

Northern Virginia Fire & Rescue Chiefs Committee Charter



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MISSION STATEMENT

The Fire & Rescue Departments of Northern Virginia is a regional coalition of 14- member fire and rescue departments. Our mission is to provide the Northern Virginia region with the best possible emergency services through shared use of resources and coordinated emergency response with emphasis on standard operational procedures, training, health and safety, leadership education, mutual aid, communication, legislation, administration, and other concerns of a mutual nature.

The coalition is organized into an operational structure that includes officer positions, sections, and groups; and is led by the Northern Virginia Fire and Rescue Chiefs Committee (NOVA Chiefs).

MEMBERSHIP, OFFICERS, AND COMMITTEES

Northern Virginia Fire and Rescue Chiefs Committee (NOVA Chiefs): The NOVA Fire and Rescue Chiefs Committee is comprised of the fire and rescue chief or agency head from each fire and rescue department or agency.

PURPOSE

The NOVA Chiefs Committee is primarily responsible for analyzing, planning, evaluating, and providing policy recommendations concerning regional:

- Public safety issues related to fire and emergency medical services
- Collaborative leadership and succession planning
- Hazardous Materials and Technical Rescue
- Fire prevention and code enforcement
- Homeland security and infrastructure protection
- Emergency response to weapons of mass destruction and all hazards disaster response

SPECIFIC ACTIVITIES

- Develop recommendations concerning fire and emergency medical services issues common to the Northern Virginia Emergency Services Mutual Response Agreement
- Establish interoperable radio and CAD communications, data systems, and coordinated fire and rescue communication procedures among the 911 centers or public safety access points (PSAP's)
- Develop common operational and response procedures that provide for shared use of special emergency response teams, equipment assets and other regional resources operated under the National Incident Management System (NIMS) format.

- Standardize fire, EMS, and emergency service policies, procedures, apparatus, and equipment whenever and wherever feasible.
- Develop cooperative fire and EMS operational and leadership training programs that support regional procedures and programs.
- Develop cooperative partnerships and relationships with allied public agencies in the region including: law enforcement, emergency management, transportation, public health, and public works at the federal, state, and local level, and formalize relationships with external organizations.
- Evaluate and provide recommendations regarding federal and state legislative and regulatory initiatives that may have potential effect on service delivery.
- Provide the regional Chief Administrative Officers (CAO) with policy briefings and recommendations concerning fire and EMS issues

MEMBER DEPARTMENTS

The Northern Virginia Fire and Rescue Chiefs Committee is comprised of chief fire officers from the following agencies who have developed cooperative relationships to improve the delivery of fire and emergency medical services:

- City of Alexandria Fire Department
- Arlington County Fire Department
- City of Fairfax Fire Department
- Fairfax County Fire and Rescue Department
- Fauquier County Department of Fire & Emergency Services
- Fort Belvoir Fire Department
- Fort Myer Fire Department
- Loudoun County Department of Fire & Rescue Services
- City of Manassas Fire & Rescue Department
- City of Manassas Park Fire & Rescue Department
- Metropolitan Washington Airports Authority Fire Department
- Prince William County Department of Fire & Rescue
- Quantico Marine Corps Base Fire Department
- Stafford County Fire & Rescue Department

COMMITTEE MEETINGS AND CHAIR RESPONSIBILITIES

All committee and sub-committee chairs are responsible for submitting minutes to the Northern Virginia Fire and Rescue Chiefs within five business days of their committee meeting. Each committee or sub-committee will have a Chief of Department assigned as a liaison if one is not already sitting on a committee. Committees must have a quorum in order to conduct official business. The quorum must include the chair or vice-chair of the particular committee and a quorum shall be a minimum of half of the membership plus one. The use of video teleconferences and teleconferences is encouraged. Recommendations made to the Chair and full committee for action should be in the form of a "SWOT Analysis". (Appendix)

ELECTIONS

The Chairperson and Vice-Chair shall be elected for a two-year term in November of even-numbered years to take office the following January. Any officer may be removed by majority vote.

OFFICER VACANCIES

In the event of a vacancy occurring in any elected office, the Board of Directors shall appoint a replacement whom shall serve until the next annual election.

CHAIR-PERSON (CHAIR)

The Chair shall serve as the chief executive officer of the NOVA Chiefs Committee and will operate on behalf of the NOVA Chief Administrative Officers. The Chair shall preside at all meetings of the Committee; he/she shall have general and active management of the business and strategic direction of the Chiefs Committee and shall see that all orders and resolutions of the Chiefs Committee are carried into effect. The Chair shall establish any committee or task force as is necessary in accordance with the purpose and objective of the Committee. The Chair is elected by the member fire department chiefs and reports to the same body.

VICE-CHAIR

The Vice-Chair shall, in the absence or inability of the Chair, perform the duties of that office.

GROUPS AND SUB-SECTIONS

OPERATIONS CHIEFS GROUP

The Operations Chiefs Group is comprised of the Senior Operations Chiefs from each fire department or agency.

Responsibilities

The role of the Operations Chiefs Group is to develop the specific operational doctrine to meet the strategic direction provided by the NOVA Fire Chiefs Committee.

Specific Activities

- Identify operational priorities that will lead to improved interagency emergency response operations
- Provide input to the Training Chiefs Section to develop training products and programs for each of the specific operational procedures to allow for consistent educational program delivery to the operational personnel throughout the region
- Ensure the development of common, interoperable communications procedures and protocols between and among participating jurisdictions
- Review and recommend to the NOVA Fire Chiefs all operational procedures and protocols developed by the various sections and groups
- Provide annual review of existing procedures to ensure they are kept current and provide direction for update as needed

EMERGENCY MEDICAL SERVICES (EMS) SECTION -

The EMS Section receives input from, and reports and makes recommendations to coordinate regional EMS delivery, training, procedures, and guidelines to the Operations group. The EMS Section has equal representation from each of the member departments.

Responsibilities

The EMS Section meets regularly to conduct business and has the authority to establish ad hoc workgroups to perform research and development of policy and procedures recommendations and reports and makes recommendations to coordinate regional EMS needs to the Operations Chief Group.

Specific Activities- (EMS SECTION)

- Develop and maintain a mechanism for regularly communicating mission critical information to all operational elements of member jurisdictions
- Appoint a member of the committee to serve as a facilitator for each workgroup established
- Reports to the Operations Chiefs Group
- Review work developed by workgroups and attempt to resolve conflicts

TRAINING CHIEFS SECTION

Responsibilities

The Training Chiefs Section receives direction from, reports, and makes recommendations to coordinate regional training needs and delivery to the Operations Chief Group.

Specific Activities

- Recommend training priorities
- Develop training modules for manuals
- Coordinate and plan Quarterly Training Program
- Reports to the Operations Chiefs Group

COMMUNICATIONS GROUP

Responsibilities

The Communications Section receives direction from, reports, and makes recommendations to coordinate regional communication needs, coordination and procedures to the NOVA Chiefs Chair

Specific Activities

- Recommend regional communications coordination issues
- Recommend communications related priority issues
- Recommend coordinated regional communications protocols and procedures
- Group reports to the NOVA Chair

HEALTH AND SAFETY GROUP

Responsibilities

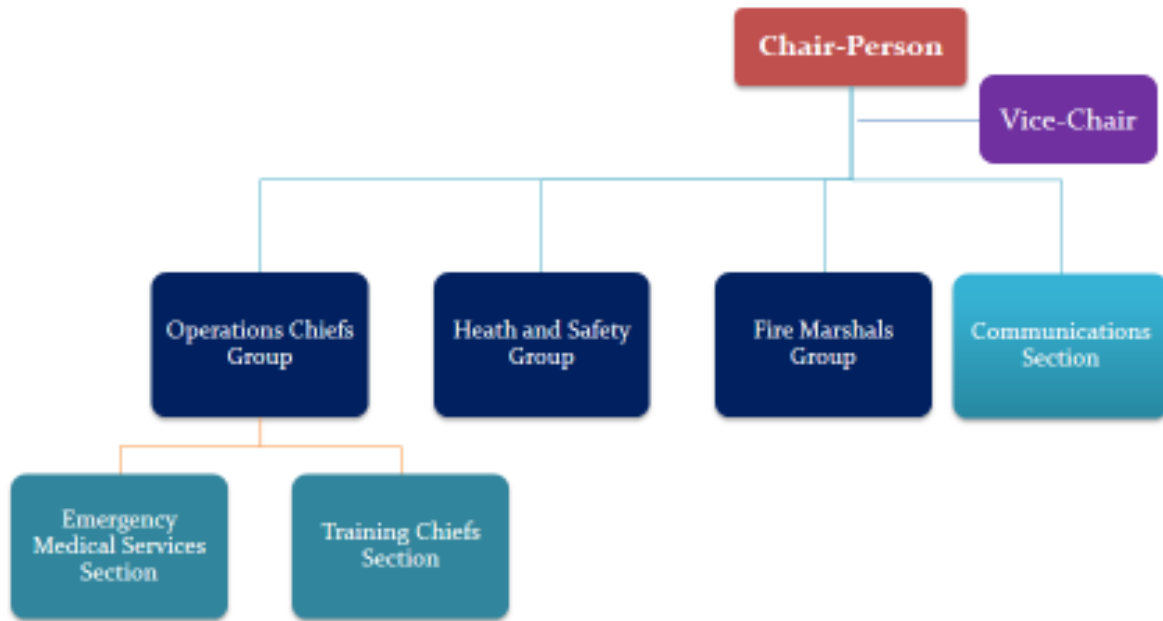
The Health and Safety Group Concentrates on policies and issues relating to the health and safety of firefighters.

Specific Activities

- Research the most comprehensive Safety Health Wellness, and Firefighter survival practices in the industry
- Recommend policies and activities that directly relate to the Safety Health Wellness, and Firefighter survival
- Group reports to the NOVA Chair

APPENDIX

NOVA Chief's Organization Chart



SWOT ANALYSIS

SWOT Analysis (alternatively SWOT Matrix) is a structured planning method used to evaluate the Strengths, Weaknesses, Opportunities, and Threats involved in a project or venture. A SWOT analysis can be carried out for a product, place, industry or person. It involves specifying the objective of the venture or project and identifying the internal and external factors that are favorable and unfavorable to achieving that objective.

SWOT Analysis

		Positive	Negative
		Strengths	Weaknesses
Internal		<ul style="list-style-type: none"> Advantages <ul style="list-style-type: none"> Financial reserves, likely returns Accreditations, qualifications, certifications Competitive advantages Capabilities <ul style="list-style-type: none"> Location and geography Innovative aspects Resources, Assets, People <ul style="list-style-type: none"> Processes, systems, IT, communications Culture, attitudes, behaviors Management cover, succession Experience, knowledge, data Patents Strong brand names Marketing - reach, distribution, awareness <ul style="list-style-type: none"> USP's (unique selling points) Price, value, quality 	<ul style="list-style-type: none"> Lack of competitive strength <ul style="list-style-type: none"> Gaps in capabilities Disadvantages of proposition Weak brand name Financials <ul style="list-style-type: none"> Cash flow, startup cash-drain High cost structure Our vulnerabilities <ul style="list-style-type: none"> Timescales, deadlines and pressures Reliability of data, plan predictability Continuity, supply chain robustness Processes and systems, etc <ul style="list-style-type: none"> Management cover, succession Morale, commitment, leadership
		Opportunities	Threats
External		<ul style="list-style-type: none"> Market developments <ul style="list-style-type: none"> Competitors vulnerabilities Niche target markets <ul style="list-style-type: none"> New USP's New markets, vertical, horizontal <ul style="list-style-type: none"> Partnerships, agencies, distribution Geographical, export, import Unfulfilled customer need New technologies Loosening of regulations Changing of International trade barriers Business and product development <ul style="list-style-type: none"> Seasonal, weather, fashion influences Technology development and innovation Industry, tor lifestyle trends 	<ul style="list-style-type: none"> Environmental effects <ul style="list-style-type: none"> Seasonal, weather effects Economy - home, abroad Political effects Legislative effects Market demand <ul style="list-style-type: none"> New technologies, services, ideas IT developments Shifts in consumer tastes Obstacles <ul style="list-style-type: none"> Sustainable financial backing Insurmountable weaknesses Competitor intentions New regulations Increased trade barriers Emergence of substitute products