

City of Alexandria, Virginia

MEMORANDUM

DATE: MAY 16, 2005

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER *J*

SUBJECT: ANNUAL REPORT FROM THE ALEXANDRIA VOLUNTEER FIRE DEPARTMENT, 2003-2004

ISSUE: The 2003-2004 Annual Report of the Alexandria Volunteer Fire Department, Incorporated (AVFD).

RECOMMENDATION: That City Council receive the attached report from the AVFD and thank the volunteers for their contributions to the City and the Fire and EMS Department.

DISCUSSION: The AVFD was renewed in January 1986, at the direction of the Alexandria City Council. Under a joint volunteer-city program inaugurated by then Alexandria City Manager Vola T. Lawson, 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 2004, this program achieved the following accomplishments in the period of October 2003 through September 2004:

- Recruitment, acceptance, and processing of 9 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,
-

Emergency Vehicle Operators Course and Basic Trauma Life Support.

- Co-representation in the annual memorial service for all Alexandria's deceased fire and rescue personnel.
- Contribution of 4,757 volunteer hours to the City.

ATTACHMENT: Alexandria Volunteer Fire Department, Inc. Annual Report, October 2003 to September 2004.

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

2003-2004

Presented to

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

May 24, 2005

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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.

During the AVFD Fiscal Year 2004, this program achieved the following accomplishments in the period of October 2003 through September 2004:

- Recruitment, acceptance, and processing of nine (9) volunteer applicants—without regard to race, sex, religion, or age. Distribution of these applicants—seven (7) firefighter, and two (2) rescuers.
- 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), Emergency Vehicle Operator Course (EVOC), Basic Trauma Life Support (BTLS).
- Fire/medic patrols and life safety education at 10 annual Alexandria fairs, festivals, parades, races, and games.
- Co-representation in the annual memorial service for all of Alexandria's deceased fire and rescue personnel.

**ALEXANDRIA VOLUNTEER FIRE DEPARTMENT, INC.
2003-2004 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 2003 through September 2004).

This Annual Report highlights the 230-year mission, current organization, emergency personnel, and AVFD FY 2004 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 2004. AVFD firefighters collectively provided 1,999.0 duty hours and completed 515.5 training hours.

Significant 2003-2004 accomplishments include the following events:

- **TRAINING COMPLETION:** Skill proficiency and certification—
 1. Automated External Defibrillator (AED)
 2. Emergency Vehicle Operator Course (EVOC)
- **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 2004. AVFD rescuers collectively provided 742.0 duty hours and completed 177.5 training hours.

Significant 2003-2004 accomplishments include the following events:

- **TRAINING COMPLETION:** Skill proficiency and certification—
 1. Automated External Defibrillator (AED)
 2. Emergency Vehicle Operator Course (EVOC)
- **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 2004. This AVFD dispatcher provided command post coverage throughout major annual events.

Significant 2003-2004 accomplishments include the following events:

- **TRAINING COMPLETION:** Skill proficiency and certification—
 1. Automated External Defibrillator (AED)
 2. Emergency Vehicle Operator Course (EVOC)
- **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 2004. AVFD emergency personnel collectively provided this emergency service upon requests of both the Alexandria Police and Fire Departments.

Significant 2003-2004 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. assists the Training Officer of this department in managing the training activities of the AVFD. Battalion Chief Behan also operates the AFD command vehicles during major incidents and events.

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 served as the Communications Supervisor of this department, supervising the dispatch activities of the AVFD during major incidents and events. Supervisor DeWalt is a city-trained and state-certified Emergency Medical Dispatcher who was recently appointed to the career position of AFD Emergency Communications Technician.

ALEXANDRIA VOLUNTEER FIRE DEPARTMENT

YEAR SUMMARY REPORT

OCTOBER 2003 TO SEPTEMBER 2004

HOURS

	DUTY	TRAINING	ADMIN	TOTAL
FIREFIGHTERS	1,999.0	515.5	691.0	3,205.5
MEDICS	742.0	177.5	12.0	931.5
SUPPORT PERSONNEL	105.5	269.0	246.0	620.5
TOTAL	2,846.5	962.0	949.0	4,757.5

INCIDENT DATE	LOCATION	TYPE	FIREFIGHTERS	EMS	CANTEEN	SUPPORT
10/05/2003	933 Van Dom Street	Fire	1	0	0	0
10/11/2003	344 South Whiting Street	Fire	2	0	0	0
10/14/2003	Woodlawn Trail (FFX)	Fire	1	0	0	0
10/26/2003	4310 Raleigh Avenue	Fire	1	0	0	0
11/09/2003	3618 Barcroft (FFX)	Fire	1	0	0	0
12/05/2003	214 Mount Ida Street	Assist APD	1	0	0	0
12/15/2003	914 Queen Street	Fire	1	0	0	0
12/18/2003	Train Derailment	Accident	0	0	0	2
01/30/2004	4320 Seminary Road	Accident	1	0	0	0
04/08/2004	2217 Huntington Avenue (FFX)	Fire	1	0	0	0
05/09/2004	4612 Raleigh Avenue	Assist APD	1	0	0	0
05/24/2004	2 South French Street	Hazmat	1	0	0	0
06/25/2004	Potomac River	Rescue	0	0	1	0
06/26/2004	Potomac River	Rescue	0	0	1	0
06/26/2004	906 Montgomery Street	Fire	1	0	0	0
07/10/2004	6151 Richmond Highway (FFX)	Fire	1	0	0	0
07/10/2004	Mary Caroline Circle	Fire	2	0	0	0
08/03/2004	200 Stoval Street	Fire	3	0	2	0
08/06/2004	13 East Braddock Road	Assist APD	1	0	0	0
09/28/2004	1227 Wythe Street	Assist APD	1	0	0	0
			21	0	4	2

EVENTS

- 1 Volunteer assisted at Del Ray Day
- 1 Volunteer participated in at Change Your Clock Change Your Battery
- 2 Volunteers participated in Turkey Trot
- 3 Volunteers participated in George Washington Birthday Celebration Parade
- 4 Volunteers participated in Latino Festival
- 15 Volunteers assisted 172.5 hours at Alexandria Red Cross Waterfront Festival
- 1 Volunteer assisted at EMT Recruit Testing
- 5 Volunteers assisted at Alexandria/USA Birthday Celebration
- 6 Volunteers assisted at Virginia Scottish Games
- 7 Volunteers assisted with Movie Nights
- 5 Volunteers assisted at Friendship Veterans Fire Engine Association Anniversary
- 9 Volunteers assisted at Art Festival in Old Town

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HOSPITAL TRIPS FOR EQUIPMENT

- 18 trips to Inova Fairfax Hospital
- 6 trips to Washington Hospital MedStar Unit (DC)
- 3 trips to Children's Hospital (DC)
- 2 trips to George Washington University Hospital (DC)
- 1 trip to Fort Washington Hospital (MD)
- 1 trip to HCA Reston Hospital
- 1 trip to Prince George's General Hospital (MD)

POLICE ASSIST

3 Volunteers

TRAINING

- 16 Volunteers completed Emergency Vehicle Operator Course (EVOC) recertification
- 12 Volunteers completed Automated External Defibrillator (AED) refresher course
- 6 Volunteers completed Air & Light Unit 207 training drill
- 5 Volunteers completed AFD station drill
- 6 Volunteers participated in Air/Light Unit drill
- 1 Volunteer completed AFD Night Burn
- 1 Volunteer completed Basic Trauma Life Support (BTLS) course
- 1 Volunteer completed Virginia Weekend course at National Fire Academy
- 1 Volunteer completed Alexandria Emergency Operations Center exercise
- 1 Volunteer completed classes at Firehouse Expo 2004 in Baltimore, MD

NEW MEMBERS

- 7 Firefighters
- 2 Rescuers

MEMBERS DROPPED

10

MONSUM

ALEXANDRIA VOLUNTEER FIRE DEPARTMENT
TOTAL
DUTY HOURS

OCTOBER 2003 TO SEPTEMBER 2004

NAME	DUTY HOURS	TRAINING HOURS	ADMIN HOURS	TOTAL HOURS	COMMENTS
OCTOBER 2003	226.5	164.0	73.0	463.5	
NOVEMBER 2003	305.5	182.0	117.0	604.5	
DECEMBER 2003	328.5	98.0	63.0	489.5	
JANUARY 2004	194.5	63.0	60.0	317.5	
FEBRUARY 2004	168.5	77.0	96.0	341.5	
MARCH 2004	208.5	71.0	80.5	360.0	
APRIL 2004	200.5	81.0	84.0	365.5	
MAY 2004	181.0	33.0	85.0	299.0	
JUNE 2004	369.5	62.0	65.0	496.5	
JULY 2004	218.5	55.0	71.0	344.5	
AUGUST 2004	196.0	49.0	99.5	344.5	
SEPTEMBER 2004	249.0	27.0	55.0	331.0	
Total	2,846.5	962.0	949.0	4,757.5	

**ALEXANDRIA VOLUNTEER FIRE DEPARTMENT
FIREFIGHTERS
DUTY HOURS**

OCTOBER 2003 TO SEPTEMBER 2004

NAME	DUTY HOURS	TRAINING HOURS	ADMIN HOURS	TOTAL HOURS	COMMENTS
OCTOBER 2003	182.5	96.0	70.0	348.5	
NOVEMBER 2003	282.0	108.0	55.0	445.0	
DECEMBER 2003	302.5	69.0	51.0	422.5	
JANUARY 2002	179.5	30.0	60.0	269.5	
FEBRUARY 2002	120.0	37.5	55.0	212.5	
MARCH 2002	99.0	24.0	60.0	183.0	
APRIL 2002	83.0	47.0	55.0	185.0	
MAY 2002	116.5	15.0	55.0	186.5	
JUNE 2002	204.5	41.0	55.0	300.5	
JULY 2002	126.0	12.0	65.0	203.0	
AUGUST 2002	131.0	15.0	55.0	201.0	
SEPTEMBER 2002	172.5	21.0	55.0	248.5	
Total	1,999.0	515.5	691.0	3,205.5	

ALEXANDRIA VOLUNTEER FIRE DEPARTMENT
EMS
DUTY HOURS

OCTOBER 2003 TO SEPTEMBER 2004

NAME	DUTY HOURS	TRAINING HOURS	ADMIN HOURS	TOTAL HOURS	COMMENTS
OCTOBER 2003	36.0	30.0	0.0	66.0	
NOVEMBER 2003	23.5	13.0	0.0	36.5	
DECEMBER 2003	26.0	13.0	12.0	51.0	
JANUARY 2004	15.0	12.0	0.0	27.0	
FEBRUARY 2004	42.5	16.5	0.0	59.0	
MARCH 2004	109.5	41.0	0.0	150.5	
APRIL 2004	117.5	19.0	0.0	136.5	
MAY 2004	64.5	6.0	0.0	70.5	
JUNE 2004	130.0	9.0	0.0	139.0	
JULY 2004	61.5	9.0	0.0	70.5	
AUGUST 2004	50.5	6.0	0.0	56.5	
SEPTEMBER 2004	65.5	3.0	0.0	68.5	
Total	742.0	177.5	0.0	931.5	

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

OCTOBER 2003 TO SEPTEMBER 2004

NAME	DUTY HOURS	TRAINING HOURS	ADMIN HOURS	TOTAL HOURS	COMMENTS
OCTOBER 2003	8.0	38.0	3.0	49.0	
NOVEMBER 2003	0.0	61.0	62.0	123.0	
DECEMBER 2003	0.0	16.0	0.0	16.0	
JANUARY 2004	0.0	21.0	0.0	21.0	
FEBRUARY 2004	6.0	23.0	41.0	70.0	
MARCH 2004	0.0	6.0	20.5	26.5	
APRIL 2004	0.0	15.0	29.0	44.0	
MAY 2004	0.0	12.0	30.0	42.0	
JUNE 2004	35.0	12.0	10.0	57.0	
JULY 2004	31.0	34.0	6.0	71.0	
AUGUST 2004	14.5	28.0	44.5	87.0	
SEPTEMBER 2004	11.0	3.0	0.0	14.0	
Total	105.5	269.0	246.0	620.5	

Addendum Table 1

**Estimated Value of Services Provided by the
Alexandria Volunteer Fire Department (FY 1987- FY 2004)**

Fiscal Year	Hours Worked	Estimated Value
1987	10,500.0	\$ 102,618
1988	8,578.0	\$ 98,946
1989	7,407.0	\$ 89,283
1990	7,606.0	\$ 95,798
1991	9,584.0	\$ 123,735
1992	8,967.0	\$ 115,769
1993	13,556.0	\$ 179,403
1994	9,240.0	\$ 124,732
1995	7,565.0	\$ 105,183
1996	6,815.0	\$ 96,643
1997	4,606.0	\$ 66,633
1998	5,219.0	\$ 81,631
1999	4,854.0	\$ 77,440
2000	4,943.0	\$ 80,840
2001	4,994.0	\$ 83,993
2002	4,337.0	\$ 72,943
2003	4,241.0	\$ 74,690
2004	4,757.0	\$ 85,452
	127,769.0	\$ 1,755,732

 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 1996 to September 1997; and Fire Department statistical data, October 1988 through September 2004.

SUMMARY OF 2003-2004 AVFD ACCOMPLISHMENTS

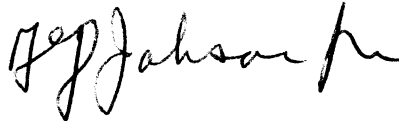
Alexandria Volunteer Fire Department's firefighters, rescuers, dispatchers, and canteen personnel collectively provided 2,846.5 duty hours and completed 962.0 training hours during the AVFD Fiscal Year 2004 (October 2003 through September 2004).

AVFD's fire and rescue volunteers provided city-trained emergency personnel whose dedicated efforts during AVFD Fiscal Year 2004 helped reduce 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 Dispatcher** assisted the career emergency communications technicians at public events—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 events.

Respectfully submitted,

ALEXANDRIA VOLUNTEER FIRE DEPARTMENT, INC.



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