



COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

1080 Coverstone Dr. Winchester, VA 22602

540-665-6356

LeeAnna Pyles
Director

FREDERICK COUNTY
PUBLIC SAFETY COMMITTEE
AGENDA

February 21, 2019

8:30 A.M.

Fire & Rescue conference room – 2nd floor

Public Safety Building

1080 Coverstone Dr., Winchester, Virginia

Call to Order: Thursday February 21, 2019 at 8:30 a.m.

Agenda Items:

- 1. Update on traffic control reimbursement policy from August Public Safety Committee meeting – Sheriff Millholland (see attached x3) ***note: the attachment “memoSS” highlights the 8/16/18 PSC meeting. All associated attachments herein have been distributed previously.***
- 2. Proposed expansion to Fire Prevention Code fee schedule – Deputy Chief/Fire Marshal Jay Bauserman (see attached x2)**
- 3. Chapter 90 and Chapter 158 Ordinance revisions – Rod Williams (see attached x4)**
- 4. Discussion of Grant monies for 2 new School Resource Officer (SRO) positions – Sheriff Millholland**
- 5. Proposed Emergency Response Performance Guide – Chief Linaburg (see attached)**

New Business:

Next Meeting Date: April 18th



COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

1080 Coverstone Dr, Winchester, VA 22602

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LeeAnna Pyles,
Director of Public Safety

MEMORANDUM

TO: Public Safety Committee Members and Guests

FROM: Stefanie

DATE: February 14, 2019

REF: Sheriff's Office reimbursement policy discussion from August meeting

The following is an excerpt from the Public Safety Committee meeting that was held on August 16, 2018 in which Sheriff Millholland discussed the following:

2. Traffic Control reimbursement policy discussion (see attached):

Per action at the June Finance Committee meeting, Sheriff Millholland was asked to work with the Public Safety Committee to develop a policy for the provision of traffic control/enforcement for private organizations (e.g.: churches, SU football games, traffic light fixes, etc) that request this service. He advised that requestors currently sign a contract and are billed \$50/hr. This fee is used to cover the overtime incurred by the deputies providing this service for the event. The Finance Committee requested the Sheriff bring the topic of a policy creation to the Public Safety Committee as there is currently no official County policy governing this service. It was noted that concerns related to potential costs incurred relative to the Line of Duty Act should a deputy be hurt while performing this service. Mr. Tibbs suggested contacting surrounding jurisdictions to see if they have implemented a similar policy which could be used to begin drafting our own policy. The Sheriff showed the Committee a copy of the contract currently being used and stated that it is a product of many localities and Frederick County combined.

Chairman Wells requested Sheriff Millholland distribute a copy of the current contract document and to submit a policy draft prior to the next meeting, so the Public Safety Committee members can review it and bring any comments and questions into discussion at that time.

This topic was referred to the Public Safety Committee by the Finance Committee in July to determine the need for a policy.

Lenny Millholland

From: Chris Carey <CCarey@riskprograms.com>
Sent: Monday, August 20, 2018 4:33 PM
To: Lenny Millholland
Subject: Off-duty Employment
Attachments: OFF-DUTY Approval Form.doc; OFF-DUTY Employment-Sheriff.doc

Sheriff Millholland:

It was nice speaking with you today. VACORP allows each Sheriff to determine the best manner to handle off-duty employment. There are two methods to handle this circumstance:

1. Employer Model – This is where all off duty employment is contracted and billed through the Sheriff's Office and/or County. The deputy is acting as an employee and all coverage and benefits are handled/provided through the County.
2. Contractor Model – This is where the Sheriff provides a directive of approved activities and all of it is handled externally from the Employer.

I have provided a sample guideline on the issue. Although we do not dictate to the Sheriff the manner in which this should be handled, we do always recommend the Employer model. We believe this is in the best interest of the Employer and Employee in properly managing work related injuries and possible Line of Duty Act benefits. I believe this is the manner in which Frederick County manages off-duty employment and we would not recommend any changes.

If you have any additional questions, please let me know. Thanks.

Chris J Carey
Administrator
VACoRP
1315 Franklin Rd., SW
Roanoke, VA 24016
Phone: 1888-822-6772
Fax: 540-345-5330


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Frederick County Sheriff's Office

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting



Series PER	Number 203	Effective Date 01-01-16	Review Date 01-01-20	Reviewing Office Sheriff
Subject Extra-Duty/Off-Duty Employment				<input checked="" type="checkbox"/> New Order <input type="checkbox"/> Amends <input type="checkbox"/> Replaces
References PER.04.01 PER.04.02				
 <hr/> Sheriff			<hr/> 01-01-16 Date	

I. PURPOSE

To provide policy governing extra-duty/off-duty employment for employees of the Frederick County Sheriff's Office.

II. POLICY

The Sheriff must ensure the continued efficiency and effectiveness of the Sheriff's Office while simultaneously reducing or eliminating conflicts of interest. To this end, the Sheriff shall manage according to whatever reasonable controls he deems necessary to restrict or regulate the conduct of employees. It is the policy of the Sheriff's Office, therefore, to prohibit extra-duty/off-duty employment of employees when it may impair efficiency or conflict with their duties and responsibilities.

III. DEFINITIONS

A. Employment

Any work performed or services provided for compensation, including self-employment.

B. Law Enforcement Related Employment

Employment by Sheriff's Office personnel that may require the use of their law enforcement powers, which have been granted by the Commonwealth of Virginia/Frederick County Sheriff's Office.

C. Probationary Period

That period of time measured by one calendar year beginning with the date of employment. (Within the Sheriff's Office, the probationary period is for the purpose of evaluating an employee's abilities and aptitude for the assigned work and does not imply tenure.)

D. Non Law Enforcement Related Off-Duty Employment

This employment shall not constitute a conflict of interest with the Sheriff's Office. A conflict of interest is determined by the Sheriff and shall include any activity inconsistent, incompatible, or in conflict with the duties, functions, or responsibilities of law enforcement employment.

E. Off-Duty (Secondary) Employment

Any employment for an entity where the employee formally accepts a position, (including self-employment/own business), where the employee works a weekly scheduled time period, and where the employee intends to remain in this position for an extended time period. Off-Duty employment does require the employee to submit a Request For Off-Duty Employment form to the Sheriff for approval.

F. Extra-Duty Employment

Any employment by an employee for a service that was submitted and approved through the Sheriff's Office administration requesting personnel for a short time period and a specific service, i.e. security for a specific event. Extra-Duty employment is sporadic and does not require the employee to submit a Request for Off-Duty Employment form.

IV. PROCEDURES

A. Law Enforcement Related Extra-Duty Employment

1. Law enforcement related extra-duty employment shall not exceed 16-hours per day, including on-duty time; e.g., an employee working a 10-hour work day may work six hours extra-duty employment on the same day and an employee on a day off may

work 16-hours. (This policy does not restrict the amount of time worked by an employee on-duty for the Sheriff's Office.)

- a. For the purpose of computing the allowable work time per day, court time shall constitute on-duty time.
2. Law enforcement related extra-duty temporary employment is restricted to the Frederick County/Winchester City limits. Deputies may perform law enforcement duties beyond the county's boundaries if working in conjunction with another jurisdiction's regular law enforcement agency and after having been duly sworn as a law enforcement officer in that jurisdiction.
3. The minimum salary required for deputies employed in a law enforcement related extra-duty temporary capacity must be at least equal to the over-time pay rate for a newly employed deputy.
4. Serving as an employment agent and receiving compensation for procurement of law enforcement related temporary jobs for other Sheriff's Office employees is prohibited. This does not prohibit supervisors/SROs from requesting personnel to work assignments that have been approved by the Sheriff or his designee.
5. No employee shall at anytime solicit any person or business for the purpose of gaining law enforcement related extra-duty temporary employment.
6. Except for public school security activities, which have the Sheriff's standing approval, and other temporary employment specifically authorized by the Sheriff or his designee, the following regulations apply:
 - a. The sheriff may approve or disapprove the wearing of the Sheriff's Office uniform while engaging in extra-duty employment.
 - b. The sheriff may approve or disapprove the use of county-owned vehicles, radio, or other equipment while engaging in extra-duty employment.
7. Deputies, while engaged in law enforcement related extra-duty temporary employment, will adhere to Sheriff's Office policy and be subject to the orders of the on-duty Sheriff's Office supervisor.
8. A deputy may be prohibited from working law enforcement extra-duty temporary employment for the following reasons:

- a. The deputy's on-duty performance is affected by working the extra-duty hours;
 - b. The deputy does not satisfactory perform the extra-duty assignment;
 - c. The deputy has received disciplinary action from the Sheriff's Office.
9. The Sheriff may designate a coordinator for law enforcement related extra-duty temporary employment for the Sheriff's Office. They will monitor policy compliance, maintain records, and review the process annually.

B. Non-Law Enforcement Off-Duty Employment

Section A1 above regarding hours worked during extra-duty employment, also applies to non-law enforcement off-duty employment. The following are jobs, which the Sheriff deems unacceptable, and permission to engage in secondary employment in these areas will be denied.

1. Jobs at establishments where alcoholic beverages are sold for consumption on the premises (bartenders, bouncers, etc.).
2. Deputies and employees are prohibited from employment by any firm connected with the following:
 - a. Towing or storage of vehicles;
 - b. Bill/debt collector;
 - c. Bodyguard;
 - d. Private investigator;
 - f. Process server;
 - g. Taxi cab driver.

C. Law Enforcement Off-Duty Employment

It is the policy of the Frederick County Sheriff's Office not to allow law enforcement off-duty employment with any other law enforcement agency as a sworn law enforcement officer. This policy does not prohibit Sheriff's Office employees' from being sworn in other jurisdictions for

temporary extra-duty law enforcement employment, nor does it prohibit them from being members of joint law enforcement task forces.

D. Arrests

Any arrests made, or summonses issued, while engaged in law enforcement related extra-duty employment would follow the procedures set forth in ADM-105.

E. Law Enforcement Related Extra-Duty Employment

1. Whenever a request is received for law enforcement extra-duty employment, the following information shall be obtained:
 - a. The precise nature of the work to be performed;
 - b. The hours or schedule for the task;
 - c. The equipment the employee(s) will need;
 - d. The contact persons phone number/address.
2. The Sheriff or his designee will make the final decision to approve/disapprove all requests for law enforcement related extra-duty employment.

E. Sheriff's Office Liability

1. Any approved law enforcement related extra-duty temporary employment is considered work related and all of the benefits provided to on-duty Sheriff's Office personnel would be provided to personnel working these assignments.
2. The Sheriff's Office shall not be responsible for any civil liability relating to any incident that occurred from secondary employment, nor will Sheriff's Office workman's compensation be provided to personnel injured while working any secondary employment.

F. Off-Duty employment requirements

1. Employees must submit a written (Request for Secondary Employment) request to the Sheriff through the chain of command when requesting permission to obtain secondary employment or to start their own business. The completed request shall be filed in the employee's personnel file.

2. Deputies shall submit a letter to the Sheriff advising of their resignation or termination from their secondary employment within 14 days of the resignation/termination. The letter will be attached to the original request form and filed in the employee's personnel file.
3. If a Sheriff's Office employee is terminated from his/her secondary employment, it shall be the right of the Sheriff's Office to ascertain the reason. If the reason is such as to have brought reproach upon the Sheriff's Office, then disciplinary action may also be taken by the Sheriff's Office.
4. Any action by the secondary employer or Sheriff's Office employee while employed by the secondary employee that conflicts with the Sheriff's Office rules of conduct, the law enforcement code of ethics, or this policy, will result in the revocation of the secondary employment request.
5. The Sheriff may revoke permission to work secondary employment anytime the secondary employment affects the Sheriff's Office employee's job performance, or anytime the Sheriff's Office employee receives disciplinary action.
6. Sheriff's Office employees may not be allowed secondary employment during their probationary period. This may not apply to experienced newly hired deputies.
7. The Sheriff may designate a coordinator for off-duty employment for the Sheriff's Office. They will monitor policy compliance, maintain records, and review the process annually.

Frederick County Sheriff's Office



1080 Coverstone Drive
Winchester, Virginia 22602

Office (540) 662-6168
Fax (540) 504-6400

AGREEMENT FOR OFF DUTY DEPUTY CONTROL SERVICES

This Overtime Sheriff Services Agreement ("Agreement") is entered into between the Frederick County sheriff's Office ("**Sheriff's Office**") and _____, ("**Requestor**" – group requesting services). Collectively, these entities are referred to as the Parties.

1. Scope. The requester agrees, in consideration for the Sheriff's Office supplying Sheriff's Deputies (Deputies) for services, to comply with the requirements of this agreement.

2. Information:

Name of organization: _____

Address: _____

Contact person: _____

Telephone number: _____

Email Address: _____

3. Requested services:

Number of Deputies requested _____

Schedule of requested services (day/time):

4. Refusal of Dates: The Sheriff's Office reserves the right to refuse dates and/or time for services should those dates create staffing or other administrative or public safety concerns.

5. Staffing requirements: The requestor agrees to request an adequate number of Deputies for security control needs. Unless modified by agreement of the parties, there shall be enough Law Enforcement Personnel to handle the event.
6. Payment Schedule/Billing/Penalties: The requester will be assessed an hourly fee for the traffic control services provided by the Sheriff's Office. That fee shall be \$_____/hr. per Deputy. The requester will bill for a minimum of one hour for services. Increments of time for billing purposes shall be rounded up to the next full hour.
The requester will be invoiced for Sheriff's Office services. Any payment not received by the Sheriff's Office within thirty (30) days of the invoice date is delinquent and may be subject to collection action.
7. Deputies are Sheriff's Office Employees: The Deputies assigned to services under this Agreement remain employees of the Sheriff's Office during the performance of duties. As a result, the Deputies are under the full managerial control of the Sheriff's Office, and not subject to the managerial control by the requester.
8. Emergency Activation: All Deputies, pursuant to this Agreement are subject to mobilization to another location by the Sheriff or his designee in the event of an emergency or pursuant to bona fide staffing needs of the Sheriff's Office. Should a Deputy be mobilized to another location by the Sheriff's Office, the requester will only be billed for the time the Deputy worked pursuant to this Agreement, rounded up to the nearest hour. The requester is not eligible for any other damages should the Deputies on site be mobilized to another location.
9. Non-Interference with Police Action or Prosecution: Should any incident occurring during an event under this Agreement require police action or prosecution, the requester will not interfere and/or attempt to influence decisions or actions made by the Deputy or Deputies. The requester will cooperate fully with the Sheriff's Office in investigation of any such incident.
10. Effective Date/Expiration: This agreement is effective when executed by both Parties and shall remain in effect for one (1) year, unless terminated earlier as provided herein.
11. Cancellation by Sheriff's Office: The Sheriff's Office may terminate this agreement when it deems that doing so is reasonably necessary or appropriate. The Sheriff's will provide the requester with _____ days' written notice of the termination of the Agreement.
12. Cancellation by the Requester: The Requester may cancel or terminate services under this Agreement, provided that the Requester provides the Sheriff's Office with _____ days' written notice of the termination.
13. Non-Assignable/Subcontract: The Requester may not assign or subcontract services under this Agreement.
14. Jurisdiction: This Agreement shall be governed, construed and interpreted by the Laws of the State of Virginia. Any action arising out of or related to this Agreement shall be brought in Frederick County, Virginia.

15. Third Party Rights: This Agreement is intended to be solely between the Parties. No part of this Agreement shall be construed to add, supplement, or amend existing rights, benefits, or privileges of any third party or parties.
16. No Waiver: The Failure of either Party to enforce any provisions of this Agreement or to require performance of the other Party of any provision(s) shall not be construed to be a waiver of such provisions, nor shall it affect the validity of this Agreement or any part thereof, or the rights of either Party to enforce any provision.
17. Complete Agreement: This Agreement constitutes the entire agreement of the parties relating to the services provided to the Requester by the Sheriff's Office. This Agreement supersedes all prior communications, contracts, or agreements between the parties with respect to the same.
18. Authorizations/Signature: The person signing this Agreement represents the Requestor and has authorization to execute this agreement on behalf of the Requestor for whom they sign. The signature executing this Agreement may be an original signature, or an original signature that has been replicated by photocopy, electronic means, or facsimile.

Frederick County Sheriff's Office

Authorized Requester

Lenny Millholland
Sheriff

Signature

Print Name

Date

Date



OFFICE OF THE FIRE MARSHAL

John J. Bauserman
Deputy Chief/Fire Marshal
Life Safety Division

M E M O R A N D U M

1080 Coverstone Drive
Winchester, VA 22602

TO: Chairman Robert Wells, Public Safety Committee

FROM: John J. Bauserman, Deputy Chief/Fire Marshal, Life Safety Division

SUBJECT: Proposed Expansion to the Frederick County Fire Prevention Code Fee Schedule

DATE: February 14, 2019

The Fire Marshal's Office is seeking approval to expand the current fee schedule to offset the cost of conducting inspections and permitting. In accordance with Section 27-97 of the Code of Virginia, the Frederick County Board of Supervisors adopted the Statewide Fire Prevention Code as the Frederick County Fire Prevention Code (FCFPC) in June of 2012. This code allows the Frederick County Fire Marshal's Office to establish a life safety/fire prevention fee schedule.

Per the Frederick County Fire Prevention Code **Section 107.10 Local fees** ...*fees may be levied by the local governing body in order to defray the cost of enforcement and appeals under the FCFPC.*

The primary focus of inspections that the Fire Marshal's Office currently conducts are concentrated towards businesses that are required to have an annual fire inspection to maintain compliance with state or federal agencies. Examples would be nursing homes, daycares, and public/private schools. We also do inspections on large life hazard occupancies, to include hotels, motels, and restaurants. While all these inspections are important, there is a need to expand our inspection services to include **all** commercial businesses in Frederick County promoting the overall safety to our residents, visitors and firefighters.

Please reference the attached document for a detailed informational breakdown of the proposed process and associated fees.

Procedure & Fees

Presented by Frederick County Fire Marshal's Office



Introduction

- In 2012 Frederick County Board of Supervisor adopted the Virginia Statewide Fire Prevention Code and all future amendments in its entirety and renamed it the Frederick County Fire Prevention Code (per VA State Statute 27-97).
- With the adoption it allowed the Frederick County Fire Marshal's Office to conduct annual life safety inspections (106.3 Inspections) and issue operational permits (section 107 Permits And Fees).
- Also that adoption allows Frederick County to levy fees for those inspections (107.10 Local fees).

§ 27-97. Adoption of Fire Prevention Code. The Board of Housing and Community Development is hereby empowered to adopt and promulgate a Statewide Fire Prevention Code which shall be cooperatively developed with the Fire Services Board pursuant to procedures agreed to by the two Boards. The Fire Prevention Code shall prescribe regulations to be complied with for the protection of life and property from the hazards of fire or explosion and for the handling, storage, sale and use of fireworks, explosives or blasting agents, and shall provide for the administration and enforcement of such regulations. The Fire Prevention Code shall require manufacturers of fireworks or explosives, as defined in the Code, to register and report information concerning their manufacturing facilities and methods of operation within the Commonwealth in accordance with regulations adopted by the Board. In addition to conducting criminal background checks pursuant to § 27-97.2, the Board shall also establish regulations for obtaining permits for the manufacturing, storage, handling, use, or sales of fireworks or explosives. In the enforcement of such regulations, the enforcing agency may issue annual permits for such activities to any state regulated public utility. Such permits shall not apply to the storage, handling, or use of explosives or blasting agents pursuant to the provisions of Title 45.1.

The Fire Prevention Code shall prohibit any person, firm, or corporation from transporting, manufacturing, storing, selling, offering for sale, exposing for sale, or buying, using, igniting, or exploding any fireworks except for those persons, firms, or corporations that manufacture, store, market and distribute fireworks for the sole purpose of fireworks displays permitted by an enforcement agency or by any locality.

The Fire Prevention Code shall supersede fire prevention regulations heretofore adopted by local governments or other political subdivisions. Local governments are hereby empowered to adopt fire prevention regulations that are more restrictive or more extensive in scope than the Fire Prevention Code provided such regulations do not affect the manner of construction, or materials to be used in the erection, alteration, repair, or use of a building or structure, including the voluntary installation of smoke alarms and regulation and inspections thereof in commercial buildings where such smoke alarms are not required under the provisions of the Code. The Fire Prevention Code shall prohibit any person not certified by the State Fire Marshal's Office as a fireworks operator or pyrotechnician to design, set up, or conduct or supervise the design, setup, or conducting of any fireworks display, either inside a building or structure or outdoors and shall require that at least one person holding a valid certification is present at the site where the fireworks display is being conducted. Certification shall not be required for the design, storage, sale, use, conduct, transportation, and set up of permissible fireworks or the supervision thereof or in connection with any fireworks display conducted by a volunteer fire department provided one member of the volunteer fire department holds a valid certification.

In formulating the Fire Prevention Code, the Board shall have due regard for generally accepted standards as recommended by nationally recognized organizations including, but not limited to, standards of the International Code Council, the National Fire Protection Association, and recognized organizations issuing standards for the protection of the public from the hazards of explosives and blasting agents. Such standards shall be based on the companion document to the model building code referenced by the Uniform Statewide Building Code.

The Fire Prevention Code shall require that buildings constructed prior to 1973 be maintained in accordance with state fire and public building regulations in effect prior to March 31, 1986, and that any building which is (i) more than 75 feet or more than six stories high and (ii) used, in whole or in part, as a dormitory to house students by any public or private institution of higher education shall be required to comply with the provisions of § 36-99.3. The Fire Prevention Code shall also require annual fire drills in all buildings having floors used for human occupancy located more than 75 feet above the lowest level of fire department vehicle access. The drills shall be conducted by building staff personnel or the owner of the building in accordance with a plan approved by the appropriate fire official and shall not affect other current occupants. The Board

may modify, amend or repeal any Code provisions as the public interest requires. Any such Code changes shall be developed in cooperation with the Fire Services Board pursuant to procedures agreed to by the two Boards.

106.3 Inspections. The fire official is authorized to conduct such inspections as are deemed necessary to determine the extent of compliance with the provisions of this code and to approve reports of inspection by approved agencies or individuals in accordance with the fire official's written policy. All reports of such inspections by approved agencies or individuals shall be prepared and submitted in writing for review and approval. Inspection reports shall be certified by a responsible officer of such approved agency or by the responsible individual. The fire official is authorized to engage such expert opinion as deemed necessary to report upon unusual, detailed or complex technical issues in accordance with local policies.

107.10 Local fees. In accordance with § 27-98 of the Code of Virginia, fees may be levied by the local governing body in order to defray the cost of enforcement and appeals under the SFPC. However, for the city of Chesapeake no fee charged for the inspection of any place of religious worship designated as Assembly Group A-3 shall exceed \$50. For purposes of this section, "defray the cost" may include the fair and reasonable costs incurred for such enforcement during normal business hours but shall not include overtime costs, unless conducted outside of the normal working hours established by the locality. A schedule of such costs shall be adopted by the local governing body in a local ordinance. A locality shall not charge an overtime rate for inspections conducted during the normal business hours established by the locality. Nothing herein shall be construed to prohibit a private entity from conducting such inspections, provided the private entity has been approved to perform such inspections in accordance with the written policy of the fire official for the locality.

Introduction (Cont.)

- The code allows Frederick County to establish a fee schedule and how we are to base those fees. The Fire Marshal has chosen to use square footage which will mirror what the Building Official's Office is currently doing (107.13 Fee Schedule).
- We have consulted with the County Attorney to address any concerns or questions that may come up as a result of implementing these fees.

107.13 Fee schedule. The local governing body may establish a fee schedule. The schedule shall incorporate unit rates, which may be based on square footage, cubic footage, estimated cost of inspection or other appropriate criteria.

The Process

- Step 1 - Notify the commercial businesses via radio, newspaper, social media, email and mass mailing.
- Step 2 - A Life Safety application will be sent out and shall be returned within 30 days of receipt.
- Step 3 - Upon return of the Life Safety application, information will be entered into Code Pal to generate an invoice to be sent out. Payment will be required within 30 days.

The Process (Cont.)

- Step 4 - A Life Safety inspection will then be scheduled and conducted on that business.
- Step 5 - If violations are noted then a re-inspection(s) will be scheduled at a later time based on the severity of the violation.
- Step 6 - After a second re-inspection, if the business still fails or refuses to make repairs then a summons will be issued to start criminal proceedings as warranted.

Life Safety Inspection Fees (107.13 fee schedule)

- \$100 - Businesses up to 12,000 sq. ft
- \$200 - Businesses 12,001 sq. ft - 100,000 sq. ft
- \$300 - Businesses 100,001 sq. ft - 250,000 sq. ft
- \$400 - Businesses 250,001 sq. ft and above

- Re-inspections fees shall be half the original assessed cost.

- Inspections being conducted on County owned buildings shall be exempt from fees.

107.13 Fee schedule. The local governing body may establish a fee schedule. The schedule shall incorporate unit rates, which may be based on square footage, cubic footage, estimated cost of inspection or other appropriate criteria.

Operational Permits and Fees

(section 108 operational permits)

- The Fire Marshal's Office currently issue Operational Permits.
- Proposed fee changes:
 - Commercial Burning - \$100 per site
 - Commercial Blasting - \$200 per site
 - Explosive Storage - \$200 per magazine
 - Fireworks Outdoor Sales - \$200
 - Fireworks Retail Sales - \$200
 - Fireworks Aerial Displays - \$200
 - (new) Mobile Food Preparation Vehicles (Food Trucks) - \$100
 - (new) Tent(s) - \$100 per tent
- Re-inspection fees shall be half the initial assessed value per re-inspection.

Current operational permit fees:

Commercial Burning - \$25 per site
Commercial Blasting - \$15 per site
Explosive Storage - \$100 per magazine
Fireworks Outdoor Sales - \$0
Fireworks Retail Sales - \$0
Fireworks Aerial Displays - \$0

Section 108

OPERATIONAL PERMITS

108.1 General. Operational permits shall be in accordance with Section 108. The fire official may require notification prior to (i) activities involving the handling, storage or use of substances, materials or devices regulated by the SFPC; (ii) conducting processes which produce conditions hazardous to life or property; or (iii) establishing a place of assembly.

108.1.1 Permits required. Operational permits may be required by the fire official in accordance with Table 107.2. The fire official shall require operational permits for the manufacturing, storage, handling, use and sale of explosives. Issued permits shall be kept on the premises designated therein at all times and shall be readily available for

inspection by the fire official.

Exceptions:

1. Operational permits will not be required by the State Fire Marshal except for the manufacturing, storage, handling, use and sale of explosives in localities not enforcing the SFPC.
2. Operational permits will not be required for the manufacturing, storage, handling or use of explosives or blasting agents by the Virginia Department of State Police provided notification to the fire official is made annually by the Chief Arson Investigator listing all storage locations.

Cost Recovery and Start Up

- Based on operational permits, approximately 1400 businesses and projected re-inspections, the estimated recovery will be a minimum of \$250,000 after first year.
- The majority of the up front costs associated with implementing fees will be the following:
 - Code Pal Software - Approximately \$14,000 the first year
 - Part time employee - \$12 an hour, working approximately 27 hours a week

After Approval

- Hire part-time permit technician to issue permits, schedule inspections, subsequent data entry, and invoicing.
- Purchase Code Pal software. Several meetings have taken place with Code Pal and Treasurer's Office (AS-400) to confirm that Code Pal and AS-400 can seamlessly communicate with each other.
- Treasurer's Office will work with Fire Marshal's Office to build the AS-400 to work with Code Pal to meet our needs for inspections and billing (minimum of 90 days).
- Our goal for full implementation is January 2020.

Questions???

Thank You



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

540/722-8383
Fax 540/667-0370
E-mail rwillia@fcva.us

MEMORANDUM

TO: Public Safety Committee

FROM: Roderick B. Williams
County Attorney

DATE: February 14, 2019

RE: County Code Chapter 90, Article I – Fire Prevention and Protection, General Standards

The Fire & Rescue Department has prepared the attached draft revision of this Article of the County Code to reflect the most recent changes to the Virginia Statewide Fire Prevention Code (VSFPC). The draft would update the County's adoption of the VSFPC, add, delete, and update definitions as appropriate, update requirements relating to fire hydrants, and make provision for fire personnel-accessible key boxes for certain structures. If the Committee is favorably disposed to the draft, a recommendation to approve and action to forward the draft to the Code & Ordinance Committee would be appropriate.

Attachment

cc: Dennis Linaburg, Chief, Fire & Rescue Department
Jay Bauserman, Fire Marshal



ORDINANCE
_____, 2019

The Board of Supervisors of Frederick County, Virginia hereby ordains that Article I (General Standards) of Chapter 90 (Fire Prevention and Protection) of the Code of Frederick County, Virginia be, and the same hereby is, amended as follows (deletions are shown in ~~strike through~~ and additions are shown in **bold underline**):

ARTICLE I GENERAL STANDARDS

§ 90-1 Purpose; adoption of Statewide Fire Protection Code.

- A. The purpose of this chapter is to consolidate into one document the necessary requirements for the prevention or the minimizing of the loss of lives and property that may result from fire in Frederick County.
- B. The Virginia Statewide Fire Prevention Code (VSFPC), as set forth in § 27-94 et seq. of the Code of Virginia (1950, as amended), and as may be subsequently amended, shall be enforced in the County. Except as specifically modified by this chapter, all the provisions and requirements of the Statewide Fire Prevention Code are hereby adopted, mutatis mutandis, and made part of this chapter as if fully set forth and shall be known as the Frederick County Fire Prevention Code (**FCFPC**). No person within the County shall violate or fail, neglect or refuse to comply with any provision of the Frederick County Fire Prevention Code and in no event shall the penalty imposed for the violation of any provision or requirement adopted herein exceed the penalty imposed for a similar offense under such § 27-94 et seq. of the Code of Virginia (1950, as amended), and as may be subsequently amended.

§ 90-2 Administration, enforcement, and appointment of Fire Marshal; interpretation; applicability; appeals.

- A. There is hereby established in and for the County the position of Fire Marshal, who shall be responsible for the **administration and** enforcement of this chapter **and, in addition, such official shall have the powers outlined in Section 27-98.1 of the Code of Virginia.** ~~and the~~ **The** Board of Supervisors authorizes the appointment of such Fire Marshal as designated by the **Department System** Chief of the Frederick County Department of Fire and Rescue. The investigation

into the origin and cause of every fire and explosion occurring within the limits for which he/she is appointed, investigation and prosecution of all offenses involving hazardous materials, fires, fire bombings, bombings, attempts or threats to commit such offenses, false alarms relating to such offenses, possession and manufacture of explosive devices, substances, and fire bombs, and environmental crimes shall be the responsibility of the Fire Marshal, **and/or his/her a** designated representative, ~~the Assistant Fire Marshal, and legal counsel.~~

- B. The requirements in this chapter shall be administered and enforced by the Frederick County Fire Marshal or **his a** designated representative as referred to as the "Authority Having Jurisdiction."
- C. Subject to the provisions of Subsection E, the Fire Marshal or **his a** designated representative shall interpret this section, where necessary, and that interpretation shall be binding and final.
- D. This chapter shall apply to all matters affecting or relating to structures, processes and premises as set forth in Sections 101 and 102 of the ~~VSFPC~~ **(FCFPC)**, except that this chapter shall not apply within the boundaries of any incorporated town in the County **that has a duly appointed Fire Code Official.**
- E. Appeals concerning the administration, enforcement, interpretation, and/or application of this chapter by the Fire Marshal or **his/her a** designated representative shall first lie to the County Board of Building Code Appeals created under § 52-8 of this Code and then to the State Building Code Technical Review Board. Appeals hereunder to the County Board of Building Code Appeals shall be subject to the payment of the same fees as apply to appeals of matters involving the Virginia Uniform Statewide Building Code. Appeals from the application of the VSFPC by the State Fire Marshal shall be made directly to the State Building Code Technical Review Board as provided in § 36-108 et seq. of the Code of Virginia (1950, as amended), and as may be subsequently amended.

§ 90-3 Definitions and word usage.

- A. Definitions of words defined in this article are intended for use only with sections of this article. Definitions set forth in any document referenced by this article are intended for use only with that document only. Words not specifically defined in this article or other referenced documents shall be interpreted as being the ordinary usage of the word as set forth in the most recent edition of Webster's Third New International Dictionary of the English Language, Unabridged.
- B. As used in this article, the following terms shall have the meanings indicated:

APPROVED

Acceptable to the Frederick County Fire Marshal or ~~his~~ a designated representative.

~~ASSISTANT FIRE MARSHAL~~

~~A sworn law enforcement officer to serve as the Fire Marshal's designated representative.~~

~~AUTOMATIC FIRE EXTINGUISHING SYSTEM~~

~~Any system which is designed and installed to detect a fire and subsequently discharge an extinguishing agent without human activation or direction.~~

CURB CUT

Reduced curb height to facilitate vehicle passage over or across a curb. A curb cut can be an abrupt reduction or may be a tapering reduction for the length of the curb on each side of the means of access.

DWELLING

A single unit providing complete and independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

~~EXISTING CONDITION~~

~~Any situation, circumstance or physical makeup of any structure, premises or process which was ongoing or in effect prior to the original adoption of this article.~~

FIRE CODE OFFICIAL

The same as "Fire Marshal" and any of his/her designated representatives.

FIRE DEPARTMENT

The Frederick County Fire and Rescue Department, the local volunteer fire company that is the first due company in an area, and any fire company that actually responds to a call for service at a particular location.

FIRE DEPARTMENT CONNECTION (FDC)

A connection, through which the fire department can pump supplemental water into a sprinkler system, standpipe, or other system, furnishing water for fire extinguishment to supplement existing water supplies.

FIRE DOOR

~~A tested, listed or approved door and door assembly constructed and installed for the purpose of preventing the spread of fire through openings in walls, partitions or other horizontal or vertical construction.~~

FIRE HYDRANT

A valved connection on a piped water supply system, having one or more outlets and which is used to supply hose and Fire Department pumpers with water.

FIRE LANE

The road or other passageway developed to allow the passage of fire apparatus.

FIRE MARSHAL

A The sworn law enforcement official responsible for investigating the causes of fires and explosions, enforcing fire prevention laws set forth in the VSFPC, life safety inspections, the review of fire protection system plans, and fire education to the public **having the responsibilities set out in Section 90-2(A) of this Code.**

FIRE PROTECTION SYSTEM

~~Any fire alarm device or system or fire extinguishing device or system or their combination which is designed and installed for detecting, controlling or extinguishing a fire or otherwise alerting occupants or the Fire Department, or both, that a fire has occurred.~~

Approved devices, equipment, and/or systems used to detect a fire, activate an alarm, extinguish or control a fire, and/or control or manage smoke and products of a fire, and/or any combination thereof.

GRADE

~~The reference plane representing the average elevation of the finished ground level adjoining the building at all exterior walls.~~

KEY BOX

A secure device with a lock operable only by a fire department master key, and containing building entry keys and other keys that may be required for access in an emergency.

MEANS OF ACCESS

The method or arrangement by which entry or approach is made to a building area by Fire Department apparatus and personnel.

PRIVATE DRIVE

The same as a "private street."

PRIVATE DWELLING

The same as a "dwelling."

PRIVATE ROAD

The same as a "private street."

PRIVATE STREET

Any accessway normally intended for vehicular use in the movement between points within a building site area or between a building site and a street.

RISER

The vertical supply pipes in a sprinkler system.

ROADWAY

Any street, private street or fire lane.

SPRINKLER SYSTEM

For fire protection purposes, an integrated system of underground and overhead piping designed in accordance with fire protection engineering standards. The installation includes at least one automatic water supply that supplies one or more systems. The portion of the sprinkler system above ground is a network of specially sized or hydraulically designed piping installed in a building, structure, or area, generally overhead, and to which sprinklers are attached in a systematic pattern. Each system has a control valve located in the system riser or its supply piping. Each sprinkler system includes a device for actuating an alarm when the system is in operation. The system is usually activated by heat from a fire and discharges water over the fire area.

STANDPIPE

A pipe and attendant hose valves and hose (if provided) used for conveying water to various parts of a building for fire-fighting purposes.

STORY

~~That portion of a building included between the upper surface of the floor and the upper surface of the floor or roof next above.~~

STREET

A public thoroughfare (street, avenue or boulevard) which has been dedicated for vehicular use by the public and can be used for access by Fire Department vehicles.

STRUCTURE

Any building, monument or other object that is constructed with the ground as its foundation or normal resting place.

~~SUPERVISED AUTOMATIC FIRE EXTINGUISHING SYSTEM~~

~~Any automatic fire extinguishing system which is constantly monitored so as to determine its operating condition at all times.~~

§ 90-4 General requirements.

The following requirements shall apply to all construction or land development activities in areas of the County to which this article applies:

A. Means of access for Fire Department apparatus.

- (1) The means of access for Fire Department apparatus and personnel shall consist of fire lanes, private streets, streets, parking lot lanes or a combination thereof.
- (2) Parking in any means of access shall not be permitted within 15 feet of a fire hydrant, ~~sprinkler or standpipe~~ **any fire department** connection, or in any other manner which will obstruct or interfere with the Fire Department's use of the hydrant or connection.
- (3) "No parking **Parking Fire Lane**" signs or another designation **approved by the Fire Marshal's Office and** indicating that parking is prohibited shall be provided at all normal and emergency access points to structures and within 15 feet of each fire hydrant, ~~sprinkler or standpipe~~ **or any fire department** connection.

B. Fire lanes.

- (1) The Fire Marshal or ~~his/her a~~ **his/her a** designated representative, ~~in concert with the local volunteer fire company,~~ may designate both public and private fire lanes as required for the efficient and effective use of fire apparatus. Said fire lanes shall be marked in a manner prescribed by the Fire Marshal or ~~his/her a~~ **his/her a** designated representative. Parking in a designated fire lane shall be controlled by Chapter 158, Vehicles and Traffic, of the Frederick County Code.
- (2) Fire lanes shall be at least 20 feet in width, with the road edge closest to the structure at least 10 feet from the structure, be constructed of a hard all-weather surface adequately designed to support any fire apparatus likely to be operated in such fire lane or be of subsurface construction designed to support the same loads as the above surfaces and be covered with no more than three inches of soil or sod, or both, and be designed with radii of

sufficient length to allow for safe turning by any fire apparatus likely to be operated on such fire lane.

(3) Fire lanes connecting to public streets, roadways or private streets shall be provided with curb cuts extending at least two feet beyond each edge of the fire lane.

(4) Chains or other barriers may be provided at the entrance to fire lanes or private streets, provided that they are installed according to the requirements of the Authority Having Jurisdiction.

C. Parking lot lanes. Parking lot lanes shall have a minimum of 15 feet clear width between rows of parked vehicles for vehicular access and movement.

D. Location of structures **shall comply with regulations set forth in the Frederick County Fire Prevention Code (FCFPC).**

~~(1) At least three perimeter walls of all industrial, commercial, public or semipublic or residential structures with three or more dwelling units per structure shall be within 200 feet of a street, fire lane, or private street.~~

~~(2) Structures exceeding 30 feet in height shall not be set back more than 50 feet from a street, fire lane or private street.~~

~~(3) When any combination of private fire protection facilities, including but not limited to fire resistive roofs, fire separation walls, space separation and automatic fire extinguishing systems, is provided, and approved by the Fire Marshal or his/her designated representative as an acceptable alternative, Subsection D(2) shall not apply.~~

~~(4) The Fire Marshal or his/her designated representative may, in concert with the local volunteer fire company, require at least two means of access for fire apparatus to all commercial and industrial structures. Those accessways shall meet the requirements of Subsection B(3).~~

~~(5) Landscaping or other obstructions shall not be placed around structures or hydrants in a manner so as to impair or impede accessibility for fire fighting and rescue operations.~~

E. Water supply.

(1) Water supply systems shall be designed so as to be capable of supplying at least 1,000 gallons per minute **at with a minimum of 20 pounds per square inch (psi) residual**. Water supplies shall be made available and operational before combustibles are on site during construction.

(2) In areas developed with single-family detached or duplex dwelling units, there shall be a fire hydrant within 400 feet of all units. In areas developed with three to five dwelling units per structure, there shall be a hydrant within 300 feet of all units. In areas developed with six or more dwelling units per structure, there shall be at least two hydrants within 300 feet of all units. In areas developed with industrial or commercial development(s), there shall be a hydrant within 300 feet of all portions of any structure. ~~Where one hydrant is dedicated to the operation of a standpipe system, there shall be at least one other hydrant meeting the distance requirements set forth above. The hydrant dedicated to the operation of the standpipe system shall not be farther than 50 feet from the standpipe. Distance measurements under this section shall be along center-line roadway surfaces or along surfaces meeting the requirements of a fire lane (designated or undesignated) where appropriate, but in all cases access to each hydrant shall be directly from a roadway and/or fire lane.~~

(a) Distance measurements in this subsection shall be along center-line roadway surfaces or along surfaces meeting the requirements of a fire lane (designated or undesignated) where appropriate, but in all cases access to each hydrant shall be directly from a roadway and/or fire lane.

(b) Commercial buildings that have a FDC shall have one hydrant dedicated to the operation of the FDC, which shall not be farther than 50 feet from the FDC and there shall be at least one other hydrant meeting the distance requirements set forth in this subsection.

(3) ~~Fire hydrants shall be marked in accordance with the Frederick County Sanitation Authority policy.~~ **Fire hydrant tops and caps shall indicate the available gallons per minute (GPM) in accordance with National Fire Protection Association (NFPA) 291.**

(4) ~~Fire hydrants located in parking areas shall be protected by barriers that will prevent physical damage from vehicles.~~ **In parking areas where curbing is not present vehicle impact protection shall be required as per FCFPC.**

(5) Fire hydrants shall be located within three feet of the curblines of fire lanes, streets or private streets when installed along such accessways.

(6) Fire hydrants shall be installed in accordance with the standards of the Frederick County Sanitation Authority **(which trades/operates as Frederick Water).**

(7) Threads on fire hydrant outlets shall conform to Frederick County Sanitation Authority **(which trades/operates as Frederick Water)** policy.

(8) Fire hydrants shall be supplied by not less than a six-inch diameter main.
Each six-inch line shall supply no more than one hydrant.

F. **All valves controlling the water supply for automatic sprinkler systems, pumps, tanks, water levels and temperatures, critical air pressures and water-flow switches on all sprinkler systems shall be electronically supervised by listed fire alarm control unit. Exceptions:**

(1) **Automatic sprinkler systems protecting one- and two-family dwellings.**

(2) **Limited area systems serving fewer than 20 sprinklers.**

(3) **Automatic sprinkler systems installed in accordance with NFPA 13R where a common supply main is used to supply both domestic water and the automatic sprinkler system, and a separate shutoff valve for the automatic sprinkler system is not provided.**

(4) **Jockey pump control valves that are sealed or locked in the open position.**

(5) **Control valves to commercial kitchen hoods, paint spray booths or dip tanks that are sealed or locked in the open position.**

(6) **Valves controlling the fuel supply to fire pump engines that are sealed or locked in the open position.**

(7) **Trim valves to pressure switches in dry, preaction and deluge sprinkler systems that are sealed or locked in the open position.**

~~F.~~**G.** Fire protection during construction. Trash, debris and other combustible material shall be removed from the construction site as often as necessary to maintain a firesafe construction site.

~~G.~~**H.** Plans. ~~Complete as-built building floor plans, site plans and plans of fire-suppression systems shall be submitted to the Chief Building Official and Fire Marshal, or their respective designated representatives, prior to issuance of the final certificate of occupancy.~~ **The fire code official shall have the authority to require construction documents and calculations for all fire protection systems and to require permits be issued for the installation, rehabilitation or modification of any fire protection system. Construction documents for fire protection systems shall be submitted for review and approval prior to system installation.**

I. **Key Boxes. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to**

require a key box to be installed in an approved location. The key box shall be of an approved type listed in accordance with UL 1037, and shall contain keys or other devices to gain necessary access as required by the fire code official.

§ 90-5 Violations and penalties.

Any person, firm or corporation who shall violate any of the provisions of this article shall, upon conviction, be punishable by a maximum fine of \$2,500 or by imprisonment for not more than 12 months, or both such fine and imprisonment.

Enacted this _____ day of _____, 2019.

Charles S. DeHaven, Jr., Chairman	_____	Gary A. Lofton	_____
J. Douglas McCarthy	_____	Robert W. Wells	_____
Blaine P. Dunn	_____	Shannon G. Trout	_____
Judith McCann-Slaughter	_____		

A COPY ATTEST

Kris C. Tierney
Frederick County Administrator



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

540/722-8383
Fax 540/667-0370
E-mail: rwillia@fcva.us

MEMORANDUM

TO: Public Safety Committee

FROM: Roderick B. Williams
County Attorney

DATE: February 14, 2019

RE: Frederick County Code – Parking on County Property

County Administration has identified instances of vehicles parking in the parking lot behind the County Administration building for extended periods of time. Such parking practices take up valuable parking spots from citizens who are conducting business in the County Administration Building. New proposed subsection “O” of County Code § 158-4, reflected in the attached draft, would restrict parking on County-owned or County-controlled property to parking that is consistent with any posted signs on the property. The new subsection would further impose a fine for a violation of such parking restrictions.

The draft also would correct a typographical error in subsection N, related to enforcement of parking violations under the County Code.

If the Committee is favorably disposed to the draft, a recommendation to approve and action to forward the draft to the Code & Ordinance Committee would be appropriate.

Attachment

cc: Kris C. Tierney, County Administrator
Jay E. Tibbs, Deputy County Administrator
Lenny Millholland, Sheriff




COUNTY OF FREDERICK, VIRGINIA

FIRE AND RESCUE DEPARTMENT

1080 Coverstone Drive
Winchester, VA 22602

Dennis D. Linaburg
Fire Chief

TO: Frederick County Public Safety Committee

From: Dennis D. Linaburg
Fire Chief 

SUBJECT: Fire and Rescue Emergency Response Performance Guide

DATE: February 15, 2019

Developing response goals is critical to the planning process of the Department, as they impact the apparatus and system staffing needs outlined within the Fire and Rescue Study. The Department utilizes a variety of staffing and performance levels to respond to requests for service, however, baseline emergency response objectives have not been established to ensure the system is providing the most reliable service to the citizens of Frederick County.

Establishing an Emergency Response Performance Guide will allow the Department to manage and monitor the system for effective and efficient organization and deployment of fire, emergency medical and special operations to the public by the combination system to protect citizens and the occupational safety and health of all members within Frederick County Fire and Rescue.

Attached, please find a copy of the proposed Emergency Response Performance Guide for your review. At this time, we are requesting the Committee's recommendation to adopt the Emergency Response Performance Guide to allow for continued development and improved management of emergency service delivery, response capabilities and system resources.

FREDERICK COUNTY FIRE AND RESCUE DEPARTMENT STANDARD OPERATING GUIDELINE



SUBJECT: Fire and Emergency Medical Response
Performance Guide

S.O.G.:

PAGE: 1 OF 2

CATEGORY:

SUBCATEGORY:

APPROVED BY:

Dennis D. Linaburg

EFFECTIVE DATE:

CHIEF, FIRE AND RESCUE DEPARTMENT

FORMS REQUIRED:

PURPOSE

The purpose of this document is to establish response time goals for emergency incidents within Frederick County. This policy shall apply to both volunteer and career personnel and apparatus responding to emergency incidents within the County.

DEFINITIONS

Alarm Time – The time the first due company is notified of an emergency.

Dispatch Call Processing Time – The time between when the 911 call is answered and when the alert tones for responding units are activated.

Effective Response Force (ERF)- The minimum number of emergency personnel and equipment that must reach a specific emergency incident location within a maximum prescribed time.

Fire Apparatus – Any vehicle designed to be used under emergency conditions to transport personnel and equipment for the support of fire and hazardous materials suppression operations.

Response Time – The elapsed time in minutes between the alarm time and the first responding unit arriving on scene.

Rural Area – As defined by the U.S. Census Bureau, an area with fewer than 500 people per square mile.

Service Delivery – The distribution of fire and emergency resources based on community risks; allows for timely and effective emergency response.

Suburban Area – As defined by the U.S. Census Bureau, an area with between 500 and 1,000 people per square mile.

Transport Unit – Any Basic or Advanced Life Support ambulance.

Turnout Time – The elapsed time in minutes between the alarm time and the movement of the responding apparatus toward the incident.

Urban Area – As defined by the U.S. Census Bureau, an area with at least 1,000 people per square mile.

GUIDELINE

It is the intent of the Department to provide the citizens and visitors of Frederick County with services in a timely manner and to serve the community. As such, the primary performance measure is based on the first arriving fire or EMS transport unit to the scene of the emergency.

SUBJECT: Fire and Emergency Medical Response Performance Guide	EFFECTIVE DATE:	S.O.G.:
CATEGORY:	SUBCATEGORY:	PAGE: 2 OF 2

The Department hereby establishes performance measures designed to enhance the emergency services to the citizens and visitors of Frederick County by establishing a service delivery response time of 10-minutes in urban and suburban areas and 13-minutes in rural areas of Frederick County.

PROCEDURE

Frederick County Fire and Rescue has established the following emergency response performance guide:

1. Dispatch Call Processing Time
 - a. It is the goal of the Frederick County Emergency Communications Department that calls received by the Emergency Dispatch Center will be received, processed and dispatched as follows:
 - i. Medical – 2 minutes, 90% of the time
 - ii. Fire and Hazmat – 1 minute 10 seconds, 90% of the time

2. Turnout (Reaction) Time
 - a. It is the goal of Frederick County Fire and Rescue for personnel to be en-route to emergency incidents within 1 minute 30 seconds of the alarm, 90% of the time.

3. Response Time
 - a. It is the goal of Frederick County Fire and Rescue to arrive on scene with an initial suppression unit or EMS Transport Unit as follows:
 - i. Urban / Suburban Areas in less than 7 minutes, 90% of the time.
 - ii. Rural Areas in less than 10 minutes, 90% of the time.
 - b. It is the goal of Frederick County Fire and Rescue to arrive on scene with an ERF as detailed in the Frederick County Emergency Response Matrix as follows:
 - i. Urban / Suburban Areas in less than 10 minutes, 90% of the time.
 - ii. Rural Areas in less than 13 minutes, 90% of the time.
 - c. Should a response take longer, it will be reviewed for causes, and any avoidable issues should be addressed with the responding crew. Only emergency response calls will be included in the response time analysis.

4. Reports
 - a. Response time analysis reports will be generated quarterly and annually.
 - b. Reports will be utilized for monitoring, analyzing and improving emergency response times.

5. Example Emergency Response Timeframe (Medical):

Step	Urban / Suburban	Rural
911 Call Received	Clock starts	Clock Starts
Emergency Processed	2 minutes	2 minutes
Company Alarm (Turnout)	1 minute 30 seconds	1 minute 30 seconds
Initial Response	7 minutes	10 minutes
Total Initial Unit Response	10 minutes 30 seconds	13 minutes 30 seconds
ERF Arrival	3 minutes	3 minutes
Total ERF Response Time	13 minutes 30 seconds	16 minutes 30 seconds