeting: Thursday September 21, 2017

Adjourn: 09:40 a.m.

Respectfully submitted by,

Stefanie Salvato

Stefanie Salvato, Secretary
Frederick County Department of Public Safety Communications

cc: Members
Guests



COUNTY OF FREDERICK

Information Technologies
(540) 665-5614

MEMORANDUM

To: Human Resources Committee
From: Scott Varner, IT Director
CC: Kris Tierney, Interim County Administrator
Subject: Fire and Rescue QA/QI Position Request
Date: August 23, 2017

This memorandum is in support of the Frederick County Fire and Rescue request for a Quality Assurance and Improvement position. Currently, IT staff work closely with a current employee of the Fire and Rescue Department in support of the technology needs of our safety personnel. Having a subject matter expert (SME) in the use of software and hardware specific to the job of Fire and Rescue has been invaluable in support of the department. This SME handles Tier 1 support for field and office personnel on the products specific to Fire and Rescue to include ImageTrend, Active 911, and the field tablets used on the various Fire and Rescue apparatus. Having someone deeply knowledgeable about how Fire and Rescue use these various products allows for more timely troubleshooting of critical equipment. Additionally, the SME helps to organize and implement roll outs of software and operating system upgrades to ensure that critical response is not affected during these enhancements. In the coming fiscal year, Fire and Rescue will go through the PC Replacement process. IT staff will work closely with this position to ensure a timely and smooth roll out of replacement machines and it will be critical that this position be involved to not only help with the scheduling of the project, but to thoroughly test that the equipment is operating up to standards.

With the growth and dependency on technology in the public safety field, reporting has become more important and time consuming than ever. Having a position that includes a focus on reports, data security, and compliance with state and federal guidelines will only strengthen the organization and avoid regulatory issues. I anticipate, if the position is granted, that the IT Department will work closely with the QA/QI position to improve and maintain the systems necessary to support the critical mission of the Fire and Rescue Department.

Sincerely,

Scott Varner
County of Frederick
Director of IT and MIS

107 North Kent Street, Winchester, Virginia 22601-5039

svarner@fcva.us