

	<b>FAIRFAX COUNTY FIRE AND RESCUE DEPARTMENT INFORMATIONAL BULLETIN</b>	
	<b>NUMBER:</b> 2019-053 <b>CFAI PI:</b> 7D.4	<b>DATE:</b> April 03, 2019
	<b>ISSUED BY:</b> Deputy Chief Thomas G. Arnold, Office of the Fire Chief	
	<b>SUBJECT:</b> Fire Chief's Equity and Inclusion Council (FCEIC)	

The Fire and Rescue Department (FRD) will be establishing the Fire Chief's Equity and Inclusion Council (FCEIC) in May 2019. The purpose of this council is to serve as a resource tasked with identifying concerns, issues, and recommendations that affect the FRD to promote an environment focused on building and maintaining a diverse and inclusive workplace. The FRD must continue to evolve, with a focus on moving human capital forward in a positive manner.

The mission of the FRD FCEIC is to champion human dignity, equity, diversity, and inclusion to promote a culture of respect and appreciation.

### **Roles and Responsibilities:**

- Champion diversity inclusion, drive internal changes, awareness that foster gender equality, and diversity of the workforce.
- Identify obstacles in achieving an inclusive department.
- Serve as ambassadors to FRD personnel, communicating the importance of the FCEIC.
- Develop a unified voice that represents and serves personnel.
- Research and recommend professional development training for the FRD personnel.
- Attend conferences and training, (e.g., Equity and Diversity conferences, inclusion training, etc.).
- Provide input on issues that affect personnel, and more importantly, strategies to build a culture of inclusion and respect for human dignity.
- Assists the FRD in appreciating national observances (e.g., Black History Month, National Women's History Month).
- Promotes recruitment, retention, promotion of females, and people from diverse backgrounds by encouraging the implementation of best practice in each of these areas, to include ensuring that relevant data collection is sufficient to enable informed decision-making.
- Engage and serve as conduit to internal and external stakeholders to improve diversity and inclusion to community engagement in underrepresented areas of Fairfax County.
- Encourage the development of a supportive workplace culture which allows employees to balance work, personal life, and maintain good mental health.
- Monitor Fairfax County initiatives that correlate to the FCEIC (e.g., One Fairfax, recruitment opportunities).
- Collaborate with external diversity and affinity groups for information sharing.
- Participate in mentoring activities.
- Review established policies and operational guidelines for diversity and inclusion updates.

- Solicit input from the Senior Leadership Team, employee group membership, career, volunteer, and civilian personnel to aid in diversity and inclusion outreach programs and initiatives.
- On behalf of the Fire Chief, manage special projects focused on diversity and inclusion.

### **Council Membership:**

The Fire Chief will appoint personnel from the FRD and employee group representatives to include the following:

- At-Large position appointed by the Fire Chief
- Fairfax County Women Firefighters Association
- Progressive Firefighters of Fairfax County
- Hispanic Firefighters
- Asian Firefighters
- LBGQTQ Firefighters
- Fairfax County Professional Firefighters & Paramedics, IAFF Local 2068
- Fairfax County Professional Fire and Rescue Officers Association
- Employee Advisory Council
- Safety/Work Life Program Battalion Chief
- Volunteer Fire and Rescue Association
- Recruitment Representative

### **Meeting Schedule:**

- Quarterly meetings with the Fire Chief.
  - Ad hoc meetings as needed.

### **Meeting Guidelines:**

- Voluntary attendance and participation
- Open forum to discuss topics/ideas
- A designated facilitator and scribe at each meeting.
- Meeting notes, action items, and reminders distributed for future meetings.
- The Fire Chief will take questions and engage as necessary.

Personnel interested in serving as the At-Large position appointed by the Fire Chief should submit a letter of interest through the chain of command to their respective Assistant Chief by close of business April 23, 2019.

Direct questions to [Deputy Chief Thomas G. Arnold](#).