



Virginia Beach Department of Emergency Medical Services



ADMINISTRATION

RECRUITMENT AND RETENTION STEERING COMMITTEE POLICY

PURPOSE: The purpose of this policy is to establish a Recruitment and Retention Steering Committee to review and evaluate strategies for sustaining the ranks of the volunteer rescue squads; review and recommend initiatives; and oversee initiatives.

APPLICABILITY: This policy shall apply to all members of the Department of Emergency Medical Services.

POLICY STATEMENT: The Emergency Medical Services (EMS) Chief shall appoint a Recruitment and Retention Steering Committee (RRSC). The RRSC will serve as the hub for coordinating volunteer recruiting and retention activities of the department.

MEMBERSHIP

The Steering Committee will be composed of:

- Chief of EMS or his designee - Chairman
- One EMS Division Chief (Support Branch)
- One EMS Assistant Chief
- EMS and Communications Officer
- Two Volunteer Rescue Squad Members
- Council of Virginia Beach Volunteer Rescue Squads representative
- Virginia Beach Rescue Squad Foundation Representative
- City of Virginia Beach Office of Volunteer Resources Representative

CHAIRMAN

The Chairman will act as leader of the committee. Duties of the chairman will include, but not be limited to, scheduling regular meetings, maintaining records, appointing working groups as necessary and compiling recommendation reports to the EMS Chief.

COMMITTEE MEMBERS

Members will be appointed by the Chief of EMS. The Council of Virginia Beach Volunteer Rescue Squads shall name its representative.

All members are expected to regularly attend meetings. The chair may recommend replacement to a sponsoring agency when a member fails to appropriately participate in committee activities.

WORKING GROUPS

The Chair shall establish working groups as necessary to review items brought before the Steering Committee. Some groups may be standing bodies while others will be ad hoc as needed. Members of working groups will be selected via the Steering Committee. Group leaders may be members of the Steering Committee, but broad participation is encouraged. All working groups shall include appropriate representation from across the department based on the assigned project.

Working group members will be nominated by their respective Steering Committee representative.

The EMS Media and Communications Officer shall act as coordinator of the various working groups, collaborating with the group leaders to ensure timely completion of assignments and reporting.

MEETINGS

The Committee will meet at least quarterly. Minutes of all committee meetings will be considered public documents and shall be published as directed by the Chief of EMS.

RECOMMENDATIONS

Feedback from the RRSC shall be compiled by the chair and shared as appropriate across the organization in order to implement recruitment and retention initiatives.

This policy shall become effective upon approval of the EMS Chief.


ORDERED:



EMS Chief

12/9/2021

Date



Stewart W. Martin, MD

Operational Medical Director

12/9/2021

Date