

## City of Alexandria, Virginia

## MEMORANDUM

DATE: MAY 28, 2004

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: ANNUAL REPORT FROM THE ALEXANDRIA VOLUNTEER FIRE DEPARTMENT, 2002 - 2003

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**ISSUE:** The 2002-2003 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.

**DISCUSSION:** The Alexandria Volunteer Fire Department, Inc. was renewed in January 1986, at the direction of the Alexandria City Council. Under a joint volunteer-city program both the City of Alexandria Fire Department (AFD) and the AVFD coordinated 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 2003, this program achieved the following accomplishments in the period of October 2002 through September 2003:

- Recruitment, acceptance, and processing of 4 volunteer applicants - without regard to race, sex, religion, or age.
  - 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:** Alexandria Volunteer Fire Department, Inc. Annual Report, October 2002 to September 2003.

**STAFF:**

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

Michele Evans, Assistant City Manager

Gary Mesaris, Fire Chief

**ALEXANDRIA VOLUNTEER FIRE DEPARTMENT**

**ANNUAL REPORT**

**October 2002-  
September 2003**

**Presented to**

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

**June 22, 2004**

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## 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.

**AVFD Fiscal Year 2003 results** show that the following accomplishments for the period of October 2002 through September 2003:

- Recruitment, and processing of four (4) volunteer applicants—without regard to race, sex, religion, or age.
- 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-participation in the annual city festivals and fire prevention activities, including George Washington Birthday Celebration Parade, Saint Patrick's Parade, Alexandria Red Cross Waterfront Festival, USA/Alexandria Birthday Celebration, Virginia Scottish Games, Friendship Firehouse Celebration, Arts Festival, Art on the Avenue Festival, Change Your Clock/Change Your Battery Campaign, and the Turkey Trot Race. New events this Fiscal Year included the Operation Furies III homeland security exercise, EPICS exercise, Virginia Fire & Life Safety Educators Conference, National Firefighters Weekend, and the Alexandria Citizens Fire Academy. Hurricane Isabel emergency service co-provided by nine (9) AVFD volunteers, total 223.5 hours.
- Co-representation in the annual memorial service for all of Alexandria's deceased fire and rescue personnel.

**AVFD FY 1986-2003 total value** to the City of Alexandria, during the past 17 years of the revitalized volunteer program, amounts to \$1,670,462 for 123,016 hours of service.

**ALEXANDRIA VOLUNTEER FIRE DEPARTMENT, INC.  
2002-2003 ANNUAL REPORT  
TO THE  
ALEXANDRIA CITY COUNCIL**

**INTRODUCTION**

The Alexandria Volunteer Fire Department (AVFD), established in 1774, incorporated in 1979, hereby presents its 17<sup>th</sup> Annual Report to the Alexandria City Council, covering the AVFD Fiscal Year 2003 (October 2002 through September 2003).

This Annual Report highlights the 229-year mission, current organization, emergency personnel, and AVFD FY 2003 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 2003. AVFD firefighters collectively provided 1,753.5 duty hours and completed 546 training hours.

Significant 2002-2003 accomplishments include the following activities:

- **TRAINING COMPLETION:** Skill proficiency and certification—
  1. Emergency Medical Technician—Basic (EMT-B)
- **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 2003. AVFD rescuers collectively provided 759.5 duty hours and completed 71 training hours.

Significant 2002-2003 accomplishments include the following events:

- **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 2003. This AVFD dispatcher provided command post coverage throughout major annual events.

Significant 2002-2003 accomplishments include the following events:

- **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 2003. AVFD emergency personnel collectively provided this emergency service upon requests of both the Alexandria Police and Fire Departments.

Significant 2002-2003 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 and archival 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. Tippet** serves as the Emergency Medical Services Supervisor of this department. Lieutenant Tippet supervises the rescue activities of the AVFD. Lieutenant Tippet 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 2002-2003 AVFD ACCOMPLISHMENTS

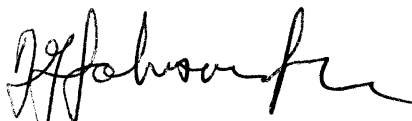
Alexandria Volunteer Fire Department's firefighters, rescuers, dispatchers, and canteen personnel collectively provided 2,697.5 duty hours and completed 827.5 training hours during the AVFD Fiscal Year 2003 (October 2002 through September 2003).

AVFD's fire and rescue volunteers provided city-trained emergency personnel whose dedicated efforts during AVFD Fiscal Year 2003 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.



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

**ALEXANDRIA VOLUNTEER FIRE DEPARTMENT**  
**FISCAL YEAR 2003 SUMMARY REPORT**  
**OCTOBER 2002 TO SEPTEMBER 2003**

PERSONNEL	DUTY HOURS	TRAINING HOURS	ADMIN. HOURS	TOTALS
Firefighters	1,753.5	546.0	675.0	2,974.5
Medics	759.5	71.0	-	830.5
Support Personnel	184.5	210.5	41.0	436.0
<b>TOTALS</b>	<b>2,697.5</b>	<b>827.5</b>	<b>716.0</b>	<b>4,241.0</b>

**AVFD INCIDENT RESPONSES IN FY 2003**

DATE	LOCATION	TYPE	FIREFIGHTERS	EMS	CANTEEN	SUPPORT
10/01/02	1233 Picket St.	Accident	1	0	0	0
10/02/02	Leslie Ave.	Fire	1	0	0	0
10/03/02	Orchard St.	Fire	1	0	1	0
10/26/02	1775 Duke St.	Fire	1	0	0	0
11/07/02	Gunston Rd.	Gas leak	1	0	0	0
11/26/02	2201 Mill Rd.	Gas leak	1	0	0	0
11/27/02	824 Duke St.	Fire	1	0	0	0
12/01/02	1600 Prince St.	Fire	1	0	0	0
12/31/02	S. Mason St.	Fire	1	0	0	0
1/26/03	1212 Colfax Ave.	Accident	1	0	0	0
1/26/03	487 N. Armstead St.	Water leak	0	0	1	0
2/22/03	King Street	Flooding	0	0	1	1
4/10/03	719 S Asaph St.	Fire	1	0	0	0
4/19/03	800 N. Jordan St.	police assist	1	0	0	0
5/08/03	200 S. Whiting St.	police assist	0	0	1	0
5/31/03	621 S. Pickett St.	Fire	2	0	0	0
6/10/03	Emergency OPS Center	Storms	3	0	0	0
6/19/03	103 W. Maple Ave.	Fire	1	0	0	0
6/19/ 03	Emergency OPS Center	Storms	3	0	0	0
6/20/03	Emergency OPS Center	Storms	1	0	0	0
7/22/03	Duke & Early Sts.	EMS	1	0	0	0
7/25/03	8567 Richmond Hwy.	Fire	1	0	0	0
8/15/03	Seminary Rd.	Police assist	1	0	0	0
8/17/03	714 Wolfe St.	Fire	1	0	0	0
8/22/03	4403 Kirchner Ct.	Fire	1	0	0	0
8/27/03	2727 Duke St,	EMS	1	0	0	0
8/30/03	5501 Seminary Rd.	Fire	1	0	0	0
9/18-22/03	Hurricane Isabel	Weather	6	1	0	2
<b>TOTAL AVFD RESPONDERS</b>			<b>35</b>	<b>1</b>	<b>4</b>	<b>3</b>

## AVFD PARTICIPATION IN FY 2003

### VOLUNTEERS

### EVENT

1 volunteer	Emergency Operations Center exercise
2 volunteers	National Firefighters Weekend
1 volunteer	Alexandria Citizens Fire Academy
1 volunteer	"Change Your Clock, Change Your Battery" campaign
2 volunteers	Turkey Trot
11 volunteers	Operation Furies III homeland security exercise
1 volunteer	EPICS exercise
15 volunteers	Alexandria Red Cross Waterfront Festival (299 hours service)
9 volunteers	USA/Alexandria Birthday Celebration
7 volunteers	Virginia Scottish Games at Episcopal High School
1 volunteer	Virginia Fire & Life Safety Educators Conference
8 volunteers	Friendship Firehouse celebration
8 volunteers	Arts Festival in Old Town Alexandria
9 volunteers	Hurricane Isabel (223.5 hours service)

### EQUIPMENT TRIPS

### HOSPITALS

16 trips	Inova Fairfax Hospital
16 trips	Washington Hospital Center MEDSTAR Unit
2 trips	Children's Hospital National Medical Center
1 trip	Southern Maryland Medical Center (Fort Washington)

**35 TOTAL TRIPS**

### OTHER SERVICES

### LOCATION

Site preparations	Operation Furies III terrorism drill at United States Courthouse
Police assist	200 S. Whiting St.
Police assist	Air/Light Unit 207

### VOLUNTEERS

### TRAINING COMPLETED

1 volunteer	Emergency Medical Technician-Basic (EMT-B) course
1 volunteer	Fire Department Instructors Conference
4 volunteers	Volunteer Firefighter Recruit School #3
1 volunteer	Virginia State Weekend at the National Fire Academy
1 volunteer	Alexandria Fire Department Burn Building night burns
1 volunteer	Emergency training
2 volunteers	HAZMAT drill

### STAFFING CHANGES

4	New volunteers
4	Separated volunteers

**ALEXANDRIA VOLUNTEER FIRE DEPARTMENT**  
**TOTAL**  
**DUTY HOURS**  
**OCTOBER 2002 TO SEPTEMBER 2003**

NAME	DUTY HOURS	TRAINING HOURS	ADMIN HOURS	TOTAL HOURS	COMMENTS
October 2002	#REF!	39.0	50.0	352.0	
November 2002	183.0	27.0	61.5	271.5	
December 2002	98.5	36.0	58.0	192.5	
January 2003	156.0	263.0	50.0	469.0	
February 2003	253.5	56.0	60.5	370.0	
March 2003	186.5	125.5	60.0	372.0	
April 2003	107.0	219.0	67.5	393.5	
May 2003	148.5	48.0	71.5	268.0	
June 2003	445.5	45.5	62.5	553.5	
July 2003	200.0	27.5	48.5	276.0	
August 2003	190.5	24.0	58.0	272.5	
September 2003	465.5	95.0	68.0	628.5	
<b>Total</b>	#REF!	1005.5	716.0	4419.0	

**ALEXANDRIA VOLUNTEER FIRE DEPARTMENT**  
**FIREFIGHTERS**  
**DUTY HOURS**  
**OCTOBER 2002 TO SEPTEMBER 2003**

NAME	DUTY HOURS	TRAINING HOURS	ADMIN HOURS	TOTAL HOURS	COMMENTS
October 2002	179.0	18.0	50.0	247.0	
November 2002	109.0	18.0	55.0	182.0	
December 2002	55.0	21.0	55.0	131.0	
January 2003	87.0	40.0	50.0	177.0	
February 2003	177.5	21.0	55.0	253.5	
March 2003	74.5	119.5	60.0	254.0	
April 2003	67.0	197.0	60.0	324.0	
May 2003	86.5	24.0	65.0	175.5	
June 2003	311.5	33.5	60.0	405.0	
July 2003	149.5	18.0	45.0	212.5	
August 2003	119.0	15.0	55.0	189.0	
September 2003	338.0	21.0	65.0	424.0	
<b>Total</b>	1753.5	546.0	675.0	2974.5	

**ALEXANDRIA VOLUNTEER FIRE DEPARTMENT**  
**EMS**  
**DUTY HOURS**  
**OCTOBER 2002 TO SEPTEMBER 2003**

NAME	DUTY HOURS	TRAINING HOURS	ADMIN HOURS	TOTAL HOURS	COMMENTS
October 2002	74.5	3.0	0.0	77.5	
November 2002	61.0	3.0	0.0	64.0	
December 2002	43.5	0.0	0.0	43.5	
January 2003	69.0	18.0	0.0	87.0	
February 2003	55.0	12.0	0.0	67.0	
March 2003	112.0	3.0	0.0	115.0	
April 2003	40.0	8.0	0.0	48.0	
May 2003	54.5	9.0	0.0	63.5	
June 2003	93.5	6.0	0.0	99.5	
July 2003	39.5	3.0	0.0	42.5	
August 2003	46.5	0.0	0.0	46.5	
September 2003	70.5	6.0	0.0	76.5	
<b>Total</b>	759.5	71.0	0.0	830.5	



**ALEXANDRIA VOLUNTEER FIRE DEPARTMENT**  
**SUPPORT PERSONNEL**  
**DUTY HOURS**  
**OCTOBER 2002 TO SEPTEMBER 2003**

NAME	DUTY HOURS	TRAINING HOURS	ADMIN HOURS	TOTAL HOURS	COMMENTS
October 2002	9.5	18.0	0.0	27.5	
November 2002	13.0	6.0	6.5	25.5	
December 2002	0.0	15.0	3.0	18.0	
January 2003	0.0	27.0	0.0	27.0	
February 2003	21.0	23.0	5.5	49.5	
March 2003	0.0	3.0	0.0	3.0	
April 2003	0.0	14.0	7.5	21.5	
May 2003	7.5	15.0	6.5	29.0	
June 2003	40.5	6.0	2.5	49.0	
July 2003	11.0	6.5	3.5	21.0	
August 2003	25.0	9.0	3.0	37.0	
September 2003	57.0	68.0	3.0	128.0	
<b>Total</b>	184.5	210.5	41.0	436.0	

**Estimated Value of Services Provided by the  
Alexandria Volunteer Fire Department (FY 1987-2003)**

<u>Fiscal Years</u>	<u>Hours Worked</u>	<u>Estimated Value</u>
1987	10,500	\$102,618
1988	8,578	\$88,848
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
2003	4,241	\$74,680
<b>17 Years</b>	<b>123,016</b>	<b>\$1,670,462</b>

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**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.

**Sources:** Alexandria Volunteer Fire Department, Inc., Annual Report, October 2002 to September 2003, and Fire Department statistical data, October 1987 to September 2003.