

City of Alexandria, Virginia

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3-25-03

MEMORANDUM

DATE: MARCH 14, 2003

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *ps*

SUBJECT: ANNUAL REPORT FROM THE ALEXANDRIA VOLUNTEER FIRE DEPARTMENT, 2001-2002

ISSUE: The 2001-2002 Annual Report of the Alexandria Volunteer Fire Department, Incorporated (AVFD).

RECOMMENDATION: That City Council receive the attached report from the Alexandria Volunteer Fire Department, Inc. and thank the volunteers for their contributions to the City.

DISCUSSION: The Alexandria Volunteer Fire Department, Inc. and the Alexandria Fire Department (AFD) coordinate their respective functions as follows:

- AVFD recruits, screens, selects, and assigns the fire and rescue volunteers for participation in the five-level participation program known as "Class A, B, C, D, or E."
- AFD provides for the testing, processing, training, and outfitting of these volunteers, according to the City of Alexandria procedures for fire and rescue personnel.

During the AVFD Fiscal Year 2002, program accomplishments in the period of October 2001 through September 2002 included:

- Recruitment, acceptance, and processing of 9 volunteer applicants - without regard to race, sex, religion, or age. Distribution of these 9 applicants - four firefighters, four rescuers and one support.
- Training of volunteer firefighters, rescuers, dispatchers, and other volunteers according to the same state and national standards required of Alexandria's career firefighters, emergency rescue technicians, and emergency communications technicians: Firefighter-I, Firefighter II, Emergency Medical Technician-Basic, Cardiopulmonary Resuscitation, Automated External Defibrillator, Hazardous Materials-I, and Hazardous Materials-II.

- Co-representation in the annual memorial service for all Alexandria's deceased fire and rescue personnel.

ATTACHMENT:

Attachment 1. Alexandria Volunteer Fire Department, Inc. Annual Report,
October 2001 to September 2002.

STAFF:

Thomas Y. (Jay) Johnson, Jr., President, Alexandria Volunteer Fire Department

Michele Evans, Assistant City Manager

James T. Gower, Fire Chief

ALEXANDRIA VOLUNTEER FIRE DEPARTMENT

ANNUAL REPORT

2001-2002

Presented to

**The Honorable Mayor
and Members of the
Alexandria City Council**

December 11, 2002

Table of Contents

EXECUTIVE SUMMARY.....	iii
INTRODUCTION.....	1
• AVFD Mission.....	1
• AVFD Organization.....	1
AVFD DIVISIONS.....	2
• AVFD Firefighting Division.....	2
• AVFD Emergency Medical Services Division.....	2
• AVFD Communications Division.....	3
• AVFD Canteen Division.....	3
AVFD OFFICERS.....	4
• AVFD Chief Executive Officer.....	4
• AVFD Administrative Officer.....	4
• AVFD Financial Officer.....	4
• AVFD Chaplaincy Officer.....	4
• AVFD Training Officer.....	5
• AVFD Personnel Officer.....	5
• AVFD Emergency Medical Services Supervisor	5
• AVFD Communications Supervisor	5
SUMMARY OF 2001-2002 ACCOMPLISHMENTS.....	6
ATTACHMENTS	
1. AVFD Yearly Summary Report, October 2001 through September 2002	7
2. AVFD Total Duty Hours, October 2001 through September 2002	9
3. AVFD Firefighter Duty Hours, October 2001 through September 2002	10
4. AVFD Rescuer Duty Hours, October 2001 through September 2002	11
5. AVFD Support Staff Duty Hours, October 2001 through September 2002	12
6. Estimated Value of Services Provided by the AVFD FY 2001-2002	13

EXECUTIVE SUMMARY

Alexandria's volunteer fire and rescue service was renewed in January 1986 at the direction of the Alexandria City Council. Under a joint volunteer-city program inaugurated by Alexandria City Manager Vola T. Lawson, both the City of Alexandria Fire Department (AFD) and the Alexandria Volunteer Fire Department (AVFD) coordinate their respective functions as follows:

- AVFD recruits, screens, selects, and assigns the fire and rescue volunteers for participation in the five-level participation program known as "Class A, B, C, D, or E."
- AFD provides for the testing, processing, training, and outfitting of these volunteers, according to the City of Alexandria procedures for fire and rescue personnel.

During the AVFD Fiscal Year 2002, this program achieved the following accomplishments in the period of October 2001 through September 2002:

- Recruitment, acceptance, and processing of 9 volunteer applicants—without regard to race, sex, religion, or age. Distribution of these 9 applicants—four firefighter, four rescuers, and one support.
- Training of volunteer firefighters, rescuers, dispatchers, and other volunteers according to the same state and national standards required of Alexandria's career firefighters, emergency rescue technicians, and emergency communications technicians: Firefighter-I (FF-I), Firefighter-II (FF-II), Emergency Medical Technician-Basic (EMT-B), Cardio-Pulmonary Resuscitation (CPR-C), Automated External Defibrillator (AED), Hazardous Materials-I (HMFRA), and Hazardous Materials-II (HMFRO).
- Co-representation in the annual memorial service for all of Alexandria's deceased fire and rescue personnel.

**ALEXANDRIA VOLUNTEER FIRE DEPARTMENT, INC.
2001-2002 ANNUAL REPORT
TO THE
ALEXANDRIA CITY COUNCIL**

INTRODUCTION

The Alexandria Volunteer Fire Department (AVFD), established in 1774, incorporated in 1979, hereby presents its 16th Annual Report to the Alexandria City Council, covering the AVFD Fiscal Year 2002 (October 2001 through September 2002).

This Annual Report highlights the 228-year mission, current organization, emergency personnel, and AVFD FY 2002 accomplishments of Alexandria's volunteer fire and rescue program that was inaugurated by Alexandria City Manager Vola T. Lawson in January 1986.

AVFD MISSION

AVFD is a non-profit community service organization chartered by the Commonwealth of Virginia. AVFD provides emergency fire and rescue services alongside Alexandria's career firefighters, medics, dispatchers, and other emergency personnel.

AVFD ORGANIZATION

AVFD governs all volunteer fire and rescue personnel established within the City of Alexandria, according to the AVFD Articles of Incorporation, AVFD Constitution, AVFD By-Laws, and AVFD Regulations. AVFD operates under an executive-line command system in which the AVFD Board of Directors establishes corporate policy which, in turn, is implemented by the AVFD officers and supervisors. AVFD functions through the four divisions and six offices as identified in the following paragraphs.

AVFD OFFICES

1. Executive
2. Administration
3. Finance
4. Chaplaincy
5. Training
6. Personnel

AVFD DIVISIONS

1. Firefighting
2. Emergency Medical Services
3. Communications
4. Canteen

AVFD DIVISIONS

AVFD FIREFIGHTING DIVISION

City-trained and state-certified volunteer firefighters performed emergency fire suppression and rescue services alongside Alexandria's career firefighters during AVFD FY 2002. AVFD firefighters collectively provided 1,102 duty hours and completed 307.5 training hours.

Significant 2001-2002 accomplishments include the following events:

- **TRAINING COMPLETION:** Skill proficiency and certification—
 1. Public Safety Response to Terrorism—Awareness (PSRT-A)
 2. Emergency Response to Terrorism—Tactical Concepts (ERT:TC)
 3. Incident Command System (ICS)
 4. Automated External Defibrillator (AED)
 5. Cardio-Pulmonary Resuscitation (CPR-C)
 6. Self-Contained Breathing Apparatus (SCBA)
- **INCIDENT RESPONSES:** Successfully handled a variety of emergency incidents—see the attached summary report provided by the AVFD Personnel Officer.
- **PUBLIC EVENTS:** Represented the City of Alexandria at major annual events—see the attached summary report provided by the AVFD Personnel Officer.

AVFD EMERGENCY MEDICAL SERVICES DIVISION

City-trained and state-certified volunteer rescuers performed emergency medical services alongside Alexandria's career medics during the AVFD FY 2002. AVFD rescuers collectively provided 812.5 duty hours and completed 414.5 training hours.

Significant 2001-2002 accomplishments include the following events:

- **TRAINING COMPLETION:** Skill proficiency and certification—
 1. Public Safety Response to Terrorism—Awareness (PSRT-A)
 2. Emergency Response to Terrorism—Tactical Concepts (ERT:TC)
 3. Incident Command System (ICS)
 4. Automated External Defibrillator (AED)
 5. Cardio-Pulmonary Resuscitation (CPR-C)
 6. Self-Contained Breathing Apparatus (SCBA)

- **PUBLIC EVENTS:** Represented the City of Alexandria at major annual events—see the attached summary report provided by the AVFD Personnel Officer.

AVFD COMMUNICATIONS DIVISION

City-trained and state-certified volunteer dispatcher performed emergency communications alongside Alexandria's career emergency communications technicians during the AVFD FY 2002. This AVFD dispatcher provided command post coverage throughout major annual events.

Significant 2001-2002 accomplishments include the following events:

- **TRAINING COMPLETION:** Skill proficiency and certification—
 1. Incident Command System (ICS)
 2. Automated External Defibrillator (AED)
 3. Cardio-Pulmonary Resuscitation (CPR-C)
- **PUBLIC EVENTS:** Represented the City of Alexandria at major annual events—see the attached summary report provided by the AVFD Personnel Officer.

AVFD CANTEEN DIVISION

City-trained and state-certified volunteer firefighters and rescuers also provided emergency canteen service for both Alexandria's career and volunteer emergency personnel during the AVFD FY 2002. AVFD emergency personnel collectively provided this emergency service upon requests of both the Alexandria Police and Fire Departments.

Significant 2001-2002 accomplishments include the following events:

- **INCIDENT RESPONSES:** Successfully handled a wide variety of fire and rescue calls—see the attached summary report provided by the AVFD Personnel Officer.
- **PUBLIC EVENTS:** Represented the City of Alexandria at major annual events—see the attached summary report provided by the AVFD Personnel Officer.

AVFD OFFICERS

AVFD EXECUTIVE OFFICE

AVFD President Thomas Y. (Jay) Johnson, Jr. serves as the Chief Executive Officer of this corporation. President Johnson also serves as Chairman of the Board of Directors, presiding over the annual board meeting and the monthly departmental meetings. President Johnson annually appoints the AVFD line officers to operate this department, and directs all activities of the AVFD. As the Chief Executive Officer, President Johnson serves as departmental liaison with state and local legislators as well as with agency directors. President Johnson also performs front-line duties as a city-trained and state-certified Firefighter-EMT.

AVFD Vice President Frank R. Higgins serves as the alternate to the AVFD President in the capacities of Chief Executive Officer, Chairman of the Board, and/or President.

AVFD ADMINISTRATIVE OFFICE

AVFD Secretary Donald E. White serves as the Administrative Officer of this corporation. Secretary White prepares the annual corporation report to the Virginia State Corporation Commission. Secretary White manages the administrative activities of the AVFD.

AVFD FINANCIAL OFFICE

AVFD Treasurer William W. Kehoe serves as the Financial Officer of this corporation. Treasurer Kehoe annually prepares the departmental budget. Treasurer Kehoe manages the financial activities of the AVFD. Treasurer Kehoe also performs front-line duties as a city-trained and state-certified Firefighter-EMT.

AVFD CHAPLAINCY OFFICE

AVFD Deputy Chief Eugene J. Zukosky serves as the chaplain of this department. Chaplain Zukosky represents the department in the annual memorial service commemorating Alexandria's deceased fire and rescue personnel; provides both the invocation and benediction both the annual board meeting and the monthly departmental meetings; manages the consolation activities of the AVFD at the funeral wakes, burials, and memorial services for deceased AVFD personnel and their immediate families.

AVFD TRAINING OFFICE

AVFD Chief A. Bradford Baber, Sr. serves as the Operations Officer of this department. Chief Baber directs all training and operational activities of the AVFD. As the AVFD Training Officer, Chief Baber serves as departmental liaison with federal, state, and local training directors. Chief Baber also performs front-line duties as a city-trained and state-certified Firefighter-EMT.

AVFD Deputy Chief Eugene J. Zukosky serves as the Assistant Training Officer of this department. Deputy Chief Zukosky serves as alternate to the AVFD Operations Officer.

AVFD Battalion Chief Joseph M. Behan, Sr. serves as the Training Officer of this department. Battalion Chief Behan manages the training activities of the AVFD.

AVFD PERSONNEL OFFICE

AVFD Deputy Chief James N. Bruno serves as the Personnel Officer of this department. Deputy Chief Bruno manages the personnel activities of the AVFD. Deputy Chief Bruno also performs front-line duties as a city-trained and state-certified Firefighter-EMT.

AVFD EMERGENCY MEDICAL SERVICES DIVISION

AVFD Lieutenant Amy S. Tippett serves as the Emergency Medical Services Supervisor of this department. Lieutenant Tippett supervises the rescue activities of the AVFD. Lieutenant Tippett also performs front-line duties as a city-trained and state-certified Paramedic.

AVFD COMMUNICATIONS DIVISION

AVFD Supervisor Michael W. DeWalt serves as the Communications Supervisor of this department. Supervisor DeWalt supervises the dispatch activities of the AVFD. Supervisor DeWalt also performs front-line duties as a city-trained and state-certified Emergency Medical Dispatcher.

SUMMARY OF 2001-2002 AVFD ACCOMPLISHMENTS

Alexandria Volunteer Fire Department's firefighters, rescuers, dispatchers, and canteen personnel collectively provided 2,125 duty hours and completed 998.5 training hours during the AVFD Fiscal Year 2002 (October 2001 through September 2002).

AVFD's fire and rescue volunteers provided city-trained emergency personnel whose dedicated efforts during AVFD Fiscal Year 2002 noticeably reduced the downtime and unavailability of city personnel and vehicles for public safety incidents and public events:

- **Volunteer Firefighters** assisted the career firefighters during fire suppression, victim rescue, and major incident dispatching activities—thus freeing the specialty-trained career firefighters for interior firefighting, technical rescue, and other intensive emergency activities.
- **Volunteer Rescuers** assisted the career emergency rescue technicians during medical emergencies at fires, accidents, hazardous materials incidents, and public exhibitions—thus freeing the specialty-trained career medics for advanced life support and other critical trauma activities.
- **Volunteer Dispatchers** assisted the career emergency communications technicians at public exhibitions—thus freeing the specialty-trained career communications technicians for inter-agency dispatching and other major incident communications.
- **Emergency canteen services** were provided by volunteer firefighters, rescuers, and dispatchers—to the career police, fire, and rescue personnel at major public safety incidents and public exhibitions.

Respectfully submitted,

ALEXANDRIA VOLUNTEER FIRE DEPARTMENT, INC.



THOMAS Y. (JAY) JOHNSON, JR.
President, Chief Executive Officer, and
Chairman of the Board of Directors

ALEXANDRIA VOLUNTEER FIRE DEPARTMENT

YEAR SUMMARY REPORT

OCTOBER 2001 TO SEPTEMBER 2002

HOURS

	DUTY	TRAINING	ADMIN	TOTAL
FIREFIGHTERS	1,102.0	307.5	812.0	2,221.5
MEDICS	812.5	414.5	0.0	1,227.0
SUPPORT PERSONNEL	210.5	276.5	29.0	516.0
TOTAL	2,125.0	998.5	841.0	3,964.5

INCIDENTS

DATE	LOCATION	TYPE	FIREFIGHTERS	EMS	CANTEEN	SUPPORT
10/22/2001	METRO CAR	HAZ MAT	1	0	0	0
10/23/2001	POST OFFICE	HAZ MAT	1	0	0	0
10/26/2001	DMV	GAS LEAK	1	0	0	0
10/28/2001	EISENHOWER AVE.	BRUSH	1	0	0	0
11/02/2001	525 DUNCAN AVE.	FIRE	1	0	1	0
11/03/2001	6161 EDSALL RD.	FIRE	2	0	0	0
12/17/2001	510 ORCHARD	FIRE	1	0	2	0
12/30/2001	BAYBERRY DR, FX. CNTY.	FIRE	1	0	0	0
01/08/2002	3705 S. G. MASON DR.	FIRE	1	0	0	0
02/11/2002	203 S. UNION ST.	FIRE	1	0	1	0
02/14/2002	324 ORONOCO ST.	FIRE	1	0	0	0
04/18/2002	4409 DUKE ST.	FIRE	0	0	1	0
04/24/2002	6800 RICHMOND HWY.	FIRE	1	0	0	0
05/20/2002	725 N. PICKETT ST.	FIRE	1	0	0	0
07/01/2002	GUNSTON RD.	POLICE ASST	0	0	3	0
07/09/2002	5601 COURTNEY AVE.	RESCUE	1	0	0	0
07/22/2002	904 CRESENT ST.	FIRE	1	0	1	0
08/02/2002	675 N WASHINGTON AVE.	HAZ MAT	1	0	0	0
08/19/2002	STOVALL ST.	GAS LEAK	1	0	0	0
			18	0	9	0

EVENTS

- 4 Volunteers assisted at Turkey Trot
- 1 Volunteer participated in at Disaster Drill
- 4 Volunteers participated in George Washington Birthday Celebration Parade
- 1 Volunteer participated in St. Patrick's Day Parade
- 16 Volunteers assisted at Alexandria Red Cross Waterfront Festival
- 9 Volunteers assisted at Alexandria/USA Birthday Celebration
- 7 Volunteers assisted at Virginia Scottish Games
- 3 Volunteers assisted with "Fill the Booth" collection drive for victims of terrorist attack
- 7 Volunteers assisted at Hard Times Café Chili Cook-Off
- 6 Volunteers assisted at Latino Festival
- 2 Volunteers assisted at TC Williams Homecoming Parade
- 6 Volunteers assisted at Friendship Veterans Fire Engine Association Anniversary

HOSPITAL TRIPS FOR EQUIPMENT

22 trips to INOVA Fairfax Hospital
10 trips to Washington Hospital MedStar Unit
2 trips to INOVA Mount Vernon Hospital
1 trip to Children's Hospital
1 trip to Northern Virginia Community Hospital

POLICE ASSIST

3 Volunteers

TRAINING

15 Volunteers completed Incident Command System (ICS) class
11 Volunteers completed Public Safety Response to Terrorism (PSRT) course
11 Volunteers completed Self-Contained Breathing Apparatus (SCBA) class
9 Volunteers completed CPR-C recertification course
6 Volunteers participated in Air/Light Unit drill
2 Volunteers completed Emergency Response to Terrorism (ERT) courses
2 Volunteers completed Virginia Weekend courses at National Fire Academy
1 Volunteer completing Basic Trauma Life Support (BTLS) class
1 Volunteer completing Emergency Rescue Technician-1 class
1 Volunteer completed classes at Firehouse Expo 2002 in Baltimore, MD

NEW MEMBERS

4 Firefighters
4 Rescuers
1 Support

MEMBERS DROPPED

0

MONSUM

**ALEXANDRIA VOLUNTEER FIRE DEPARTMENT
TOTAL
DUTY HOURS**

OCTOBER 2001 TO SEPTEMBER 2002

NAME	DUTY HOURS	TRAINING HOURS	ADMIN HOURS	TOTAL HOURS	COMMENTS
OCTOBER 2001	144.5	134.0	78.5	357.0	
NOVEMBER 2001	147.0	152.0	80.0	379.0	
DECEMBER 2001	130.0	131.0	70.0	331.0	
JANUARY 2002	128.0	85.5	85.0	298.5	
FEBRUARY 2002	185.5	97.5	72.0	355.0	
MARCH 2002	114.0	51.0	67.0	232.0	
APRIL 2002	109.5	42.0	65.0	216.5	
MAY 2002	139.0	60.0	80.0	279.0	
JUNE 2002	397.0	72.0	63.5	532.5	
JULY 2002	250.5	50.0	60.0	360.5	
AUGUST 2002	159.5	40.0	57.0	256.5	
SEPTEMBER 2002	220.5	83.5	63.0	367.0	
Total	2,125.0	998.5	841.0	3,964.5	

**ALEXANDRIA VOLUNTEER FIRE DEPARTMENT
FIREFIGHTERS
DUTY HOURS**

OCTOBER 2001 TO SEPTEMBER 2002

NAME	DUTY HOURS	TRAINING HOURS	ADMIN HOURS	TOTAL HOURS	COMMENTS
OCTOBER 2001	105.0	29.0	75.0	209.0	
NOVEMBER 2001	107.0	27.0	75.0	209.0	
DECEMBER 2001	76.5	33.0	70.0	179.5	
JANUARY 2002	74.5	22.5	85.0	182.0	
FEBRUARY 2002	102.5	44.0	70.0	216.5	
MARCH 2002	28.0	21.0	62.0	111.0	
APRIL 2002	71.0	18.0	65.0	154.0	
MAY 2002	51.0	21.0	75.0	147.0	
JUNE 2002	200.5	31.0	60.0	291.5	
JULY 2002	108.5	15.0	60.0	183.5	
AUGUST 2002	72.5	9.0	55.0	136.5	
SEPTEMBER 2002	105.0	37.0	60.0	202.0	
Total	1,102.0	307.5	812.0	2,221.5	

**ALEXANDRIA VOLUNTEER FIRE DEPARTMENT
EMS**

DUTY HOURS

OCTOBER 2001 TO SEPTEMBER 2002

NAME	DUTY HOURS	TRAINING HOURS	ADMIN HOURS	TOTAL HOURS	COMMENTS
OCTOBER 2001	33.0	86.0	0.0	119.0	
NOVEMBER 2001	40.0	95.0	0.0	135.0	
DECEMBER 2001	53.5	77.0	0.0	130.5	
JANUARY 2002	46.5	36.0	0.0	82.5	
FEBRUARY 2002	61.0	19.0	0.0	80.0	
MARCH 2002	86.0	12.0	0.0	98.0	
APRIL 2002	38.5	9.0	0.0	47.5	
MAY 2002	68.0	18.0	0.0	86.0	
JUNE 2002	113.0	26.0	0.0	139.0	
JULY 2002	86.5	12.0	0.0	98.5	
AUGUST 2002	82.0	6.0	0.0	88.0	
SEPTEMBER 2002	104.5	18.5	0.0	123.0	
Total	812.5	414.5	0.0	1,227.0	

**ALEXANDRIA VOLUNTEER FIRE DEPARTMENT
SUPPORT PERSONNEL
DUTY HOURS**

OCTOBER 2001 TO SEPTEMBER 2002

NAME	DUTY HOURS	TRAINING HOURS	ADMIN HOURS	TOTAL HOURS	COMMENTS
OCTOBER 2001	6.5	19.0	3.5	29.0	
NOVEMBER 2001	0.0	30.0	5.0	35.0	
DECEMBER 2001	0.0	21.0	0.0	21.0	
JANUARY 2002	7.0	27.0	0.0	34.0	
FEBRUARY 2002	22.0	34.5	2.0	58.5	
MARCH 2002	0.0	18.0	5.0	23.0	
APRIL 2002	0.0	15.0	0.0	15.0	
MAY 2002	20.0	21.0	5.0	46.0	
JUNE 2002	83.5	15.0	3.5	102.0	
JULY 2002	55.5	23.0	0.0	78.5	
AUGUST 2002	5.0	25.0	2.0	32.0	
SEPTEMBER 2002	11.0	28.0	3.0	42.0	
Total	210.5	276.5	29.0	516.0	

Addendum Table 1
 Estimated Value of Services Provided by the
 Alexandria Volunteer Fire Department (FY 2001-2002)

<u>Fiscal Year</u>	<u>Hours Worked</u>	<u>Estimated Value</u>
1989	7,407	89,283
1990	7,606	95,798
1991	9,584	123,735
1992	8,967	115,769
1993	13,556	179,403
1994	9,240	124,732
1995	7,565	105,183
1996	6,815	96,643
1997	4,606	66,633
1998	5,219	81,631
1999	4,858	77,440
2000	4,943	80,840
2001	4,994	83,993
2002	4,337	72,943

Note: Estimated value of services is based on the hourly rate at the starting salary for a Firefighter I at 2,912 hours per year plus fringe benefits.

Source: Alexandria Volunteer Fire Department, Inc., Annual Report, October 2001 to September 2002, and Fire Department statistical data, October 2001 to September 2002.

18